



THE CITY OF NASHUA

Division of Public Works

Administration

"The Gate City"

Board of Public Works Meeting of May 5, 2016

Agenda

A meeting of the Board of Public Works is scheduled for Thursday, May 5, 2016 at 5:30 p.m. in Room 208 at City Hall, 229 Main Street, Nashua, NH 03060.

- I. Motion:** To approve the Agenda as presented.
- II. Motion:** To approve the Minutes of the Board of Public Works Meeting of March 24, 2016.
- III. Public Comment**
- IV. Engineering Department:**
 - A. Motion:** To approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.
 - B. Motion:** To approve Drainlayer's License for Cornerstone Excavating, 314 Merriam Hill Road, Greenville, NH 03048, in accordance with Nashua City Code §255-19 Issuance of Drainlayer's License.
 - C. Motion:** To approve a Use and Occupancy agreement for placement of outdoor deck in the City right of way at 4 Canal Street, Penuche's Ale House.
 - D. Motion:** To approve a Use and Occupancy agreement with the Nashua Housing Authority for placement of a fence in the City right of way at Central Street at the Palm Street intersection.
 - E. Motion:** To approve the locating of the Downtown Street Pianos on the sidewalk on Main Street sidewalk and in adjacent public spaces.
 - F. Motion:** To approve the construction contract for the LED Street Lighting Conversion project with Siemens Industry, Inc. of Austin, TX in an amount of \$1,455,694. Funding will be through Department 160 Admin/Engineering; Fund: Bond & Contributions; Activity: Amherst Street Road & Traffic Improvements (\$1,392,477).
 - G. Motion:** To approve the use of Amherst Street Traffic Mitigation funds in the amount of \$4,900, to install new underground loops for vehicle detection along the Amherst Street Corridor. Funding will be through: Department: 160 Admin & Engineering; Fund: Trust; Activity: 55 Other Services.
 - H. Informational:** Pavement Management Analysis
 - I. Motion:** To eliminate the CSO Stormwater Engineer position.
 - J. Motion:** To add two Staff Engineer positions in the City Engineering Department. Funding will be through: Departments: 160 Admin/Engineering and 169 Wastewater; Funds: General and Wastewater; Account Classification: Wages Full Time.

K. Motion: To approve the selection of Ms. Amy Prouty Gill of Nashua, NH, for the position of Senior Staff Engineer in the City Engineering Department. Starting salary is not to exceed \$69,236.61. Funding for this position is located in the following budgets: Department: 160-Admin/Engineering; Fund: General Fund; Account Classification: Wages Full Time; Department: 168- Solid Waste; Fund: Solid Waste; Account Classification: Wages Full Time; Department: 169-Wastewater; Fund: Wastewater, Fund; Account Classification: Wages Full Time.

L. Motion: To approve Change Order #2 for the Construction of Broad Street Parkway South with Continental Paving of Londonderry, NH in the amount of \$51,219.85. Funding will be through Department 160 Admin/Engineering; Fund: Bond; Activity: Broad Street Parkway.

V. Solid Waste Department

A. Motion: To award a one year contract for the transportation and processing of the City's single stream recyclables to Casella Recycling LLC of Charlestown, MA pending approval of the FY17 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services.

VI. Parks & Recreation Department:

A. Motion: To award the Legacy Playground at Labine Park contract to the lowest qualifying bidder, D.L. King Associates of Nashua, NH, in the amount of \$233,803.40. Funding will be through Department 177 Park & Recreation; Funds: Contribution, Prior Year Escrows, Trust and General; Activity: Labine Park.

B. Informational: To accept and place on file the information from the Transit Department regarding the purchase of discounted summer bus passes for students.

VII. Street Department:

A. Motion: To approve the hiring of Derek Messier, Nashua, NH to the position of Truck Driver, Street Department. Starting salary for this position will be \$21.97 per hour for a yearly salary of \$45,697.60 Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.

B. Motion: To approve the selection of Philip Fote, Nashua, NH to the position of Wastewater Collections Systems Technician, Street Department. Starting salary for this position will be \$25.77 per hour for a yearly salary of \$53,601.60. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

C. Motion: To approve the selection of David Kirby, Milford, NH to the position of Traffic Foreman, Street Department. Starting salary for this position will be \$31.46 per hour for a yearly salary of \$65,436.80 Funding will be through: Department: 161- Street Department; Fund: General; Account Classification: 51-Salaries & Wages.

D. Motion: To approve the selection of Henry Boucher of Nashua, NH for the position of Street Foreman, Street Department. Starting salary for this position will be \$30.24 per hour for a yearly salary of \$62,908. Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.

VIII. Wastewater Department

A. Motion: To approve the User Warrants as presented.

B. Motion: To approve the selection of Ms. Heather Larocque of Nashua, NH to the position of Laboratory Supervisor at the Wastewater Treatment Plant. Starting salary for this position will be \$62,898 per year. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

C. Motion: To approve the second phase of the Design Phase Services to Woodard & Curran of Portland, ME in amount not to exceed \$554,853. Funding will be through: Department: 169 - Wastewater; Fund: Wastewater; Activity: Pump Station Upgrades.

D. Informational: Purchase of Access Control and Camera System for Wastewater Treatment Plant funded by a Department of Homeland Security Grant.

IX. Administration

A. Discussion: Public Art

B. Informational: Budget Transfers

C. Informational: Update on Burke Street Building

D. Informational: Director's Report

XI. Commissioner's Comments

XII. Possible Non-Public Session

Minutes of Board of Public Works
Meeting of March 24, 2016

A regular meeting of the Board of Public Works was held on Thursday, March 24, 2016 at 5:30 p.m. at the Auditorium at City Hall, 229 Main Street, Nashua, NH 03060.

Members Present

Mayor James Donchess, Chair	Lisa Fauteux, Director of Public Works
Commissioner Paul G. Bergeron, Vice Chair	Nick Caggiano, Superintendent of Parks & Recreation
Commissioner Tracy Pappas	Steve Dookran, City Engineer
Commissioner Kevin S. Moriarty	David Simmons, Superintendent of Wastewater
Commissioner Joel Ackerman	Jeff Lafleur, Superintendent of Solid Waste
	Jon Ibarra, Interim Superintendent of Streets
	Andy Patrician, Division Operations Manager
	Carolyn O'Connor, Finance & Administration Manager
	Ken Siegel, Aldermanic Liaison
	David Deane, Alderman at Large

Mayor Donchess called the meeting to order at 5:30 p.m. and called the roll.

Mayor Donchess: Present

Commissioner Bergeron: Present

Commissioner Pappas: Present

Commissioner Moriarty: Present

Commissioner Ackerman: Present

MOTION: Commissioner Pappas to approve the Agenda as presented.

SECONDED: Commissioner Moriarty

MOTION CARRIED: Carried Unanimously

Director Fauteux mentioned that an item on the Parks & Recreation agenda wasn't on the main agenda.

MOTION: Commissioner Pappas to approve the Minutes of the Board of Public Works Meeting of February 29, 2016.

SECONDED: Commissioner Moriarty

MOTION CARRIED: Carried Unanimously

MOTION: Commissioner Pappas to approve the Minutes of the Board of Public Works Meeting of March 8, 2016.

SECONDED: Commissioner Moriarty

MOTION CARRIED: Carried Unanimously

Public Comment:

No public comment.

Parks and Recreation Department:

A. Motion: Commissioner Pappas to approve the purchase of the playground Structure for Labine Park through the Massachusetts Higher Education Contract B14 from M.E. O'Brien & Sons Inc. of Medfield, MA for the amount of \$62,485. Funding will be \$50,952 through Department 184 Urban Programs; Fund: Grant; Activities: CDBG FY 15 & 16, and \$11,533 from Department 177 Parks and Recreation; Fund: Prior Year Escrows; Account Classification: 71 Equipment.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The structure being purchased is based on the input from the Legacy Playground Group, some of the pieces used at the Sargent's Ave playground and the concepts that were seen by the Director and Superintendent touring playgrounds recommended by Jennifer Brooke of the Institute for Human Centered Design. The bid for the site work and installation of these structures as part of a community build is currently out to bid. The purchased structures have a 4-6 week lead time which will have if ready for the start of the project. The project is scheduled to begin in mid-June and is scheduled for completion in early September. The pricing for the structures is from the Massachusetts Higher Education Contract of which Nashua is a member.

Based on the past history of the company and the structures that M. E, O'Brien has provided the City of Nashua in the past it is the recommendation of the Park & Recreation Department to award this purchase to M.E. O'Brien & Sons of Medfield MA. in the amount of \$62,485.

Commissioner Pappas asked who would be installing the stone dust and if the bathrooms would be included in the project. Superintendent Caggiano responded that the bid is still out right now. The site work is all in the bid including the stone dust. Regarding the bathrooms, the legislation is before the human affairs committee and the recommendation is to approve the bathroom upgrades for \$20,000.

B. Motion: Commissioner Pappas to approve the purchase of aquatic invasive weed treatment services from Solitude Lake Management of Shrewsbury, MA for the amount of \$21,345. Funding will be through Department 177 Park and Recreation; Fund: Trust; Account Classification: 55 Other Services.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The proposal will treat the aquatic invasive weeds in the Mine Falls Mill Pond and Power Canal. The proposed plan will include the permitting and treatment of the waterbodies in June at the time of plant emergence. The treatment of these weeds will improve the overall health of the Mill Pond and Canal and will provide residents with improved recreational opportunities.

The Mill Pond and Canal were treated back in 2012 and 2014. The treatment produced very good results. The Master Plan developed for these water bodies by DES recommended the use of these treatments to reduce the spread of these invasive weeds

The vendor is one of the few vendors in New England licensed to treat water bodies in NH. The vendor has worked closely with NH DES, Fish & Game, and the NH Department of Agriculture Division of Pesticide Control. It is the recommendation of the Superintendent, The Mine Falls Advisory Committee and the Waterways Manager that the purchase be awarded to Solitude Lake Management of Shrewsbury, MA. in the amount of \$21,345.

Commissioner Bergeron asked if we eliminated this treatment last year and are bringing it back. Superintendent Caggiano responded that it wasn't eliminated last year - this is a bi-annual recommended treatment to keep invasive plants down and increase water quality.

- C. **Informational:** Commissioner Pappas to accept and place on file the informational from UPS regarding the discontinuation of the parking lot lease with the City of Nashua the NHIAA regarding the use of City facilities.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The City has leased a parking area at UPS on Whipple Street for the past 15 years in order to reduce parking congestion at the Whipple Street entrance to Mine Falls Park. This arrangement benefited not only visitors of Mine Falls Park, but also the Nashua Soccer Council and Adult Softball Leagues. We use this lot from Memorial Day through the end of October.

During a conference call with UPS officials, the Purchasing Department and the Superintendent, UPS indicated they will be expanding their facility and construction will begin in June and is expected to continue through the summer. The start date of the construction should allow for parking to continue through the spring soccer season. UPS indicated that after the project is completed they will look to see if there is an area they would be willing to release to the City. The Whipple Entrance to the park has very limited parking and a study to look for a long term solution to the issue should be considered.

Right now we park around 60 cars per weekend in the lot. It should be open through the spring soccer season but once construction begins they won't want people in the area. The street should be able to accommodate enough cars through the summer but not for the fall soccer season which draws a bigger crowd.

Commissioner Pappas recommended asking soccer families to carpool.

Director Fauteux said that we have worked on an alternate parking plan and will look into developing it this summer. It will be brought to the Board next month.

Street Department

A. Motion: Commissioner Pappas to accept the retirement of Andrew Landry, Foreman, at the Street Department effective March 16, 2016.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

B. Informational: Commissioner Pappas to accept and place on file the informational on the annual street department spring clean-up.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The City of Nashua Division of Public Works Street Department announces this year's annual spring cleanup which will be held from April 7, 2016 to April 18, 2016. After making an appointment, residents can put out one truckload of material at the curbside for removal. These special pickups are made by appointment only. Residents must call the Street Department at 589-4750 from March 31st through April 11th to schedule their pickup. Please call no later than April 11, 2016.

Solid Waste

A. Motion: Commissioner Pappas to approve the selection of Mr. Steven Champa of Nashua, NH to the position of Collection Equipment Operator at the Solid Waste Department. Starting salary for this position will be \$22.71 per hour for a yearly salary of \$47,236.80. Funding for this position is through Department: 168-Solid Waste; Fund: Solid Waste; Account Classification: 51 Salaries & Wages.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Majority - Commissioner Ackerman recused himself due to personal knowledge of the applicant.

DISCUSSION:

This position was posted per the AFSCME CBA and there were no internal applicants.

The interview team of Jeffrey Lafleur, Superintendent of Solid Waste, Nick Caggiano, Superintendent of Parks & Recreation, Kevin Naro, Solid Waste Foreman, and Matt Leblanc, Solid Waste Foreman developed interview questions related to the job and scored and rated the applicants. The candidates were then administered a field test based on the requirements of the position. After review of the interviews and test scores, the Superintendent of Solid Waste recommends Mr. Champa to the position of Collection Equipment Operator.

B. Informational: Commissioner Pappas to accept the Household Hazardous Waste Collection schedule for 2016.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Saturday, April 23, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, May 07, 2016	8am- Noon	Milford, NH, DPW Garage, 283 South Street
Thursday, June 02, 2016	3pm - 7pm	Street Department, 9 Stadium Drive
Saturday, August 06, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, August 27, 2016	8am- Noon	Pelham, NH, 6 Village Green
Saturday, October 01, 2016	8am- Noon	Street Department, 9 Stadium Drive
Saturday, November 05, 2016	8am- Noon	Street Department, 9 Stadium Drive

Wastewater

A. Motion: Commissioner Pappas to approve the User Warrants as presented.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

B. Motion: Commissioner Pappas to award the contract to Wright Pierce for construction phase services for the Headworks Upgrade project at the Nashua Wastewater Treatment Plant in an amount not to exceed \$323,300. Funding will be through: Department: 169 Wastewater; Fund: SRF Loan; Activity: Headworks Upgrades.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The Nashua Wastewater Treatment Facility (NWTf) headworks facility has exceeded its useful life and is in need of a complete overhaul. Wright Pierce has completed the design of the upgrades and has prepared bid plans and specifications. Concurrent with the award of the construction of this project, the construction management of this project needs to be awarded. As has been done in the past, the NHDES prefers that the construction phase services be performed by the design engineer.

The construction phase services will occur for the length of the construction which is expected to take 12 months. It will involve a full time resident engineer on-site and extensive engineering support from Wright Pierce's main office.

Their fee of not-to-exceed \$323,000 is approximately 10.4% of the total estimated construction cost of \$3,100,000, and approximately 11.4% of the low bidders. This percent is typical for this type of plant rehabilitation project.

Wright Pierce provided construction phase services for the Dewater and Grit System Upgrades project as well as other smaller projects at the Plant. They have provided quality construction services for these projects.

This project is an SRF funded project and the City will be seeking a State Aid Grant (SAG) in the amount of 20% of the costs should such funding become available.

C. **Motion:** Commissioner Pappas to award the Headworks Upgrades contract in the amount of \$2,848,222 to TBuck Construction of Turner, ME. Funding will be through: Department: 169 Wastewater; Fund: SRF Loan; Activity: Headworks Upgrades.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The headworks facility at the wastewater facility removes inorganic material in the entering wastewater before it enters downstream processes. It was last upgraded in 1999. The equipment is at the end of its useful life due to the corrosive environment and constant use. The existing layout consists of an intermediate floor where collected debris has to be transported to the upper (ground) level using heavy minor carts and overhead hoist making this operation cumbersome, labor intensive and risky.

In January 2015, the City hired consultant Wright Pierce to be doing the design work. The various components of this project include new stainless steel screens and rake arms long enough to remove entering debris from the lower level to the ground floor, wash presses, odor control system, overhead mechanical hoist, relocation of hallway and women's locker room to allow room for the screens at ground level, installation of a new women's locker room and upgrades to the effluent flow metering vaults.

A total of 8 contractors bid on this project. The following is a summary of the various contractors and their bids, received on March 2, 2016:

<u>Contractor</u>	<u>Bid Amount</u>
T Buck Construction	\$2,848,222
Penta Corporation	\$2,851,700
Winston Builders	\$3,020,889
D&C Construction	\$3,046,250
Kinsmen Corporation	\$3,246,000
Waterline Industries	\$3,297,677
Kingsbury Companies	\$3,546,156.68

The bid of the low bidder, T Buck Construction, was carefully checked. In addition, the references of T Buck were carefully checked and found to be favorable. They have also completed the Dewatering and Grit Systems Upgrades project at the Wastewater Facility in 2014 and these upgrades have been working satisfactorily since installed.

This project is an SRF funded project and the City will be seeking a State Aid Grant (SAG) in the amount of 20% of the costs should such funding become available.

Commissioner Moriarty asked if the City will be receiving the state aid grant? Carolyn O'Connor responded that the state suspended the program in 2008. They are slowly

reimbursing some of our projects that we have completed. We do complete our projects in compliance with their requirements. If they're able to fund this, we will get the 20%.

- D. Motion:** Commissioner Pappas to approve the selection of Noelle Osborne of Weare, NH to the position of Plant Operations Supervisor at the Wastewater Treatment Plant. Starting salary for this position will be \$35.40 per hour for a yearly salary of \$73,631. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

This vacancy was the result of the retirement of John Adie at the BPW meeting February 29, 2016. This position was posted per UAW CBA and there were four internal applicants.

The interview team consisted of David Simmons, Superintendent of Wastewater, James Lavalley, Wastewater Maintenance Foreman, Jeff Lafleur, Superintendent of Solid Waste, Nick Caggiano, Superintendent of Parks and Recreation and Philip Appert, Industrial Pretreatment Coordinator. The team asked several interview questions related to the job. After review of the interview it was determined that Ms. Osborne has the minimum qualifications and sufficient experience and ability to do the job and is recommended for the position.

Ms. Osborne has been employed by the City for over ten years, starting out as a chemist before being promoted to the Laboratory Supervisor.

- E. Motion:** Commissioner Pappas to approve Change Order #1 in the amount of \$130,000 for the purchase order for the purchase of Polymer from Polydyne of Riceboro, GA. Funding will be through Department: 169 - Wastewater; Fund: Wastewater; Account Classification: 61 Supplies & Materials.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

Polymer is used at the Wastewater Treatment Facility to coagulate the sludge used in the presses. In FY15, with the introduction of the new Huber Presses, a new polymer was required. We conducted bench testing and selected a polymer from Polydyne and we have been using that product since last May.

We had estimated an annual cost of \$120,000 for polymer, but due to the extra time it has taken us to fine tune the process and the sludge characteristics constantly changing, our annual estimate was off and we will need another \$130,000 for the rest of the year. There are funds available in the chemical budget for the additional costs.

Even with the additional costs in polymer usage we have seen a savings from Casella averaging \$18,000/month for the last four (4) months, for a total anticipated savings overall

of \$162,000. So, even with the increase in polymer costs, we are anticipating a net savings of \$32,000.

F. Motion: Commissioner Pappas to approve the selection of Mr. Randon W. Straw of Londonderry, NH to the position of Electrical Diagnostic Technician 1 at the Wastewater Treatment Plant. Starting salary for this position will be \$27.45 per hour for a yearly salary of \$57,096. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

This vacancy was the result of the retirement of Raynald Houle at the BPW meeting February 29, 2016. This position was posted per AFSCME CBA and there were four internal applicants.

The interview team consisted of David Simmons, Superintendent of Wastewater, James Lavalley, Wastewater Maintenance Foreman, Jeff Lafleur, Superintendent of Solid Waste, and Philip Appert, Industrial Pretreatment Coordinator. The team asked several interview questions related to the job. After review of the interview it was determined that Mr. Straw has the minimum qualifications and sufficient experience and ability to do the job and is recommended for the position.

G. Motion: Commissioner Pappas to approve Change Order #1 to the contract with Crisp Contracting of Nashua, NH in the amount of \$5,400 for the Newton Drive Force Main repairs. Funding will be through: Department: Department: 169 - Wastewater; Account Classification: 54 Property Services.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

Bids were sought from 3 contractors in February to replace the forcemain at Newton Drive. The original forcemain was installed in 1966 and has numerous holes in it. Crisp Contracting was the low bidders to replace the entire forcemain from outside the pump station into the upstream manhole for amount of \$9,900. The forcemain was installed on March 3-4. However, the work could not be completed since the existing forcemain was encased in concrete just outside the pump station precluding the Contractor from connecting to the outlet pipe from the interior manifold piping.

The additional costs are to core a new hole into the pump station, cut the interior manifold pipe, and install a new section of manifold piping from the existing manifold to the new forcemain. The price includes all materials, by-pass pumping and any other costs. In addition, a new hole will be cored into the upstream manhole to better align the forcemain flow with the existing flow through the manhole. This additional work comes to \$5,400. The new forcemain cannot be put into service until this additional work is completed.

Final contract amount will be \$15,300.

Engineering Department:

A. Motion: Commissioner Pappas to approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

Residential and Commercial Wastewater Service Permits

February 1 through February 29, 2016

Date	Permit #	Appl #	Location Address	Name	Comments	Fees	Betterment	Entrance	Connection	10% Discount
2/02/2016	23628	13459	859 West Hollis St	Dehana Desharmes	Reuse of sewer connection	\$0.00				
2/04/2016	23629	13441	Farmington and Fairhaven	Paul Rouix	Original Application	\$2,653.39	X	X	X	
TOTAL						\$2,653.39				

B. Motion: Commissioner Pappas to approve the Drainlayer's License for Forcier Contracting, 32 William St, Nashua, NH 03060, in accordance with Nashua City Code §255-19 Issuance of Drainlayer's License.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

Forcier Contracting, is requesting approval for a Drainlayer's License in accordance with Nashua City Code § 255-19 Issuance of Drainlayer's License.

Forcier Contracting is located in Nashua, NH. Working with other companies, private excavation work was completed satisfactorily throughout the City of Nashua. References were checked and found to be acceptable.

The City Engineer's Office recommends approval of the request.

C. Motion: Commissioner Pappas to approve the award of the construction contract for the 2016 Sewer Project to Park Construction Corporation of Fitzwilliam, NH in the amount of \$1,108,975. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Sewer Rehab, and Department: 169 Wastewater; Fund: Wastewater; Activity: Sewer Structures.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The annual sewer program addresses failing, aged sewers. This 2016 Sewer Project is expected to replace or line approximately 2,360 feet of sewer mains. The contract includes work in the following areas:

Tolles St from Whitney St to Canal St

Kinsley St approaching Main St

Lock St between Perham St and Chandler St

The old residential neighborhood off of Temple St including Hoyts Ln, Scripture St, Gorman Ave, Worcester St, Shedd's Ave and Howard St.

Contract work includes replacing sewer service lateral connections as well as catch basins and manholes prior to road restoration. Four contractors attended the mandatory pre-bid meeting on February 24, 2016. Three bids were received on March 10 as follows:

Park Construction Corporation of Fitzwilliam, NH	\$1,058,975.00
DeFelice Corporation of Dracut, MA	\$1,441,347.00
Cardillo & Son, Inc of Wakefield, MA	\$1,700,591.40

The low bid was reviewed and found to be acceptable. Park Construction Corporation has performed satisfactorily on other sewer projects of this scale in the city. Work is expected to begin in April and finish before the end of this year.

Several of the neighborhood streets are very narrow and many underground conflicts are expected. Therefore, a contingency of \$50,000 or approximately 5% is included in this award to be used on an as needed basis for unforeseen circumstances.

- D. Motion:** Commissioner Pappas to approve the award of the FY16 Asphalt Testing contract to John Turner Consulting, Inc. of Dover, NH in the amount of \$23,600. Funding will be through: Department: 161 Street; Fund: General; Activity: Paving; Department: 161 Street; Fund: Trust; Account Category: 54 Property Services.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The purpose of the FY16 Asphalt Testing contract is to test the asphalt used during 2016 Paving Program. Testing is being conducted to ensure compliance with contract specifications for compaction, liquid asphalt content, pavement thickness, and aggregate gradation.

The contract was advertised on January 28, 2016. Six bids were received on February 25, 2016 but only the following three were fully responsive in meeting all the requirements:

John Turner Consulting, Inc. of Dover, NH	\$23,600.00
S.W. Cole Engineering, Inc. of Londonderry, NH	\$32,100.00

John Turner Consulting of Dover, NH at a bid price of \$23,600 is the qualified low bidder.

- E. Motion:** Commissioner Bergeron to approve use of the Amherst Street Traffic Mitigation Funds and to re-approve the construction contract for the Amherst Street Improvements project with Continental Paving, Inc. of Londonderry, NH in an amount of \$1,537,096. Funding will be through Department 160 Admin/Engineering; Fund: Bond & Contributions; Activity: Amherst Street Road & Traffic Improvements (\$1,392,477), Department: 160 Admin & Engineering; Fund: Trust; Account Category: 61 Supplies & Materials (\$69,619) and Department 161 Street; Fund: General; Activity: Paving (\$75,000).

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

The Amherst Street Improvements project consists of work on Amherst Street from 450 feet west of Charron Avenue to the intersection of Diesel Road and on Charron Avenue approximately 350 feet to its intersection with Amherst Street. Work includes the implementation of additional turning lanes to eliminate the easterly jug handle turn and to allow for left turns from Charron Avenue onto Amherst Street. Due to the impact to the local businesses as well as the traveling public, 90 day contract duration has been established (to substantial completion).

The project was approved by this Board in February 2016, contingent upon needed funds becoming available for the project. Legislation has been introduced to accept an additional \$62,000 in developer contributions as well as to bond for an additional \$454,000.

In addition, BPW approval is being requested to use \$69,619 from the Amherst Street Traffic Mitigation fund. Please note that the contract includes \$75,000 of paving funds which was originally budgeted to repave this section of Amherst St.

The contract amount has been increased from \$1,397,360 to \$1,537,096 to provide a 10% contingency. These funds will not be awarded immediately but would be used to cover any unexpected issues that may arise during construction. This is being pursued due to the short duration of the construction contract where time will be at a premium. The Board will be advised of any changes to the contract via an informational item at its regularly scheduled meetings.

Construction will take place during the daytime and nighttime as needed.

Commissioner Pappas asked when the wastewater rate study will be completed. Director Fauteux responded that it will be ready within the next couple months.

Administration

A. Verbatim Minutes Discussion

Mayor Donchess stated that verbatim minutes will cost approximately \$100 per meeting hour to transcribe.

A discussion commenced regarding the need for verbatim minutes. Commissioner Pappas explained that verbatim minutes would help create a historical record to assist in finding specifics about certain discussions and decisions made at meetings.

Motion: Commissioner Pappas to approve moving to verbatim minutes for future Board of Public Works Meetings.

SECONDED: Commissioner Bergeron

MOTION CARRIES: Majority, Moriarty- Nay

DISCUSSION:

Commissioner Moriarty commented that he feels the minutes have been very thorough and that it isn't a good use of tax payer's money to go to verbatim minutes.

Commissioner Bergeron commented that he feels it could be hopeful to Aldermen to be able to see a complete detail of meetings. He also suggested that the Department Report be added to the minutes.

Alderman Siegel responded that he also feels that the minutes are much better than they have been in the past and he doesn't find any issues with the current ones. He said that verbatim minutes are easier to use to research past topics.

Alderman Deane said he agreed with Alderman Moriarty regarding the minutes. He said he doesn't have any issues with them and suggested we spend the money on something else vs. verbatim minutes.

MOTION: Commissioner Moriarty to increase the budget line for Administration; Contracted Services by \$3,600 for verbatim minutes.

SECONDED: Commissioner Ackerman

MOTION CARRIED: Unanimously

A separate discussion ensued regarding the current website and how difficult it is to search for things on it. Alderman Siegel stated that it is more difficult now to do research using the current website. Mayor Donchess suggested having a session to discuss the website and to invite members of IT. Alderman Deane also stated that he finds the new website difficult to use and conduct research on.

B. Motion: Commissioner Pappas to approve the informational on budget transfers.

SECONDED: Commissioner Moriarty

MOTION CARRIES: Unanimously

DISCUSSION:

C. Informational:

i. Update on Burke Street

Director Fauteux provided an update to the Board. She explained that they are still negotiating with HKT. John Vancor is involved and looking at cost and the schedule. She hopes to have a contract with HKT to bring to the April meeting. Saturday April 2nd is a tour of the facility from 10am - 2pm for the public.

ii. Update on David W. Deane Skateboard Park

Director Fauteux explained that last month we proposed a site behind salt shed but after additional research we discovered more trash than anticipated and ledge so that site is being abandoned as a possibility. We are now proposing another site that will work better. It is located where current parking is at Stellos Stadium. The parking would be relocated.

Motion: Commissioner Pappas to approve the proposed site as discussed.

SECONDED: Commissioner Bergeron

MOTION CARRIES: Majority, Ackerman – Nay

DISCUSSION:

Additional test pits will be performed to make sure the site is acceptable. The designers won't do any further work on the design until a site is chosen and approved. The Director met with Mike LaChance of the YMCA and he is very excited about the skateboard park.

Commissioner Moriarty asked about noise – will trees be planted to mitigate sound? Alderman Deane responded that it hasn't been discussed but is possible if needed.

Commissioner Ackerman is concerned about additional traffic and loss of parking spaces. Director Fauteux assured him that we would replace any parking space removed as a result of relocating the skateboard park and that once Burke Street opens even more parking would be added.

iii. Directors Report

A series of slides showing various current Public Works projects and activities were shown.

Commissioner Pappas expressed concern about who approves the artwork that is placed around town. Director Fauteux responded that her input is limited to whether a piece creates any safety concerns or not. Mayor Donchess explained that the terms of the contract with CityArts are that CityArts gets to decide where to place whatever pieces they would like around the City pending approval of the Board of Public Works regarding safety and interference with Public Works day-to-day operations. Commissioner Pappas responded that she believes someone should be in charge of approving what art is put up around this City. Alderman Siegel responded that the Board of Finance approved the contract based on samples from the artist which were similar to those that would be displayed around town. There was never a discussion about how long something would be placed, where it would be placed or what would be placed. It was only decided that the Division of Public Works would make sure it was safely installed and maintained.

Commissioner Moriarty stated that he believes an elected body should be involved in making decisions on what is placed around town. Mayor Donchess expressed concerns around the Board making decisions of censoring what art is placed around town based on whether we like it or not.

Director Fauteux stated that her only area of discomfort is the number of items that are being placed. How many and where they are placed should be approved by someone or somebody. She doesn't necessarily feel it should be the Division of Public Works' responsibility to decide these things. Alderman Siegel said that he believes it is legally within the Board's authority to make decisions or make a policy around this issue. Mayor Donchess agreed that it is within the Board's purview, however isn't sure that that is something we should do.

Commissioner Bergeron suggested that we should approve sites, like we did with the sculptures. We didn't decide which sculptures would be placed – only where they could be placed.

Alderman Deane suggested the city attorney should rescind the contract because it has taken authority from the Division of Public Works. Mayor Donchess responded that he thinks this approach may be inviting a lot of controversy which could end in not having any artwork. How do we arbitrate different points of view about what art is?

Commissioner Pappas has heard a lot of concern about the City being cluttered by an abundance of art.

Commissioner Ackerman said we need to create a policy around this. The Director agreed to draft a policy with input from people on the Board, including the Aldermanic Liaison, should they wish. Commissioner Ackerman suggested researching what other similar cities' policies are around art. This topic will be revisited at the next meeting.

Budget Discussion

Mayor Donchess opened the discussion by saying that in the prior meeting we reviewed the budget information without the personnel information. That and additional information has now been supplied.

Finance & Administration Manager Carolyn O'Connor summarized the additions to the budget information in the packet. A personnel report was added by department. There are a total of three additional positions that are in the Wastewater Department which have been added in order to comply with our EPA Permit. The accounting units have been broken out by function as requested. A breakout of contracted services has been provided as well.

Commissioner Moriarty expressed interest in approving the budget as presented.

Commissioner Bergeron said he would like to increase the striping budget line. Finance & Administration Manager Carolyn O'Connor communicated that we currently have an open contract in the amount of \$285,296 for striping that has not been completed but will be

completed within the next year. The FY17 proposed budget would add an additional \$162,000 to that.

Commissioner Ackerman noted that our proposed budget for snow plowing services is \$100,000 and only \$6,000 has been spent this year. Can we escrow the extra FY16 money so it doesn't revert back to the General Fund so it can be available for other Street/Public Works activities? The Mayor said that escrows need to be proposed to the Board of Aldermen and approved. Our focus right now is reviewing the proposed budget for FY17. Escrows are not considered until the end of the fiscal year when each department knows how much is left over. Approvals are usually in the fall after the previous fiscal year has been closed.

Alderman Deane stated that if money is escrowed for what it was originally budgeted for, such as leftover funds budgeted for salt were escrowed for salt, the Mayor can approve it. If it was budgeted for sand and the Director wants to move it to paving it would have to go through the Board of Aldermen. He said that it will be a tough year for some of these departments.

Commissioner Pappas asked if whatever is left over from the snow budget can be put towards paving or mill and fill.

An estimate of anticipated surpluses in FY16 budget will be supplied at the April Board Meeting.

Mayor Donchess asked when we should have access to the paving information on Cartegraph. Director Fauteux said we should have that information available within a month.

MOTION: Commissioner Pappas to reduce the number of Street Foremen in the Street Department from 4 to 3 and move the money into street paving.

SECONDED: Commissioner Bergeron

MOTION FAILED: Commissioners Bergeron and Ackerman and Mayor Donchess – NAY (Commissioner Moriarty absent); Commissioner Pappas - YAY

DISCUSSION:

Division Operations Manager Andy Patrician responded that there are many jobs going on at once every day at the Street Department and we need 4 foremen to make sure the work gets done well. Commissioner Pappas disagreed and believes we could try it and see how it goes. Director Fauteux responded that we're short foremen all the time and oftentimes we have 5 or 6 crews working all at once at different sites.

MOTION: Commissioner Pappas to eliminate the position of Citizen Services Coordinator in the Administration Department and move the money into street paving.

SECONDED: Commissioner Ackerman

MOTION FAILED: Commissioners Moriarty, Bergeron and Ackerman and Mayor Donchess – NAY; Commissioner Pappas - YAY

DISCUSSION:

Director Fauteux responded that it is a critical position and is the face of public works to residents. The person in that role does all Cartegraph work orders and makes sure things are done. They answer calls and respond to citizens. There is more planned for that position and more involvement with social media planned. Right now that person is helping out in the Street Department while we try to fill the Operations Supervisor position.

Commissioner Moriarty said that he feels there is a fine line between micromanaging a Division and being Commissioners. He added that the Director and Superintendents have been asked to put together a budget that fits within a slim cap and we've been asked to review it but they've done the best they can with what they've been given. Commissioner Bergeron responded that as elected officials he feels it is their job to review and make suggestions in response to what they hear from residents.

Commissioner Ackerman asked how much residential paving costs per mile. City Engineer Dookran responded that it costs approximately \$700,000 to pave one city mile.

MOTION: Commissioner Bergeron to approve the budget as amended.

SECONDED: Commissioner Moriarty

MOTION CARRIED: Unanimously

Commissioner Pappas motioned to adjourn.

Meeting adjourned at 8:36pm

Board of Public Works Meeting of March 24, 2016
Department Report

Street Department

- **Signs and Pavement Markings.** Over the past month approximately 30 signs have been replaced. The crew is also replacing mailboxes that were damaged during snow operations.
- **Traffic Signals.** The Manchester Street school zone flashing speed zone /radar sign was hit and damaged beyond repair. The replacement has been ordered and Risk Management is working with the drivers' insurance company to reimburse the city for the materials. Traffic signal techs responded to two calls after hours for light issues. During the day the crew has been addressing failed traffic signals and communication issues on Amherst Street.
- **Fleet Department.** Preventative maintenance of the fleet is ongoing daily. Repairs from the daily driver reports are scheduled and resolved. The street sweepers have been brought out of winter storage 4 weeks early and are operational at this time.
- **Weld Shop.** The welders are repairing trucks and plows damaged during the winter snow operations. This past week one welder assisted the street crew working at Holman Stadium by installing some structural steel for the masons to reinforce the block work being done by the Masons for the ongoing rehab of the dugout.
- **Collections.** The camera crew has been inspecting infrastructure for needed repairs prior to the paving project. They have been clearing sewer backups (Shakespeare Street and Hill Street) are the two latest. They have been assisting at the WWTF by cleaning out the grit chamber and assisting the Street Department crew with sewer repair work.
- **Asphalt Repairs.** We now have two hot box crews in service and operating every day weather permitting.
- **Snow Operations.** Last all-call for snow was on the 15th of February. We had a pre-salt event on the 23rd of February. We have had one pre-salt event in March and it was during the day shift with no over time.
- **Sweeper program.** The sweepers are running during regular hours. (3 weeks early).
- **Miscellaneous.** Due to the mild weather we have had crews out for the past week doing lawn repair due to snow plow damage.

Parks & Recreation Department

- **2016 Trips.** Our next trip will be in June for a trip to NYC. There are only three spots left. Refer to the website for details.
- **Holman Stadium.** The stadium is having interior maintenance items finished up and dug out repairs are being done in anticipation of opening the season on April 7th.

- **Stellos Stadium.** The stadium was opened for play on March 21st. The spring sports season is off to an early start. Look to the City website for the spring schedule.
- **Baseball / Softball / Soccer / Lacrosse.** League meetings have been held and field work is ongoing. Field 4 at the Main Dunstable fields will be off line this spring for renovations. We anticipate releasing the fields for play on April 11th.
- **Winter Projects.** The staff has continued working on a park inventory list for the new work order system. Repairs are being done to the kayak dock that was vandalized in Mine Falls Park and will be completed and be installed soon. We are finishing up making and repairing picnic tables and equipment sheds for the upcoming season.
- **Biddy Basketball.** The 2015 / 2016 season came to an end with the All Star game on March 19th. The season was a success. The Biddy Basketball program has 1,500 participants and is the largest recreational basketball program in the State. Please congratulate this year's Girls Biddy Champions, The Hawks, Girls Jr, Champions, The Lakers, Boys Jr, Champions, The Knicks, Boy's Biddy Champions, The Cavaliers and Bantam Champions the Blazers.
- **Mine Falls Park Red Trail.** The construction on the red trail has started. We are anticipating the completion of the project by June of this year.
- **Walking Program.** The spring walking program is schedule to start on April 4th. Refer to the website for times and locations.
- **Tree Work.** Winter Tree Work was very productive with the light winter. The weather has allowed the department to do some proactive park and street tree pruning.
- **Mine Falls Park.** The Mine Falls Advisory Committee meetings have started. Plans for our monthly trail days and Gate House tours will be released shortly.
- **Summerfun.** Work on the upcoming 2016 season has begun. Currently we have received \$15,600 in committed sponsorship. The annual goal is to achieve \$15,000 in sponsorship.
- **2016 Summer Camps.** The planning for the 2016 camp season has started. Look to the website for information regarding our current camps and new camps.

Wastewater Department

- **Pump Stations Upgrades Project.** Consultant Woodard & Curran has completed a pump station evaluation report for the study phase of this project. The City is reviewing their recommendations and considering locations where several of the existing pump stations might be moved onto adjacent City property.
- **Expansion of Sludge Loading Bays.** The contractor needs to address a warranty item to replace the contacts for the motorized door opener.
- **SCADA Upgrades Project-Wet Weather Facility.** The low bid contractor FOST was hired to install new fiber optic cable and connect to existing control panel. Work is on-going. Once complete, consultant Woodard and Curran will reevaluate the wet weather facility when in operation during a storm event.
- **SCADA Upgrades – Plant Wide.** This project is to upgrade the entire plant outside of the wet weather facility, which is covered by the project listed above.

Consultant Woodard and Curran has been selected for this upgrade and their contract is being finalized.

- **Headworks Upgrade Project.** The bid opening was held on March 2nd, and contractor TBuck was the low bidder. BPW approval is on March 24th followed by Finance Committee and full Board of Alderman approvals in April.
- **Tank Drain and Scum System Upgrades project.** The contractor has finished all work. A final balancing change order is being prepared to close out this project.
- **Roof Replacement Project.** A change order has been approved for Contractor Rockwell to install new flashing and end caps over the parapet walls in 2 building where leaking has been observed. This work will begin following approvals and suitable weather.
- **SOP Update Project.** Still waiting for the wet weather facility SCADA upgrades before consultant Wright Pierce can complete the SOP for Wet Weather Facility operation.
- **WAS Pump Installation.** This work is being completed by contractor Weston and Sampson but is on hold till a new shut off valve is installed since the existing shut off valve is not holding.
- **Boilers.** Contractor Lemire has come back and has begun work on completing the installation of the second boiler as well as fixing the steam connections to heaters in the garage bays.
- **Installation of New Forcemain at Newton Drive.** Contractor Jack Crisp was the low bidder for this work which occurred on March 3-4. The contractor was unable to connect to the existing manifold outlet manifold pipe at the pump station due to it being concrete encased. A change order is needed to allow the contractor to core a new hole in the pump station wall and cut the old manifold pipe to allow a new section to be installed that can connect to the new forcemain.
- **Laboratory.** The laboratory continues permit and process control testing.
- **Safety & Training.** In the process of scheduling forklift training and registering staff for Spring 2016 training courses needed for the operator certifications
- **Plant Capacity.** Additional services to update the plant capacity study by consultant Hazen Sawyer is being sought as a result of differing sludge flow rates to the digester.
- **Cartegraph.** Staff attended training on using the task entry and asset management. This will eventually replace the JobCAL software.

Engineering Department

- **Broad Street Parkway.** The contractor has started preparation to resume in the spring to complete final work in the Parkway South Contract.
- **CSO# 005 and CSO # 006 Screening and Disinfection Facility.** Contract close out paperwork is being developed for approval.
- **Burke Street Sewer Phase 2.** The draft design for streetscape on Burke Street will be presented at a public informational meeting. Parking restriction and traffic calming measures require legislation to change the related ordinances which have been sent to legal for review.

- **2015 Sewer Replacement.** Engineering is coordinating with the railroad and utilities on a plan for sewer upgrades on Temple St under the crossing railroad tracks west of the Amory St intersection.
- **2016 Sewer Replacement.** Three bids were submitted on March 10, 2016. Park construction was the qualified low bidder.
- **Infiltration/Inflow Analysis.** The contract between the City and Wright-Pierce has been executed and a kickoff meeting was held on March 15.
- **Capacity Management Operation and Maintenance (CMOM) Review.** As required by the EPA wastewater discharge permit, a review of activities associated with operation and maintenance planning and tracking of activities, capacity assessment, capital improvement planning and financial management planning of the wastewater collection system is needed. A request for qualifications to hire a consultant to perform essential to CMOM is being drafted.
- **FY2016 Street Paving Program.** Brox Industries was given Notice of Award for the FY2016 Paving Contract.
- **FY2016 Asphalt Testing.** The FY2016 Asphalt Testing Contract was advertised on January 28. Bids were received on February 25. John Turner Consulting was low bidder.
- **MDS Street Paving Assessment.** MDS has completed the assessment of public streets. Data has been uploaded to Cartegraph and is being edited.
- **Cartegraph Asset Management.** Training was held on the use of the pavement management module. IT is coordinating the installation of the Scenario Builder module that will be used to forecast various funding options for the paving program.
- **Sewer Inspection for Paving Program.** A request for proposals to inspect sewers and drains of streets listed for future paving is being developed.
- **Manchester/Concord Street Crosswalks.** Punch list items such as lawn area repairs and some signage installation will be completed in the spring. Advance “Road Narrows” signage has been installed.
- **East Hollis Railroad Crossing.** A meeting with NHDOT, PanAm and the City is required to develop an approach to completing the project.
- **Amherst Street Improvements - Charron Ave to Diesel Road.** Work continues on easement documents and utility relocation plans. Construction schedule is dependent upon bonding approvals.
- **Stadium Dr. Skateboard Park.** A survey of the proposed location for the relocated David Deane skateboard park was completed as well as necessary easement research. Eversource was contacted regarding a 100 foot easement that crosses the parcel.
- **Legacy Playground.** The Legacy Playground construction project was advertised on the City website. A mandatory prebid was held on March 16 and six firms attended. Bids are due March 31, 2016.
- **Mill Pond Boardwalk.** Construction has begun with the removal of trees. Change Order No. 1 (\$3,850) for additional helical foundation piers, revised joist hangers and a time extension is going through the approval process.
- **Merrimack River Levee.** Engineering is reviewing the submittal to address US Army Corps of Engineers Section 408 permit requirements being drafted by the 62 and 70 Bridge St development also known as The Residences at Riverside

Landing to document the development's impact to the levee flood control system. This final permit application will be submitted from the City as the owner and operator of the levee.

- **Site Development Review.** Engineering has reviewed the following Site Development and Subdivision plans: 62 and 70 Bridge St, 36 and 38 Broad Street – Dunkin Donuts, 621 Amherst Street, 21 East Hollis Street, and 5 – 8 Prospect Street.
- **Street Acceptance.** Engineering is working on the street acceptance of a portion of Cherrywood Dr, Moonstone Ct, Tamora Ct and Annabelle Ct. The developer is working on several outstanding issues.
- **Construction Inspection.** The inspectors have provided inspection for the following projects: Monis Farms Phase 2, 270 Amherst St, Adelaide Ave and Pendant Ln, Deerwood Dr, Burke St, Gagnon Farms and inspections for sewer service repairs throughout the city.
- **Engineering Survey.** Ongoing survey projects include: Survey for sewer program including Spaulding Avenue, and siphon locations, layout for Mill Pond Boardwalk, review of ROW for Stetson Street, determination of ROW for tree cutting on Harbor Avenue, and survey of Stadium Drive for skateboard park layout.
- **Street Opening Permits.** Engineering issued five Street Opening Permits and six Permits to Encumber in February.
- **Sewer Permits.** Two sewer permits were issued and \$2,653.39 in fees was collected from February 1 to February 29, 2016.

Solid Waste Department

- **Recyclables Shipped in February 2016.**
 - 359 tons of single stream recycled materials
 - 13 tons of electronic waste
 - 4 tons textiles and books
 - 400 gallons of waste oil
 - 250 gallons of antifreeze
 - 2 boxes rechargeable batteries
 - 4 tons of automobile batteries
- **Recycling Bins & Carts.**
 - 77 recycling carts were sold.
 - 19 recycling bins were given to 11 residents
 - 33 Trash carts distributed
 - 30 Trash carts repaired
- **Permits Sold for 2016.**
 - 6360 Residential
 - 368 Commercial
- **Curbside Collections and Landfill Drop Off.**
 - 4222 tons MSW
 - 303 tons C&D



THE CITY OF NASHUA

Division of Public Works

Engineering Department

"The Gate City"

Board of Public Works Meeting of May 5, 2016 Engineering Department

Agenda

- A. Motion:** To approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.
- B. Motion:** To approve Drainlayer's License for Cornerstone Excavating, 314 Merriam Hill Road, Greenville, NH 03048, in accordance with Nashua City Code §255-19 Issuance of Drainlayer's License.
- C. Motion:** To approve a Use and Occupancy agreement for placement of outdoor deck in the City right of way at 4 Canal Street, Penuche's Ale House.
- D. Motion:** To approve a Use and Occupancy agreement with the Nashua Housing Authority for placement of a fence in the City right of way at Central Street at the Palm Street intersection.
- E. Motion:** To approve the locating of the Downtown Street Pianos on the sidewalk on Main Street sidewalk and in adjacent public spaces.
- F. Motion:** To approve the construction contract for the LED Street Lighting Conversion project with Siemens Industry, Inc. of Austin, TX in an amount of \$1,455,694. Funding will be through Department 160 Admin/Engineering; Fund: Bond & Contributions; Activity: Amherst Street Road & Traffic Improvements (\$1,392,477).
- G. Motion:** To approve the use of Amherst Street Traffic Mitigation funds in the amount of \$4,900, to install new underground loops for vehicle detection along the Amherst Street Corridor. Funding will be through: Department: 160 Admin & Engineering; Fund: Trust; Activity: 55 Other Services.
- H. Informational:** Pavement Management Analysis
- I. Motion:** To eliminate the CSO Stormwater Engineer position.
- J. Motion:** To add two Staff Engineer positions in the City Engineering Department. Funding will be through: Departments: 160 Admin/Engineering and 169 Wastewater; Funds: General and Wastewater; Account Classification: Wages Full Time.
- K. Motion:** To approve the selection of Ms. Amy Prouty Gill of Nashua, NH, for the position of Senior Staff Engineer in the City Engineering Department. Starting salary is not to exceed \$69,236.61. Funding for this position is located in the following budgets: Department: 160-Admin/Engineering; Fund: General Fund; Account Classification: Wages Full Time; Department: 168- Solid Waste; Fund: Solid Waste; Account Classification: Wages Full Time; Department: 169-Wastewater; Fund: Wastewater, Fund; Account Classification: Wages Full Time.
- L. Motion:** To approve Change Order #2 for the Construction of Broad Street Parkway South with Continental Paving of Londonderry, NH in the amount of \$51,219.85. Funding will be through Department 160 Admin/Engineering; Fund: Bond; Activity: Broad Street Parkway.

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Residential and Commercial Wastewater Service Permits

A. Motion: To approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.

Discussion: Below is a list of Residential and Commercial Wastewater Service Permits issued for the period March 1 through March 31, 2016.

Residential and Commercial Wastewater Service Permits

March 1 through March 31, 2016

Date	Permit #	Appl #	Location Address	Name	Comments	Fees	Betterment	Entrance	Connection	10% Discount
3/3/2016	23631	13461	47 Legacy Dr	Holly McCarty	Original Application	\$295.00		X		
3/3/2016	23632	13462	10 Adelaide Ave	Holly McCarty	Original Application	\$295.00		X		
3/7/2016	23633	13463	26 Lewis St	Dan Bergeron	Original Application	\$895.00		X	X	
3/10/2016	23634	13464	27 Twelfth St	Roger L. Gaudette	Replacement connection	\$540.00			X	X
3/14/2016	23635	13465	323 Daniel Webster Highway	Keri Driscoll	Replacement Connection	\$1,485.00		X	X	
3/17/2016	23636	13466	25 Arlington St	Peter Tsoukaris	Replacement Connection	\$295.00		X		
3/23/2016	23637	13467	5 Elaine Dr	Kerri Eliot	Original Connection	\$1,348.00	X	X		
3/24/2016	23638	13468	20 Almont St	Steve Rheame	Service Replacement	0				
TOTAL						\$5,153.00				

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Drainlayer's License Application – Cornerstone Excavating

B. Motion: To approve Drainlayer's License for Cornerstone Excavating, 314 Merriam Hill Road, Greenville, NH 03048, in accordance with Nashua City Code §255-19 Issuance of Drainlayer's License.

Discussion: Cornerstone Excavating is requesting approval for a Drainlayer's License in accordance with Nashua City Code § 255-19 Issuance of Drainlayer's License. Cornerstone Excavating is located in Greenville, NH. Cornerstone has satisfactorily completed excavating and pipe work throughout New Hampshire. References were checked and found to be acceptable.

The City Engineer's Office recommends approval of the request.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: 4 Canal Street – Use and Occupancy agreement for outdoor deck located in right of way

C. Motion: To approve a Use and Occupancy agreement for placement of outdoor deck in the City right of way at 4 Canal Street, Penuche's Ale House.

Attachment: Right of Way Use and Occupancy Agreement

Discussion: Todd Tousley, the owner of 4 Canal Street which is known as Penuche's Ale House, is asking for a Use and Occupancy agreement for an outdoor deck in the public right-of-way adjacent to Canal Street.

In 2014, during review for of a site plan amendment, it was noted that the existing deck was partially located within the right-of-way and a stipulation to the approval required the applicant to obtain a Right-Of-Way Use and Occupancy agreement through the Division of Public Works. This request is being made to comply with that requirement.

The Engineering Department does not see any significant impact to the right-of-way from the encroachment. The owner will assume all liability that may result from this encumbrance.

This agreement will be executed upon the approval from the BPW and final acceptance of the language by the City's Legal and Risk Management Departments.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Nashua Housing Authority Bronstein Apartments – Use and Occupancy agreement for fence located in right of way

D. Motion: To approve a Use and Occupancy agreement with the Nashua Housing Authority for placement of a fence in the City right of way at Central Street at the Palm Street intersection.

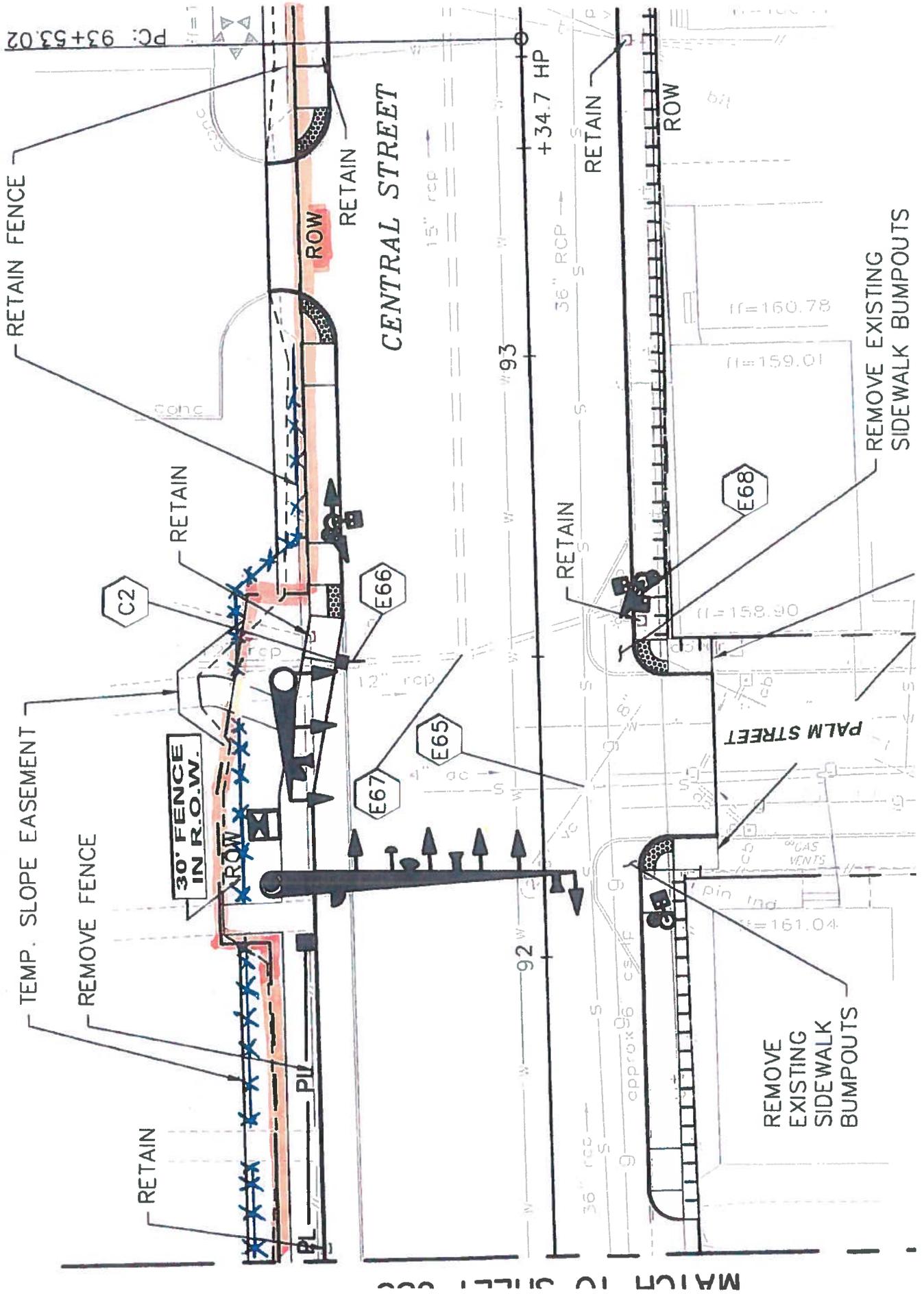
Discussion: The right of way along Central Street has a jog in the area of the intersection with Palm Street. The land to establish this jog was granted by the Nashua Housing Authority as requested by the City in order to provide space needed to install and maintain equipment for the signalized intersection.

The Nashua Housing Authority has requested that their fence be reset across this right of way jog to maintain continuity with their fence line along Central Street.

In order to allow for future maintenance of the equipment, fence posts in this area will be installed in sleeves so that they can be removed and reinstalled easily as needed. The fence sections have bolted connections to these posts. Because the fence within the right of way can be readily removed when needed, the installation of fence as requested will not hinder maintenance of the City owned traffic equipment.

This agreement will be executed upon the approval from the BPW and final acceptance of the language by the City's Legal and Risk Management Departments.

NASHUA HOUSING AUTHORITY



PC: 93+53.02

MATCH TO SHEET 02

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Encumbrance on Main Street for Downtown Street Pianos

E. Motion: To approve the locating of the Downtown Street Pianos on the sidewalk on Main Street sidewalk and in adjacent public spaces.

Attachment: Sketch of proposed location for Downtown Street Pianos

Discussion: Great American Downtown is requesting a permit to encumber portions of the sidewalk on Main Street and the stage area in Bicentennial Park to place two pianos. The proposed locations are at the northeast corner of Main Street and East Pearl Street and in Bicentennial Park as shown in the attached sketch. GAD has made arrangements to anchor the pianos to adjacent trees and street furniture, causing no permanent impacts. The Engineering Department does not expect any significant impact from the spaces occupied. The Owner will assume all liability that may result from this encumbrance.

They have requested that this permit be valid until October 31, 2016.

New Stage
area in
Bicentennial
Park

Proposed
location
for piano



Proposed
location
for piano



**Great American Downtown - Downtown Street Pianos
Proposed Locations**

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: LED Street Lighting Conversion Project

F. Motion: To approve the construction contract for the LED Street Lighting Conversion project with Siemens Industry, Inc. of Austin, TX in an amount of \$1,455,694. Funding will be through Department 161 Street; Fund: Bond; Activity: LED Lighting.

Discussion: The LED Street Lighting Conversion project consists of replacing approximately 5,500 existing High Pressure Sodium (HPS) street lights with Light Emitting Diode (LED) street lights. Work includes a street light audit of all existing fixtures to provide the City and Eversource with an updated inventory, a trial period of 3000K LED products versus 4000K LED products, and weekly reports to be submitted in order to revise the rate schedule for the newly installed LED lights. Smart controls are being considered and were an alternate to the bid.

The project was advertised on February 4, 2016. A mandatory prebid meeting was held on February 23, 2016 and twenty firms were represented. Nine firms submitted bids on March 11, 2016. Two of the firms were disqualified as non-responsive. The remaining bids are as follows:

Firm	Base Proposal	Base Proposal with Control System
Siemens	\$1,455,694	\$2,083,936
Tanko Lighting	\$1,582,341	\$2,308,674
Utility Service & Assistance	\$1,671,288	\$2,295,840
The Efficiency Network	\$1,842,376	\$2,467,452
PowerSecure	\$2,035,586	\$2,732,116
Elecnor Hawkeye	\$2,174,971	N/A

The bids were tabulated and reviewed and it is recommended that the contract be awarded to Siemens Industry, Inc. of Austin, TX as the qualified, low bidder. Their references were checked and they received favorable recommendations from the communities of Manchester, NH, Salem, MA and New Bedford, MA where Siemens has recently completed projects of a similar nature.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Traffic Loops along the Amherst Street corridor

G. Motion: To approve the use of Amherst Street Traffic Mitigation funds in the amount of \$4,900, to install new underground loops for vehicle detection along the Amherst Street Corridor. Funding will be through: Department: 160 Admin & Engineering; Fund: Trust; Activity: 55 Other Services.

Attachment: Quote from Electric Light Company, Inc.

Discussion: Three underground loop detectors along the Amherst Street corridor have recently failed and need to be replaced. The failed loops are located at the intersection of Amherst Street with Cellu Drive, Deerwood Drive and Cotton Road.

This request is for the use of Amherst Street Corridor funds for the replacement of underground loops for vehicle detection along Amherst Street.

QUOTATION

Quote Number: 2016406
 Quote Date: Apr 22, 2016
 Page: 1

Voice: 207-361-1234
 Fax: 207-361-2017

Quoted To:
City of Nashua Accounts Payable P.O.Box 2019 Nashua, NH 03061

Customer ID	Good Thru	Payment Terms	Sales Rep
NH-NASH	5/22/16	Net 15 Days	

Quantity	Item	Description	Unit Price	Amount
5.00	EA	6' x 50' Loop Sensors Police details are not included.	980.00	4,900.00
Subtotal				4,900.00
Sales Tax				
TOTAL				4,900.00

QUOTE IS GOOD FOR 30 DAYS

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Paving Program

H. Informational: Pavement Management Analysis

Discussion: The City desires a long-term Pavement Management Program that will integrate with Cartegraph and GIS in order to implement a pavement management strategy to maximize the life of pavement assets. The program would select candidate road segments for various types of rehabilitation and maintenance with the goal of having an affordable and sustainable paving program. In addition, the pavement condition would be evaluated as well as the sewer pipe condition in the same street to determine the best approach for paving and sewer replacement.

In the fall of 2015, data on road condition throughout the city was gathered and analyzed and integrated into the newly purchased Cartegraph Operations Management System (OMS). Using a Cartegraph program, the streets were ranked from best to worst condition. Determining the required long term funding needs to elevate the overall road conditions was an objective of this analysis. Various types of preventive maintenance were included. A long-term funding analysis considering different parameters was undertaken and preliminary results will be presented at this meeting.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016
From: Stephen Dookran, P.E., City Engineer
Engineering Department
Re: Elimination of CSO Stormwater Engineer Position

I. Motion: To eliminate the CSO Stormwater Engineer position.

Discussion: With multiple vacancies now existing in the Engineering Dept., we decided that an overall review of several positions with respect to meeting overall department needs, project development and needed improvements to the permitting process, record-keeping and serving the public is required and will be completed.

The CSO Stormwater Engineer position focused primarily on the EPA required Combined Sewer Overflow (CSO) Consent Decree program and the EPA Municipal Separate Storm Sewer System (MS4) Permit. The last project associated with the CSO program was completed. The focus for the sewer collections system is now on operations and maintenance plan, rehabilitation of the failing underground infrastructure, pump stations and inflow/infiltration as well as new MS4 permit requirements expected soon.

Over the year it became necessary to add other general duties and projects to the incumbent making the position description form (PDF) of the CSO Stormwater Engineer hardly applicable. Eliminating the CSO Stormwater Engineer at this time allows putting its functions along with other engineering tasks more appropriately in a new position or incorporating them in other positions.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Stephen Dookran, P.E., City Engineer
Engineering Department

Re: Addition of two Staff Engineer Positions

J. Motion: To add two Staff Engineer positions in the Engineering Department. Funding will be through: Departments: 160 Admin/Engineering and 169 Wastewater; Funds: General and Wastewater; Account Classification: Wages Full Time.

Discussion: In the last five years, there has been a turnover of five Senior Staff Engineers. In order to build a trained and educated department in the ways of municipal engineering in the City and provide better service to the public, employee retention is needed. In addition, staff needs to recognize there is an opportunity of succession within the department as an employee becomes trained and knowledgeable in the functions of the department.

The way in which the department delivers its services of permitting, inspections, customer service and project development has changed and requires new skills. Hiring staff at an entry level with the latest technological skills to train and gain experience in providing services is beneficial. Cross training these two positions to serve as backup for each other provides efficiency and gives the City a greater advantage than specialized positions. The goal would be to have the staff remain with the City and succeed to the senior positions within the department.

As the Board is aware, the position of Street Construction/Repair Permit Coordinator was eliminated in February 2016 and it is proposed to eliminate the CSO Stormwater Engineer position at this meeting. With multiple vacancies now existing in the Engineering Dept., we have decided that an overall review of several positions with respect to department needs is required.

Two positions of Staff Engineer are being created. Increasing use of computer software (AutoCAD, HydroCAD, GIS, Cartegraph Asset Management, Social Media, etc.) department -wide requires these positions to be formerly educated and skilled in these areas. Responsibilities of these positions include engineering design, project coordination and resident engineering. Additionally, these positions will be responsible for issuing street and right of way encumbrance permits, maintaining the infrastructure records, performing drafting and serving the public.

Similar Merit positions currently exist within the Engineering Department. The new position will be in the Merit System at Grade 14. Since these positions are expected to be filled with entry level candidates, the starting salary should be \$50,000 to \$60,000.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016
From: Stephen Dookran, P.E., City Engineer
Engineering Department
Re: Senior Staff Engineer

K Motion: To approve the selection of Ms. Amy Prouty Gill of Nashua, NH, for the position of Senior Staff Engineer in the City Engineering Department. Starting salary is not to exceed \$69,236.61. Funding for this position is located in the following budgets: Department: 160-Admin/Engineering; Fund: General Fund; Account Classification: Wages Full Time; Department: 168- Solid Waste; Fund: Solid Waste; Account Classification: Wages Full Time; Department: 169-Wastewater; Fund: Wastewater, Fund; Account Classification: Wages Full Time.

Attachments: Applicant's Letter and Resume

Discussion: The position became vacant upon the resignation of Robert Saunders on February 26, 2016. The vacancy was advertised internally by notice board. Ms. Gill was interviewed and was chosen as the preferred candidate. She has worked for the past 14 years as the City's CSO Stormwater Engineer and has gained tremendous experience in a wide variety of projects and tasks making her an excellent candidate for the Senior Staff Engineer. She has a strong background in developing engineering projects and a clear understanding of the processes of municipal government as well as federal and state regulatory requirements. She is well versed in the engineering, administration and management of wastewater and drainage projects that include the planning, design, permitting, bidding, inspection and construction phases.

April 8, 2016

Nashua, NH 03062

Mr. Larry Budreau, Director
Human Resources
City of Nashua
229 Main Street
Nashua, NH 03060

RE: Senior Staff Engineer
DPW Engineering Department

Dear Mr. Budreau:

I am writing in response to the vacancy for the position of Senior Staff Engineer in the DPW Engineering Department. My fourteen years in the position of CSO Stormwater Engineer with the City of Nashua Engineering Department provides me with ample experience in municipal engineering and project management of all phases of project development and implementation to be considered for this position. My performance records show that I have a demonstrated record of achievement, management, and responsibility and have a positive and confident personality blended with a strong work ethic. I am a dedicated city employee with the necessary leadership skills and knowledge needed to perform as a Senior Staff Engineer.

Through my professional experiences as the CSO Stormwater Engineer, I have been involved with the engineering, administration and management of wastewater and drainage projects that include the planning, design, permitting, bidding, inspection and construction phases. Since my early years with the city, I have managed contracts with consultants and contractors. I have reviewed designs, technical reports and private development documents and have experience in park design, sidewalk extensions, and renovation of historic buildings. Working for the Engineering Department has provided me with the clear understanding of the processes of municipal government as well as federal and state regulatory requirements. I have managed projects funded by federal and state grants and understand the required compliance needed to complete a project. I am responsible for developing documents for qualification statements, proposals and construction documents as well as presenting city projects to the local boards and commissions. Enclosed is my resume that reflects my responsibilities and accomplishments working for the city.

I have excellent written and oral communication skills as well as provide excellent customer service. I am frequently requested to address difficult issues with residents, businesses and contractors. I am proficient with Microsoft Office and have working knowledge of GIS software, Auto CAD and HydroCAD.

I am seeking new challenges and responsibilities within the department and would appreciate the opportunity to discuss this position with you.

Respectfully,



Amy Prouty Gill

Amy Prouty Gill

Nashua, NH 03062

Professional Experience

**City of Nashua, Nashua, NH
Public Works Division, Engineering Department**

August 2001 - Present

CSO Stormwater Engineer

Manage projects focusing on municipal engineering. Current projects include implementing the Cartegraph OMS with pavement management and wastewater and drainage collection systems and initialing the Infiltration/Inflow Study. Responsible for public infrastructure projects focusing on sewer and drainage collection systems including major projects associated with the EPA Consent Decree and the reduction of combined sewer overflows. Responsible for design and construction of projects related to public infrastructure pertaining to parks, historic buildings, waterways, roadways and sidewalks. Responsible for oversight of consultants, solicitation of planning, design and construction bids, management of project budgets, preparation and review of contract documents and adherence to Federal State, local and internal regulations and policies. Projects managed include Screening and Disinfection Facility design; CSO 4 Storage Tank; Boiler House Demolition; Foster Square Drainage Improvements; Mine Falls Park Boat Launch, Gatehouse Renovation and 7th Street Bridge; Haines Street Sewer Separation; CSO 6 Slide Gate; CSO 3 Stormwater Ponds at the Country Club and Outfall; and Sargents Avenue Sewer Separation. Provide oral and written communications with Federal and State agencies and local boards and commissions as well communicating with the public regarding projects and concerns. Coordinate the NPDES Phase II Stormwater Permit and written annual report and manage the Stormwater Management Program for the City. Provide educational demonstrations to the public on Stormwater Management. Provided supervision to surveyor, inspector and interns.

Metcalf & Eddy, Inc, Wakefield, MA

July 1981 – September 1988

Senior Staff Engineer

Responsible for engineering tasks that developed a Facility Plan for the newly formed Boston Water and Sewer Commission. Provided technical support to the following components of the facility plan: Infiltration/Inflow Analysis, Hydraulic Analysis, Physical Evaluation, Development of Alternatives, Pump Station Evaluation, Public Participation, Environmental Review. Developed fee impact analysis for Deer Island Treatment Plant.

Education

Bachelor of Science in Civil Engineering
Norwich University, Northfield, Vermont

May 1981

Publications

Charles Wilson, Frank Ayotte, Amy Prouty Gill. "Automatic Control of CSOs Using a Slide Gate." NEWEA Journal Vol. 46 No. 1, Spring 2012.

Frank Ayotte, Charles Wilson, Jeanne Walker, Amy Prouty Gill. "Gravity in/gravity out, A Unique Approach for CSO Treatment that Minimizes O&M Costs." NEWEA Journal Vol. 47 No. 3. Fall 2013.

Certifications

Engineering in Training, State of Vermont
Wetland Delineation Class, UNH

April 1981
June 2005

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016
From: Stephen Dookran, P.E., City Engineer
Engineering Department
RE: Broad Street Parkway South Contract

L. Motion: To approve Change Order #2 for the Construction of Broad Street Parkway South with Continental Paving of Londonderry, NH in the amount of \$51,219.85. Funding will be through Department 160 Admin/Engineering; Fund: Bond; Activity: Broad Street Parkway.

Discussion: The Broad Street Parkway project was designed based on traffic projections through the year 2031. This long projection period is typical of projects constructed with Federal funds. In some cases, this leads to situations where the designed improvements are significantly over-designed for traffic at the time the project opens.

At the intersection of Central Street and Pine Street, the constructed work includes a two-lane right turn lane from Central onto Pine Street towards the Parkway. Presently, traffic volumes do not seem to warrant the second turn lane at this location. Numerous residents have commented that this presently unneeded lane adds to confusion at the intersection. Change order documentation is being drafted for this presently unneeded lane to be removed.

Continental Paving, Inc. proposes to complete this task for \$51,219.85. This work includes removal of curbing, pavement and sidewalk; alteration of drainage; resetting curb; relocation of signs and signal equipment; and associated traffic control during construction.

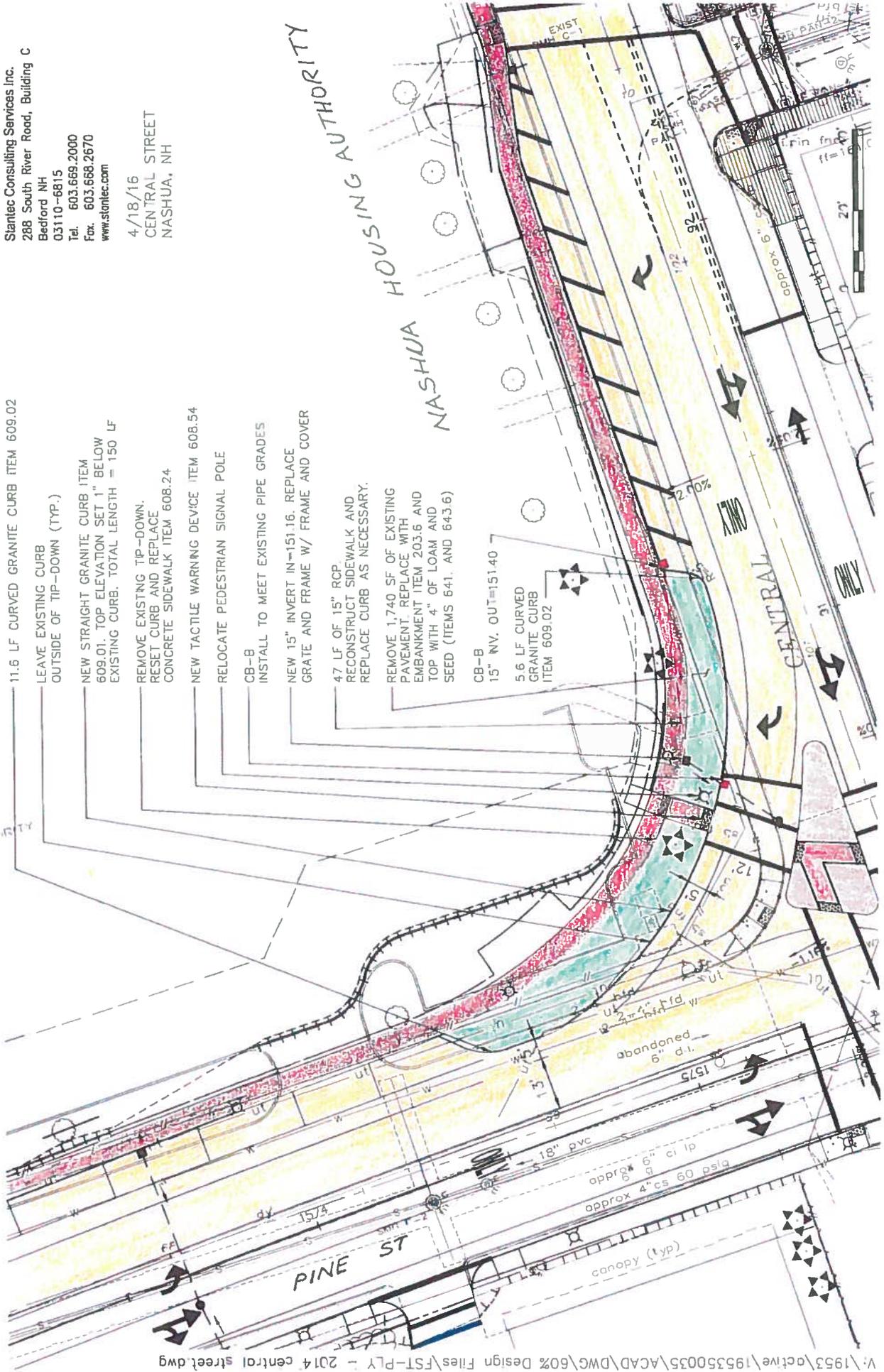
The change order will be subject to review and approval by NHDOT and FHWA.

Stantec Consulting Services Inc.
 288 South River Road, Building C
 Bedford NH
 03110-6815
 Tel. 603.669.2000
 Fax. 603.668.2670
 www.stantec.com

4/18/16
 CENTRAL STREET
 NASHUA, NH

- 11.6 LF CURVED GRANITE CURB ITEM 609.02
- LEAVE EXISTING CURB OUTSIDE OF TIP-DOWN (TYP.)
- NEW STRAIGHT GRANITE CURB ITEM 609.01. TOP ELEVATION SET 1" BELOW EXISTING CURB. TOTAL LENGTH = 150 LF
- REMOVE EXISTING TIP-DOWN. RESET CURB AND REPLACE CONCRETE SIDEWALK ITEM 608.24
- NEW TACTILE WARNING DEVICE ITEM 608.54
- RELOCATE PEDESTRIAN SIGNAL POLE

- CB-B INSTALL TO MEET EXISTING PIPE GRADES
- NEW 15" INVERT IN=151.16. REPLACE GRATE AND FRAME W/ FRAME AND COVER
- 47 LF OF 15" RCP. RECONSTRUCT SIDEWALK AND REPLACE CURB AS NECESSARY.
- REMOVE 1,740 SF OF EXISTING PAVEMENT. REPLACE WITH EMBANKMENT ITEM 203.6 AND TOP WITH 4" OF LOAM AND SEED (ITEMS 641. AND 643.6)
- CB-B 15" NV. OUT=151.40
- 5.6 LF CURVED GRANITE CURB ITEM 609.02





THE CITY OF NASHUA

Division of Public Works

Solid Waste Department

"The Gate City"

Board of Public Works Meeting of May 5, 2016

Solid Waste Department

Agenda

- A. **Motion:** To award a one year contract for the transportation and processing of the City's single stream recyclables to Casella Recycling LLC of Charlestown, MA pending approval of the FY17 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016
From: Jeff Lafleur, Superintendent of Solid Waste
Re: Single Stream Recycling Contract

A. Motion: To award a one year contract for the transportation and processing of the City's single stream recyclables to Casella Recycling LLC of Charlestown, MA pending approval of the FY17 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services.

Attachments: Casella LLC proposal and contract

Discussion: Markets for recycling in general have plummeted and are showing no sign of recovery in the near future. The City's contract for recycling ends on June 30, 2016, therefore the City of Nashua needed to secure a vendor. The Solid Waste Superintendent opted to solicit bids for a one year contract and re-evaluate market conditions next spring.

The Solid Waste Department solicited bids for Single Stream Recycling Services from five potential vendors. Two of the vendors submitted responsive bids – Casella Recycling, LLC. and E.L. Harvey & Sons. The bids were evaluated based on an estimated 5,000 tons and 333 loads of recyclables.

Vendor	Processing Cost	Trucking Cost	Total Estimated Annual Cost
Casella Recycling, LLC.	\$35/Ton	\$225/Load	\$249,925
E.L. Harvey & Sons	\$35/Ton	\$290/Load	\$271,570

Waste Management and Eco-Maine were only interested in bidding on a multi-year contract. Integrated Paper Recycling did not provide a response to the request for bid.

Casella's processing cost of \$35/ton is a ceiling price which will be reduced if the recycling markets improve. Casella has submitted a formula that would reduce the processing cost through a revenue share. E.L. Harvey did not provide for an option to reduce the processing cost and provided only a fixed rate for the entire year of \$35/Ton.

It is the recommendation of the Solid Waste Superintendent that the contract be awarded to Casella Recycling, LLC of Charlestown, MA at an estimated annual cost of \$249,925.

Original

24 Bunker Hill Industrial Park
Charlestown, MA 02129



Danielle Greenberg
Nashua Purchasing Agent II
229 Main Street
Nashua, NH 03060

RE; RFP1058-022616 - Single Stream Recyclable Material Processing

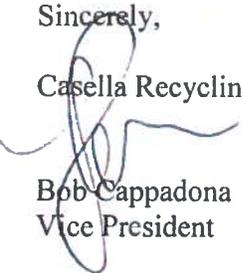
Dear Ms. Greenberg;

Casella Recycling, LLC ("Casella") is pleased to provide the City of Nashua, NH with this proposal for single stream recycling services in response to the Request for Proposal ("RFP") issued on January 27, 2016. We are the recycling subsidiary of Casella Waste System, INC., a publicly-traded company on the NASDAQ under "CWST". Our outstanding qualifications and experience for successfully carrying out the terms of the proposed are well documented, having been the City's recycling vendor for the last three years.

We look forward to continuing our work with the City and want to thank you for this opportunity to submit our proposal.

Sincerely,

Casella Recycling, LLC


Bob Cappadona
Vice President

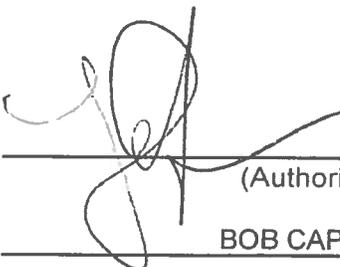
REQUEST FOR PROPOSALS RFP1058-022616

DIVISION OF PUBLIC WORKS SOLIDWASTE DEPARTMENT
CITY OF NASHUA NEW HAMPSHIRE

ATTACHMENT A - PROPOSAL COSTS

<p>PROCESSING COST per ton (estimated annual tonnage: 5000 - 5500 tons)</p>	<p style="text-align: center;">_____ \$60.00 _____ / ton</p>
<p>TRANSPORTATION COST per load (estimated annual # loads: 333)</p>	<p style="text-align: center;">_____ \$225.00 _____ / load</p>
<p>Name of Hauling company, if different from vendor</p>	<p style="text-align: center;">_____ CASELLA RECYCLING, LLC _____</p>
<p>Formula that would reduce Processing Costs or produce revenue (List indexes used to calculate recycling costs)</p>	<p>CASELLA ACR (AVERAGE COMMODITY REVENUE) LESS \$60.00 WITH 50/50 REVENUE SHARE, OR DOLLAR FOR DOLLAR CHARGE WHEN THE ACR IS UNDER THE PROCESSING COSTS.</p> <p>ACR FOR FEBRUARY IS \$37.90</p> <p>\$37.90 LESS \$60.00 EQUALS A \$22.10 PER TON CHARGE FOR SINGLE STREAM MATERIAL</p>

Vendor Name & Address: CASELLA RECYCLING, LLC
24 BUNKERHILL INDUSTRIAL PARK
CHARLESTOWN, MA 02129
PHONE; 978.817.3333
FAX; 617.241.3806
EMAIL; BOB.CAPPADONA@CASELLA.COM



(Authorized Signature)

2/23/16

(Date)

BOB CAPPADONA, VICE PRESIDENT, CASELLA RECYCLING, LLC

(Printed/Typed Name & Title)

REQUEST FOR PROPOSALS RFP1058-022616

DIVISION OF PUBLIC WORKS SOLID WASTE DEPARTMENT
CITY OF NASHUA NEW HAMPSHIRE

ATTACHMENT B - VENDOR REFERENCES

List five (5) references from communities similar in size and program description to the City of Nashua, where the Vendor has at least one-year's experience with handling the single stream recyclables for each community. Include the name, title and phone number for the contact. Provide two (2) letters from communities relative to vendor's performance under their contract. Please TYPE or PRINT.

<u>COMMUNITY</u>	<u>POPULATION</u>	<u>CONTACT PERSON</u>	<u>PHONE</u>
WORCESTER	186,016	MR. BOB FIORI (ASST. COMM, DPW)	617.349.4866
BOSTON	655,884	MR. ROB DEROSA (DPW)	617.635.3153
FALL RIVER	88,712	MR. KEN PACHECO (DPW - DIRECTOR)	508.324.2585
SOMMERVILLE	78,901	MR. JOSEPH CURTATONE (MAYOR)	617.666.3311
CAMBRIDGE	109,694	MS. RANDI MAIL (RECYCLING CORD.)	508.799.1430

Vendor Name & Address:

CASELLA RECYCLING, LLC
24 BUNKERHILL INDUSTRIAL PARK
CHARLESTOWN, MA 02129
PHONE; 978.817.3333
FAX; 617.241.3806
EMAIL; BOB.CAPPADONA@CASELLA.COM



(Authorized Signature)

2/23/16
(Date)

BOB CAPPADONA, VICE PRESIDENT CASELLA RECYCLING, LLC

(Printed/Typed Name & Title)



**City of Fall River
Massachusetts**
Department of Community Maintenance
CEMETERIES • MUNICIPAL BUILDINGS • PARKS • SANITATION •
STREETS & HIGHWAYS • TRAFFIC & PARKING • VEHICLES

WILLIAM A. FLANAGAN
Mayor

KENNETH C. PACHECO
Director

April 23, 2013

RE: Casella Recycling, LLC
24 Bunker Hill Park
Charlestown, MA 02129

To whom it may concern:

The City of Fall River began its relationship with Casella Recycling, LLC in 2008 at the onset of the City's Single Stream Recycling Program. Casella has proven to be a highly qualified mentor in helping the City develop its single stream recycling program and increase its recycling efforts. Casella has negotiated two (2) contracts with the City of Fall River to date (2009-2011 and 2011-2013). Contract terms include all hauling and processing of the recyclables that the City of Fall River collects from its Automated Recycling Curbside Cart Program. Negotiations are always amicable with Casella demonstrating a concern for how they can implement procedures and practices that would benefit all parties fairly. Most recently Casella has saved the City \$50,000.00 in transportation costs to its Auburn, MA Material Recovery Facility.

Over the course of time the City has been faced with some unforeseen circumstances and Casella has been instrumental in creating viable solutions to our issues. Communication is excellent and service top notch. Casella has welcomed City representatives, local school groups and city-related vendors to tour their facility providing an experience and education that is highly resourceful to our community. Time is valuable and Casella is always willing to share this commodity with enthusiasm. Casella exhibits commitment to improving communities and protecting resources which reflects in their service and desire to assist the City of Fall River in its accomplishment of increasing recycling collection from an average of 180 tons per month to as high as 490 tons per month.

I welcome the opportunity to elaborate on the relationship between the City of Fall River Massachusetts and Casella Recycling, LLC. The experience has been positive and beneficial with assisting the City in meeting its responsibilities to the community. Feel free to contact me at (508)324-2585 or kpacheco@fallriverma.org with any questions or concerns.

Respectfully,

Kenneth C. Pacheco, Director

DEPARTMENT OF PUBLIC WORKS AND PARKS

20 East Worcester Street
Worcester, Massachusetts 01604

Robert L. Moylan, Jr., P.E.
Commissioner

508-929-1300
508-799-1448 Fax



Michael V. O'Brien, City Manager

Assistant Commissioners

Robert C. Antonelli, Jr., Parks
Daniel Curtis, Administration
Matthew J. Labovites, Operations
Paul J. Moosey, P.E., Engineering

April 18, 2013

**RE: CASELLA WASTE SYSTEMS – RECYCLING & PROCESSING SERVICES
FOR THE CITY OF WORCESTER, MA.**

To Whom It May Concern:

The City of Worcester is the second largest city in New England and has a population of over 182,000 residents. Worcester began a Pay-As-You-Throw solid waste collection and curbside recycling program in 1993 that serves over 52,000 households each week and has an average curbside recycling collection rate of over 32%.

In July 1, 2008, the City of Worcester chose Casella Waste Systems for a curbside recycling collection and single-stream processing contract. Casella collects from over 52,000 households and drives over 500 miles of City streets every week, collects from multiple municipal department buildings and fire stations and also provides roll-off recycling containers at a City drop-off recycling center.

Our experience with Casella has been excellent. The recycling collection vehicles are always clean and well kept. The drivers/collectors are neat in appearance and polite and the collection routes are finished on time. The supervisors are hands on and management is always responsive to inquiries.

Casella's Material Recovery Facility (MRF) in Auburn, MA has enabled Worcester to be one of the first communities to offer single-stream recycling collection. Residents find single-stream recycling an easy and convenient way to recycle and there has been an increase in recycling because of this. We also use the MRF as an educational tool and are encouraged to arrange for tours of the facility by the City Schools and other organizations.

I can be reached at 508-799-1430 or at fiore@worcestermma.gov for any questions concerning the City of Worcester's experience with Casella Waste Systems.

Sincerely,

ROBERT J. FIORE.
Assistant to the Commissioner
of Public Works & Parks



THE CITY OF NASHUA

Division of Public Works

Parks & Recreation Department

"The Gate City"

Board of Public Works Meeting of May 5, 2016 Parks & Recreation Department

Agenda

- A. Motion:** To award the Legacy Playground at Labine Park contract to the lowest qualifying bidder, D.L. King Associates of Nashua, NH, in the amount of \$233,803.40. Funding will be through Department 177 Park & Recreation; Funds: Contribution, Prior Year Escrows, Trust and General; Activity: Labine Park.
- B. Informational:** To accept and place on file the information from the Transit Department regarding the purchase of discounted summer bus passes for students.

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: May 5, 2016

From: Nicholas Caggiano - Superintendent
Parks and Recreation Department

Re: Contract Award of the Legacy Playground at Labine Park.

A. Motion: To award the Legacy Playground at Labine Park contract to the lowest qualifying bidder, D.L. King Associates of Nashua, NH, in the amount of \$233,803.40. Funding will be through Department 177 Park & Recreation; Funds: Contribution, Prior Year Escrows, Trust and General; Activity: Labine Park.

Attachments: Bid Analysis

Discussion: This project will provide a location for the Legacy Playground. The contract is for the site work and installation. There will also be a community assembly of the playground components. The project is scheduled to kick off in mid-June and will be completed by early September.

The project was put out to bid and the City received three bids. The bids were evaluated and a bid analysis was put together. One bid item (playground wood carpet) for \$12,420 was pulled from the bid and will now be provided and installed by the City. After a review of the bids and the positive feedback from other departments who have worked with the vendor in the past, it is the recommendation of the Park & Recreation Department and the City Purchasing Manager to award this contract to the low bidder D.L. King and Associates of Nashua, NH in the amount of \$233,803.40.

Labine Park Bid Analysis

March 31, 2016

DL KING

Task	Quantity	UM	Unit \$	Total \$
Fine Grading	1	U	5,750.00	5,750.00
Gravel	1,300	CY	26.16	34,008.00
Crushed Gravel	200	Cy	26.74	5,348.00
Hot Top Hand Method	100	Ton	230.00	23,000.00
Temporay Fence	1,200	LF	5.75	6,900.00
Mobilization	1	U	50,715.00	50,715.00
Stamped Concrete Walkway	530	SF	12.08	6,402.40
Stone Dust Pathway	910	SF	1.44	1,310.40
Loam and Seed 4 " Depth	3,420	SY	0.58	1,983.60
Footings	52	Each	258.75	13,455.00
Protective Surfacing	3,600	SF	17.12	61,632.00
Engineered Wood Carpet	240	CY	51.75	12,420.00
Elements Contractor Build	1	LS	13,340.00	13,340.00
8x8 Landscape Timber Boarder (38)	440	LF	16.10	7,084.00
Irrigation Design and Installation	1	LS	2,875.00	2,875.00

P&L	Unit \$	Total \$
	40,935.00	40,935.00
	51.54	67,002.00
	49.88	9,976.00
	159.65	15,965.00
	3.87	4,644.00
	1,803.00	1,803.00
	29.92	15,857.60
	3.60	3,276.00
	6.42	21,956.40
	630.10	32,765.20
	17.20	61,920.00
	52.88	12,691.20
	0.00	0.00
	36.75	16,170.00
	7,210.00	7,210.00

Target	Unit \$	Total \$
	72,083.00	72,083.00
	30.00	39,000.00
	30.00	6,000.00
	157.00	15,700.00
	0.00	10,800.00
	14,900.00	14,900.00
	24.00	12,720.00
	6.00	5,460.00
	5.00	17,100.00
	300.00	15,600.00
	22.00	79,200.00
	90.00	21,600.00
	32,600.00	32,600.00
	54.00	23,760.00
	32,000.00	32,000.00

Total Bid

Bid Analysis \$246,223.40

\$312,171.40

\$398,523.00

Other Items

Restroom Replacement / Rehab	20,000
Trees / Shrubs	10,000
Irrigation	3,000
Signage	2,000
Skating Rink	8,000
Intergration Carosel	60,000
Netting	20,000
	123,000

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: May 5, 2016

From: Nicholas Caggiano, Superintendent
Parks and Recreation Department

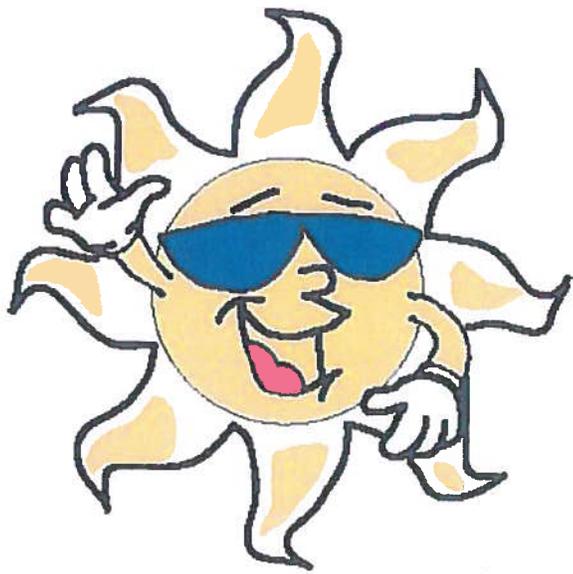
Re: Student Summer Buss Pass

B. Informational: To accept and place on file the information from the Transit Department regarding the purchase of discounted summer bus passes for students.

Attachments: Flier from the Transit Department

Discussion: Working with Community Development, the Health Department and Transit the City once again will offer a very nice option to visit our parks and pools or any bus stop in the City. Students can purchase a Summer Youth Pass for \$20. This pass will allow students to use the bus system for July and August. Passes can be purchased at the Transit Center on Elm Street. Bus Schedules are available at www.RideBigBlue.com

NASHUA TRANSIT SYSTEM



SUMMER YOUTH PASS

SUMMER IS HERE!!!!

For only \$20 students can ride the Citybus anywhere the bus goes, anytime in July and August.

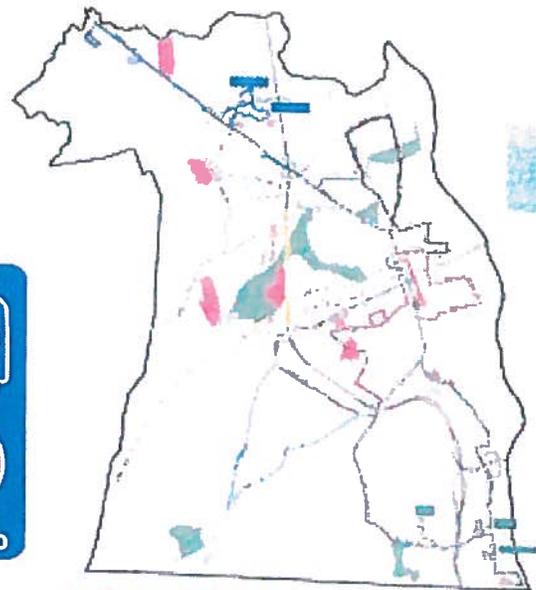
Take the Citybus to the mall, to Mines Falls, swimming pools, your summer job or anywhere you need to go! The Summer Youth Pass provides students with safe, convenient and reliable transportation Monday to Saturday from 6am to 11pm. Check out our website for schedules and try our interactive trip planner to help you get around all summer long.

Did you know?

- 50% discount compared to two month pass.
- Summer Pass provides students with safe, reliable and affordable transportation all summer long.
- It is easy to plan your trip using our online TRIP PLANNER (even from your phone!).
- You can bring your bike on the bus!
- Summer Pass is non-transferable.
- Call Nashua Transit for more information.

WHERE TO BUY:

Nashua Transit Center
30 Elm Street
(Mon - Fri: 9am - 3pm)



www.RideBigBlue.com • 880-0100



THE CITY OF NASHUA

Division of Public Works

Street Department

"The Gate City"

Board of Public Works Meeting of May 5, 2016 Street Department

Agenda

- A. Motion:** To approve the selection of Derek Messier of Nashua, NH for the position of Truck Driver, Street Department. Starting salary for this position will be \$21.97 per hour for a yearly salary of \$45,697.60 Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.
- B. Motion:** To approve the selection of Philip Fote of Nashua, NH for the position of Wastewater Collections Systems Technician, Street Department. Starting salary for this position will be \$25.77 per hour for a yearly salary of \$53,601.60. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.
- C. Motion:** To approve the selection of David Kirby of Milford, NH for the position of Traffic Foreman, Street Department. Starting salary for this position will be \$31.46 per hour for a yearly salary of \$65,436.80 Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.
- D. Motion:** To approve the selection of Henry Boucher of Nashua, NH for the position of Street Foreman, Street Department. Starting salary for this position will be \$30.24 per hour for a yearly salary of \$62,908. Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Jon Ibarra, Interim Superintendent
Street Department

RE: To approve the selection of Derek Messier, Nashua, NH for the position of Truck Driver, Street Department.

A. Motion: To approve the selection of Derek Messier of Nashua, NH for the position of Truck Driver, Street Department. Starting salary for this position will be \$21.97 per hour for a yearly salary of \$45,697.60. Funding will be through: Department: 161-Street Department; Fund: General; Account Classification: 51-Salaries & Wages.

Attachments: Application

Discussion: This position was posted per AFSCME CBA and there were no internal applicants.

Jon Ibarra, Interim Street Superintendent, Nick Caggiano, Parks & Recreation Superintendent, and Jeff Lafleur, Solid Waste Superintendent interviewed four candidates and scored and rated the applicants. Mr. Messier also participated in a practical test administered by the Fleet Manager. The test was comprised of pre-trip inspection and road test including parking, backing up and driving.

Mr. Messier has extensive experience operating snow plows, loaders and street sweepers. Based on the interview, practical test and past experience, it was determined that Mr. Messier would be a valuable asset to the City.

Derek Messier

Nashua . NH 03062

Contents:

1. Online Application

Prepared for: Jon Ibarra
City of Nashua
Apr 25, 2016 1:05 PM

City of Nashua Online Application

Messier, Derek - AppNo: 9529

Date Submitted: 3/24/2016

Personal Data

Name: Derek Messier
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City: Nashua
 State/Province: NH
 Zip/Postal Code: 03062
 Country: United States of America
 Daytime Phone:
 Home/Cell Phone:

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 440 Service Maintenance: Collection Equipment Operator at Solid Waste Department	2/25/2016	6 years
JobID: 462 Service Maintenance: Truck Driver / Street Repair at Streets Department	3/24/2016	6 years

Position Desired:

Service Maintenance
 1. Truck Driver, Street Repair

Experience in Similar Positions
 -

Position Desired

Experience

Please list ALL relevant work experience beginning with the most recent.
 Please note that typing 'see resume' will not be accepted.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Hudson RPM Driver		8 coton rd Nashua, Nh 03060		Steve MacDonald 9788550994	
Date From - Date To:	03/2010 -	Full or Part Time:	Full	Last Annual Salary:	40,000
Reason for Leaving:	I've always wanted to work for the city				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Driving to stops and delivering the right stuff on time				

City of Nashua Online Application

Messier, Derek - AppNo: 9529

Date Submitted: 3/24/2016

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Autozone Sales		100 DW highway Nashua, Nh 03063		John 603 6201062	
Date From - Date To:	02/2009 - 03/2010	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Looking for more hours				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Selling the right parts that customers need				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Toyota of nashua Service tech		Marmon dr Nashua, Nh 03060			
Date From - Date To:	-	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:					
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Repairing customers cars				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Nashua high school South, Nashua nh
Graduation Status: H.S. Diploma

Highest Degree Attained:

Colleges, Universities and Technical Schools Attended:

No education was entered.

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I get along with everyone and work hard to get the job done

City of Nashua Online Application

Messier, Derek - AppNo: 9529

Date Submitted: 3/24/2016

Professional References

	Reference 1	Reference 2
Name:	Kevin Naro	Mindy Loyd
Employer:	City of nashua	City of nashua
Current Position:	Solid waste Foreman	
Home Phone:		
Cell Phone:	603-533-2546	603-689-3188
Work Phone:		
Mailing Address:	>	> > > >
Email:		
Relationship to Candidate:	Friend	Friend
Years Known:	3	11
	Reference 3	Reference 4
Name:	Derrick v	Matt friend
Employer:	Autozone	Nashua PD
Current Position:	Store manager	Officer
Home Phone:		
Cell Phone:	6036307471	6038099541
Work Phone:		
Mailing Address:	> > > >	> > > >
Email:		
Relationship to Candidate:	Manager	Friend
Years Known:	7	5

Referrals

How did you hear about employment with us?

Company Web Site

Current Employee

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I have my CDL-A and have been driving trucks for 6 years with a clean driving record. I also work hard

City of Nashua Online Application

Messier, Derek - AppNo: 9529

Date Submitted: 3/24/2016

Disclosures

Contract Status

- * Are you currently under contract? No
- If Yes, which employer?
- If Yes, when does it expire?
- When may your present employer be contacted?

Professional Status

- * Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No

If Yes, explain:

- * Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

- * Are you eligible to work in the United States? Yes

- * Have you ever been convicted of a criminal offense other than a minor traffic violation? No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Equal Opportunity Employer

City of Nashua is an Equal Opportunity Employer. City of Nashua ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. City of Nashua has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

City of Nashua Online Application

Messier, Derek - AppNo: 9529

Date Submitted: 3/24/2016

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the City of Nashua to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I agree

Resume

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Jon Ibarra, Interim Superintendent
Street Department

RE: To approve the selection of Philip Fote of Nashua, NH for the position of
Wastewater Collections System Technician, Street Department.

B. Motion: To approve the selection of Philip Fote of Nashua, NH for the position of Wastewater Collections Systems Technician, Street Department. Starting salary for this position will be \$25.77 per hour for a yearly salary of \$53,601.60 Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51-Salaries & Wages.

Attachments: Application

Discussion: Andrew Patrician, Division Operations Manager, Jon Ibarra, Interim Street Superintendent and Jason Hayden, Street Foreman interviewed Mr. Fote, the only internal candidate and scored and rated the applicant.

Mr. Fote has extensive experience with the City's collection system as is a 19 year veteran with Public Works. Based on the interview and past experience, it was determined that Mr. Fote would be a valuable asset to the City in this position.

philip j fote

nashua, NH 03064

Contents:

1. Online Application

Prepared for: Michelle Cummings
City of Nashua
Apr 25, 2016 7:31 AM

City of Nashua Online Application

fote, philip - AppNo: 9591

Date Submitted: 3/3/2016

Internal Candidate

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: kents hill ME
Graduation Status: H.S. Diploma

Highest Degree Attained:

Colleges, Universities and Technical Schools Attended:

Name and location	Major area of study	Minor area of study	Degree	Graduated
NH - University of New Hampshire at Manchester	business management			

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I have held this position in the past for the city of Nashua

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Ken Lowe	Jay Hayden
Employer:	City of Nashua	City of Nashua
Current Position:	Retired	Foreman
Home Phone:		
Ccell Phone:		
Work Phone:		
Mailing Address:	> Merrimack NH >	> >
Email:		
Relationship to Candidate:	My foreman when I held this position	My boss
Years Known:	19	7

City of Nashua Online Application

fote, philip - AppNo: 9591

Date Submitted: 3/3/2016

Internal Candidate

Professional References cont.

		Reference 3 of 3
Name:		
Employer:		
Current Position:		
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:	>	
	>	
Email:		
Relationship to Candidate:		
Years Known:		

Referrals

How did you hear about employment with us?

Other: I work Here 19 years

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Wastewater licensing:

Hold Collections grade III license

Hold GradeII Wats Water operators license state of NH

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which employer?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

City of Nashua Online Application

fote, philip - AppNo: 9591

Date Submitted: 3/3/2016

Internal Candidate

Disclosures continued

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States? Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation? No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Equal Opportunity Employer

City of Nashua is an Equal Opportunity Employer. City of Nashua ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. City of Nashua has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the City of Nashua to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

City of Nashua Online Application

fote, philip - AppNo: 9591

Date Submitted: 3/3/2016

Internal Candidate

I agree

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Jon Ibarra, Interim Superintendent
Street Department

RE: To approve the selection of David Kirby of Milford, NH for the position of
Traffic Foreman, Street Department

C. Motion: To approve the selection of David Kirby of Milford, NH for the position of
Traffic Foreman, Street Department. Starting salary for this position will be
\$31.46 per hour for a yearly salary of \$65,436.80 Funding will be through:
Department: 161-Street Department; Fund: General; Account Classification: 51-
Salaries & Wages.

Attachments: Application

Discussion: Jon Ibarra, Interim Street Superintendent, Nick Caggiano, Parks & Recreation Superintendent, and Jeff Lafleur, Solid Waste Superintendent interviewed three internal candidates and administered a practical test. After review of the candidates, it was unanimously determined that Mr. Kirby would be recommended for the position.

Mr. Kirby has extensive knowledge and experience with traffic signals and control systems. He has been with the City of Nashua, Division of Public Works since 2007 as a traffic technician. He previously worked at the NHDOT Bureau of Transportation as a supervisor and provided assistance to city and town agencies including public works, police and fire. Based on the interview and his experience, it was determined that Mr. Kirby would be an asset to the City in this supervisory position.

Mr. David S Kirby

Contents:

1. Online Application

Prepared for: Jon Ibarra
City of Nashua
Apr 22, 2016 6:41 AM

City of Nashua Online Application

Kirby, David - AppNo: 8458

Date Submitted: 4/4/2016

Internal Candidate

Personal Data

Name: Mr. David S Kirby
(Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province: NH
Zip/Postal Code: 03055
Country: United States of America
Daytime Phone:
Home/Cell Phone:

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Open Vacancy Desired:

JobID: 455 **Skilled Craft:** Traffic Foreman at Streets Department

Date Last Submitted
4/4/2016

Experience in Similar Positions
19 years

Closed Vacancy Desired:

JobID: 383 **Officials/Administrators (Mgrs):** Traffic Supervisor at Streets Department

Date Last Submitted
9/16/2015

Experience in Similar Positions
15 years

Position Desired:

Officials/Administrators (Mgrs)

1. Traffic Supervisor

Experience in Similar Positions

Position Desired

Experience

Please list ALL relevant work experience beginning with the most recent.

Please note that typing 'see resume' will not be accepted.

City of Nashua Online Application

Kirby, David - AppNo: 8458

Date Submitted: 4/4/2016

Internal Candidate

Experience Continued

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Nashua DPW Traffic Technician		9 Stadium Drive Nashua, NH 03062 603-589-4709		Jon Ibarra 603-801-3384 ibarra@nashuanh.gov	
Date From - Date To:	06/2007 - 04/2016	Full or Part Time:	Full	Last Annual Salary:	\$5,000
Reason for Leaving:	Currently Employed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Maintenance, repair, programming, upgrading and construction of all traffic signal systems including signalized intersections, video, radar and induction loop vehicle detection systems, school zone flashers, caution flashers, fire signals / gates, emergency vehicle preemption systems and associated detection / communication systems, signalized pedestrian crossings, solar powered devices, messageboard placement and programming, street and building lighting. Also responsible for maintaining and programming advanced traffic coordination and communication systems including TACTICS and ATMS-NOW currently operating throughout the city. Required to frequently receive training and perform research to maintain proficiency and knowledge of hardware, software and devices due to frequent advancements in technology. Required to maintain a working knowledge of MUTCD guidelines for signal and sign applications. Provide assistance to other departments as needed.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
NHDOT Bureau of Traffic Traffic Signal Technician 3 (foreman)		Sheep Davis Rd. Concord, NH 03301 603-271-2291		Joseph Giunta, Traffic Operations Manager 603-271-2291	
Date From - Date To:	04/1997 - 06/2007	Full or Part Time:	Full	Last Annual Salary:	\$52,000
Reason for Leaving:	Accepted position with City of Nashua				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Maintenance, repair, installation and programming of signalized intersections, traffic and school warning flashers, drawbridge signals, emergency vehicle preemption systems, railroad crossing warning systems. Supervised 1 - 4 employees as needed per assignments. Assigned responsibility of 1 of 3 areas of New Hampshire containing approximately 120 traffic signals and warning devices. Provided assistance to city and town agencies including public works, police and fire departments. Required to maintain knowledge of newer technologies through frequent training both on the job and in courses / seminars. Required to maintain a working knowledge of the MUTCD for traffic signal / sign applications.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
NHDOT Bureau of Traffic Pavement Marking Equipment Operator		Sheep Davis Rd. Concord, NH 03301 603-271-2291		William Lambert 603-271-2291	
Date From - Date To:	08/1991 - 04/1997	Full or Part Time:	Full	Last Annual Salary:	\$45,000
Reason for Leaving:	Accepted position as Traffic Technician				
May we contact this employer?	Yes				
Responsibilities/Accomplishments	Operation and maintenance of highway line striping equipment and vehicles, supervision of 4 employees responsible for traffic control during striping operations and loading supplies and materials, assistance to other				

City of Nashua Online Application

Kirby, David - AppNo: 8458

Date Submitted: 4/4/2016

Internal Candidate

Experience Continued

Responsibilities/ Accomplishments at this Position continued...
departments when necessary including sign installation and snow removal.

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Milford Area Senior High School
Graduation Status: H.S. Diploma

Highest Degree Attained:

Colleges, Universities and Technical Schools Attended:

No education was entered.

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

Having worked over 8 years in the City of Nashuas' Traffic Division as a signal technician, as well as 15 years in the NHDOT Traffic Bureau, I feel that I possess extensive knowledge and experience that this position will require, and would benefit the City of Nashua as a whole. The cities' traffic control systems have undergone extensive upgrades and improvements in the past 8 years, many of which are unique in design and function when compared to other states and municipalities. I have enjoyed being a part of the design and construction of all of these, as well as continuing to learn new ways to improve them and better my own professional abilities.

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Eric Ryder	Tom Joyce
Employer:	City of Nashua	Nashua DPW
Current Position:	Superintendent, Street Dept.	Traffic Supervisor (retired)
Home Phone:		603-672-9879
Cell Phone:	978-265-0177	
Work Phone:	603-589-4709	
Mailing Address:	9 Stadium Drive, Nashua NH 03062 >	8 Fernwood Drive, Milford, NH 03055 >
Email:	rydere@nashuanh.gov	tom.joyce@hotmail.com
Relationship to Candidate:	Supervisor	Former Supervisor
Years Known:	2	8

City of Nashua Online Application

Kirby, David - AppNo: 8458

Date Submitted: 4/4/2016

Internal Candidate

Professional References cont.

	Reference 3 of 3	
Name:	Joseph Giunta	
Employer:	NHDOT Bureau of Traffic	
Current Position:	Traffic Operations Manager	
Home Phone:		
Cell Phone:		
Work Phone:	603-271-2291	
Mailing Address:	Sheep Davis Rd., Concord NH >	
Email:		
Relationship to Candidate:	Former Coworker	
Years Known:	20	

Referrals

How did you hear about employment with us?

Current Employee

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Disclosures

Contract Status

- * Are you currently under contract? No
- If Yes, which employer?
- If Yes, when does it expire?
- When may your present employer be contacted?

Professional Status

- * Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No

If Yes, explain:

- * Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

City of Nashua Online Application

Kirby, David - AppNo: 8458

Date Submitted: 4/4/2016

Internal Candidate

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Equal Opportunity Employer

City of Nashua is an Equal Opportunity Employer. City of Nashua ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. City of Nashua has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the City of Nashua to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

X

Signed: David S. Kirby

Stamped: 5/16/2015 12:30:07 PM; 71.181.12.199; Applicant - #8458 - David Kirby;

I agree

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: Jon Ibarra, Interim Superintendent
Street Department

RE: To approve the selection of Henry Boucher of Nashua, NH to the position of Street Foreman, Street Department.

D. Motion: To approve the selection of Henry Boucher of Nashua, NH to the position of Street Foreman, Street Department. Starting salary for this position will be \$30.24 per hour for a yearly salary of \$62,908. Funding will be through: Department: 161- Street Department; Fund: General; Account Classification: 51- Salaries & Wages.

Attachments: Application and Resume

Discussion: Andrew Patrician, Division Operations Manager, Jon Ibarra, Interim Street Superintendent, Jeff Lafleur, Solid Waste Superintendent interviewed 4 internal candidates and administered a practical test. After review of the candidates, it was unanimously determined that Mr. Boucher would be recommended for the position.

Mr. Boucher has extensive knowledge and experience with daily street operations including snow operations. He has been an acting foreman as needed for over 10 years. Based on the interview and his experience, it was determined that Mr. Boucher would be an asset to the City in this supervisory position.

HENRY BOUCHER

Nashua, NH 03062

OBJECTIVE

The ability to organize and lead the teams of available employees to accomplish the many projects in a structural, professional and timely manner. Within the 31 years of service at the Dept. of Public works, I have put in many hours of overtime, and have been responsible reliable, and dependable.

- Snowplow Operator Training
- Certificate of Roads Scholar Program Training (All About Asphalt)
- Emergency Management Institute (FEMA)
- University of New Hampshire Technology Transfer Center (Work Zone Traffic Control)
- University of New Hampshire Technology Transfer Center (Chainsaw Safety & Maintenance)

WORK HISTORY

Apr 1985 Heavy Equipment Operator
to Dept. of Public Works
Present Nashua, NH 03062

Operates loader, backhoe, excavator machine, paving machine and roller, grader, loader with snowblower, sidewalk plow, bobcat. I also am acting foreman as needed.

- Operates various hand tools
- Maintain, grease/oil equipment
- Load/unload material and equipment from trucks and tractor trailer
- Variety of heavy manual construction work on streets
- Assist mason with forming and pouring concrete sidewalks, catch basins, retaining walls, brick work etc.
- Various inside/outside construction work for other departments
- pick trash, paint plows/trucks and other miscellaneous ground work
- Pre salt/plow/remove snow from streets
- Remove and install drain lines /repair sewer services/ sewer mains with laser/install and remove trench boxes and plates
- Assist /estimate sand and salt orders/ Assist with yard stock inventory
- Acting foreman as needed while paving trenches, replacing curbing, sewer digs, and hot top berms and catch basins, poured concrete sidewalks

Jul 1977 Tire changer/ Assistant Foreman
to Maynard & Lesieur
Apr 1985 Nashua, NH 03062

EDUCATION

Nashua High School
Nashua NH 03060
diploma

REFERENCES

- Mike Harris
 - Robert Chick
 - Tom Maffee
-

Mr. Henry D Boucher

Nashua , NH 03062

Contents:

1. Online Application
2. Attachment: Certifications
3. Attachment: Cover Letter
4. Attachment: Transcripts

Prepared for: Jon Ibarra
City of Nashua
Apr 25, 2016 7:08 AM

City of Nashua Online Application

Boucher, Henry - AppNo: 1331

Date Submitted: 3/30/2016

Internal Candidate

Personal Data

Name: Mr. Henry D Boucher
 (Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Title) (First) (Middle Initial) (Last)

Email Address: (Title) (First) (Middle Initial) (Last)

Postal Address

Permanent Address

Number & Street:
 Apt. Number:
 City: Nashua
 State/Province: NH
 Zip/Postal Code: 03062
 Country:
 Daytime Phone:
 Home/Cell Phone:

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province:
 Zip/Postal Code:
 Country:
 Phone Number:

Employment Desired

Closed Vacancy Desired:

JobID: 464 Skilled Craft: Street Foreman at Streets Department

Date Last Submitted
3/30/2016

Experience in Similar Positions
-

Position Desired:

Service Maintenance
 1. Sub-Foreman, Cemetery

Experience in Similar Positions
4 years

Position Desired

Experience

Please list ALL relevant work experience beginning with the most recent.
 Please note that typing 'see resume' will not be accepted.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Nashua Of Public Works Equipment Operator		Riverside Dr Nashua, NH 03062 6035894750		John Obara 603-801-3384	
Date From - Date To:	-	Full or Part Time:	Full	Last Annual Salary:	24.73 an hour
Reason for Leaving:	currently employed				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Worked as a laborer continued as a truck driver, and then to a heavy equipment operator. Operated the dozer, escivator, plowing equipment, laid pipe and repaired serwer mains. Have filled in as an active forman on numerous occasions as needed. Also am certified in "all about asphalt", Snowplow operator Training", "Chainsaw Safety & Maintenance", "Emergency Management Institute, "workzone Traffic Control". Poored concrete sidewalks, applied turf at. Holman Stadium and parks throughout the city. Also built many playgrounds				

City of Nashua Online Application

Boucher, Henry - AppNo: 1331

Date Submitted: 3/30/2016

Internal Candidate

Experience Continued

Responsibilities/ Accomplishments at this Position continued... throughout the city.

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Maynard & Lesieur Assistant Foreman		W. Hollis St. Nashua, NH 03062 603-883-7739		Rolan Lesieur 603-883-7739	
Date From - Date To:	-	Full or Part Time:	Full	Last Annual Salary:	8.00 hourly
Reason for Leaving:	for better job opportunity				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position					

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Nashua High School, Nashua Nh
Graduation Status: H.S. Diploma

Highest Degree Attained:

Colleges, Universities and Technical Schools Attended:

No education was entered.

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

With my past experience, knowledge, training, and coordinating man power, I believe I am equipped to handle the foremans position.

City of Nashua Online Application

Boucher, Henry - AppNo: 1331

Date Submitted: 3/30/2016

Internal Candidate

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Vernon Mckay	Mike Harris
Employer:	Self Employed	Dept. of Public Works
Current Position:	Auto Body Specialist	foreman
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:	Webster St. Nashua NH 03062 >	Merrimack, NH >
Email:		
Relationship to Candidate:	Friend	friend
Years Known:	30	8 yrs
	Reference 3 of 3	
Name:	Bill Baker	
Employer:	City Of Nashua	
Current Position:	Mason	
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:	Beach St. Nashua NH 03060 >	
Email:		
Relationship to Candidate:	Friend	
Years Known:	28	

Referrals

How did you hear about employment with us?

Company Web Site

Current Employee

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Disclosures

Contract Status

* Are you currently under contract?

Yes

If Yes, which employer?

Dept of Public Works Street Dept.

If Yes, when does it expire?

July 1, 2016

When may your present employer be contacted?

immediatly

City of Nashua Online Application

Boucher, Henry - AppNo: 1331

Date Submitted: 3/30/2016

Internal Candidate

Disclosures continued

Professional Status

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No

If Yes, explain:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States? Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation? No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Equal Opportunity Employer

City of Nashua is an Equal Opportunity Employer. City of Nashua ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. City of Nashua has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the City of Nashua to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any

City of Nashua Online Application

Boucher, Henry - AppNo: 1331

Date Submitted: 3/30/2016

Internal Candidate

liability or damages on account of having furnished such information.

I agree

UNIVERSITY OF NEW HAMPSHIRE
TECHNOLOGY TRANSFER CENTER
CERTIFICATE OF
ROADS SCHOLAR PROGRAM TRAINING COMPLETION

This certificate is awarded to

HENRY BOUCHER

Nashua

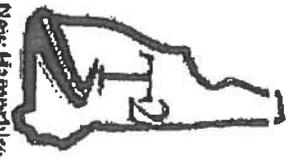
Has successfully fulfilled the standard:

ALL ABOUT ASPHALT

Maximum hours: 5 Road Scholar Program Hours, 5 PDH's, 0.5 CEU's; Awarded Hours depend on actual hours present

Training Date: 10/09/2003

Location: Portsmouth, NH



New Hampshire
Technology Transfer Center

Debra Kamiller

04/02/2012

Date



Hello my name is Henry Boucher. I am applying for the Street Dept. Forman position. I have been an employee in the Department of Public Works for 28 years. I have performed as a laborer and worked my way up to a Heavy Equipment Operator. I believe I would be a good candidate for the foreman's position because of my experience, knowledge, and training. I have assisted the current forman at many projects throughout the city. I have always taken pride in achieving the best quality of work in a safe and timely manner. I am always willing and able to fulfill the foreman's duties when asked upon due to the absence of the current forman.



THE CITY OF NASHUA

Division of Public Works

Wastewater Department

"The Gate City"

Board of Public Works Meeting of May 5, 2016 Wastewater Department

Agenda

- A. Motion:** To approve the User Warrants as presented.
- B. Motion:** To approve the selection of Ms. Heather Larocque of Nashua, NH to the position of Laboratory Supervisor at the Wastewater Treatment Plant. Starting salary for this position will be \$62,898 per year. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.
- C. Motion:** To approve the second phase of the Design Phase Services to Woodard & Curran of Portland, ME in amount not to exceed \$554,853. Funding will be through: Department: 169 - Wastewater; Fund: Wastewater; Activity: Pump Station Upgrades.
- D. Informational:** Purchase of Access Control and Camera System for Wastewater Treatment Plant funded by a Department of Homeland Security Grant.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016
From: David A. Simmons, Superintendent
Wastewater Department
Re: Selection of Laboratory Supervisor

B. Motion: To approve the selection of Ms. Heather Larocque of Nashua, NH to the position of Laboratory Supervisor at the Wastewater Treatment Plant. Starting salary for this position will be \$62,898 per year. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 51 Salaries & Wages.

Attachments: Application

Discussion: This vacancy is the result of the promotion of Noelle Osborne effective March 28, 2016. This notice of vacancy was posted per the UAW – Professional CBA and there was one applicant.

The interview team consisted of David Simmons, Wastewater Superintendent, Noelle Osborne, Plant Operations Manager, James Lavalley, Maintenance Foreman, and Jeff Lafleur, Solid Waste Superintendent. The team asked several interview questions related to the job.

Ms. Larocque has been working at the Wastewater Treatment Facility for almost four years, and during this time has earned an MBA and her Grade IV Operator certification. It was determined that Ms. Larocque has the minimum qualifications, and sufficient experience and ability to do the job and is recommended for the position.

Heather Larocque

Nashua, NH 03060

Contents:

1. Online Application
2. Attachment: Cover Letter
3. Attachment: Resume

Prepared for: David Simmons
City of Nashua
Mar 28, 2016 6:56 AM

City of Nashua Online Application

Larocque, Heather - AppNo: 8948

Date Submitted: 3/26/2016

Internal Candidate

Personal Data

Name: Heather Larocque
 (First) (Middle Initial) (Last)
 Other name(s) under which transcripts, certificates, and former applications may be listed:
Other: Heather Beaudoin
 (First) (Middle Initial) (Last)
Email Address:

Postal Address

Permanent Address Number & Street: Apt. Number: City: Nashua State/Province: NH Zip/Postal Code: 03060 Country: United States of America Daytime Phone: Home/Cell Phone:	Present Address Number & Street: Apt. Number: City: State/Province: Zip/Postal Code: Country: Phone Number:
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Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 463 Professionals: Laboratory Supervisor - WWTP at Wastewater Treatment Plant (WWTP)	3/26/2016	-

Position Desired

Experience

Please list ALL relevant work experience beginning with the most recent.
 Please note that typing 'see resume' will not be accepted.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
City of Nashua - Wastewater Process Chemist	Sawmill Rd. Nashua, NH 03060 603-589-3560	Noelle Osborne 603-589-3566 osbornen@nashuanh.gov	
Date From - Date To:	02/2012 -	Full or Part Time:	Full Last Annual Salary: 52,000
Reason for Leaving:	Currently at this position.		
May we contact this employer?	Yes		
Responsibilities/Accomplishments at this Position	Responsibilities: Performing monthly QA/QC testing, calculating annual QC limits for analyses, updating laboratory worksheets, maintaining QC log books, and preparing monthly DMR and MOR reports for the Lab Supervisor. As well as collecting and analyzing wastewater samples at various points in the treatment process for permit compliance and process control purposes. Target analytes and regularly used analyses include: BOD, TSS, pH, Total Residual Chlorine, E. coli, and microscopic analysis. Other responsibilities include training summer interns, maintaining the facility's online MSDS database and participating in the safety committee.		

City of Nashua Online Application

Larocque, Heather - AppNo: 8948

Date Submitted: 3/26/2016

Internal Candidate

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
ChemServe QA Officer		317 Elm St. Milford, NH 03055 603-673-5440		Paul Fyfe 603-673-5440 paulf@chemservelab.com	
Date From - Date To:	03/2007 - 02/2012	Full or Part Time:	Full	Last Annual Salary:	42,000
Reason for Leaving:	Accepted the Analytical Chemist position at Nashua Wastewater				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Responsibilities: Maintain state and national accreditations, run the safety committee, SQG hazardous waste management, track data, act as the main contact between state agencies and the laboratory, attend conferences and meetings as a representative of the company, provide technical support to clients, maintain standard operating procedures and other controlled laboratory documents, prepare final client reports. Experience using Microsoft Excel, Microsoft Word, and Adobe for data tracking and preparation of client reports. Achievements: Obtaining accreditation for a broader range of analyses and obtaining accreditation with A2LA.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Chemserve Laboratory Analyst		317 Elm St. Milford, NH 03055 603-673-5440		Paul Fyfe 603-673-5440 paulf@chemservelab.com	
Date From - Date To:	08/1999 - 03/2007	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Promoted to QA Officer				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Responsibilities: Analysis of drinking water, wastewater, and soils using approved methods; organizing, prioritizing and tracking jobs; running various instruments including ICP, ion chromatography, and cold vapor mercury analyzer; performing wet chemistry analysis including distillations, digestions, colorimetric tests and titrations; microbiology analysis including membrane filtration, multiple tube fermentation, pour plate method, and microscopy.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Salem High School, Salem, NH
 Graduation Status: H.S. Diploma

City of Nashua Online Application

Larocque, Heather - AppNo: 8948

Date Submitted: 3/26/2016

Internal Candidate

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
NH - Southern New Hampshire University	09/2010 01/2014	Business Management Hrs:	Marketing Hrs:	Masters	01/2014
Notre Dame College	09/1995 05/1999	Biology/Biotechnology Hrs:	Chemistry Hrs:	Bachelors	05/1999

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I am currently working in the Process Chemist position at the treatment facility. Prior to taking this position I was the Analytical Chemist for more than three years. During that time I have made an effort to prepare myself to advance my career by obtaining a Master's degree in business management and my Grade IV OIT Operator Certification.

In addition, I have been organizing and updating many of the duties within the Process Chemist's position.

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Nancy M. Lesieur	Lyle Hamel
Employer:	NH DES Dept. of Environmental Services	Goffstown High School
Current Position:	Environmentalist IV	Teacher
Home Phone:		
Cell Phone:		
Work Phone:	609-934-4032	603-497-4841
Mailing Address:	>	>
Email:	nancy.lesieur@des.nh.gov	ljhamel@goffdtown.k12.nh.us
Relationship to Candidate:	Former Supervisor	Former Co-Worker
Years Known:	18	12
	Reference 3 of 3	
Name:	Paul Fyfe	
Employer:	ChemServe	
Current Position:	Laboratory Director	
Home Phone:		
Cell Phone:		
Work Phone:	603-673-5440	
Mailing Address:	>	
Email:	paulf@chemservelab.com	
Relationship to Candidate:	Previous Supervisor	
Years Known:	16	

City of Nashua Online Application

Larocque, Heather - AppNo: 8948

Date Submitted: 3/26/2016

Internal Candidate

Referrals

How did you hear about employment with us?

Current Employee

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which employer?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain, giving dates:

City of Nashua Online Application

Larocque, Heather - AppNo: 8948

Date Submitted: 3/26/2016

Internal Candidate

Legal Information continued

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Equal Opportunity Employer

City of Nashua is an Equal Opportunity Employer. City of Nashua ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. City of Nashua has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the City of Nashua to conduct an investigation of candidate to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I agree

Heather Larocque

Nashua, NH 03060

Work Experience

Nashua Wastewater Treatment Facility, Nashua, NH

Process Chemist 12/15 to Present

Responsibilities: In addition to the responsibilities of the Analytical Chemist listed below performing monthly QA/QC testing, calculating annual QC limits for analyses, updating laboratory worksheets, maintaining QC log books, and preparing monthly DMR and MOR reports for the Lab Supervisor.

Analytical Chemist 2/12 to 12/15

Responsibilities: Collecting and analyzing wastewater samples at various points in the treatment process for permit compliance and process control purposes. Target analytes and regularly used analyses include: BOD, TSS, pH, Total Residual Chlorine, E. coli, and microscopic analysis. Other responsibilities include training summer interns, maintaining the facility's online MSDS database and participating in the safety committee.

Achievements: Obtaining Grade IV OIT NH Wastewater Treatment Operator Cert.

ChemServe, Milford, NH

QA Officer 3/07-2/12

Responsibilities: Maintain state and national accreditations, run the safety committee, SQG hazardous waste management, track data, act as the main contact between state agencies and the lab, attend conferences and meetings as a representative of the company, provide technical support to clients, maintain standard operating procedures and other controlled lab documents, prepare final client reports. Experience using Microsoft Excel, Microsoft Word, and Adobe for data tracking and preparation of client reports.

Achievements: Obtaining accreditation for additional analyses and A2LA accreditation.

Laboratory Analyst 8/99 to 3/07

Responsibilities: Analysis of drinking water, wastewater, and soils using approved methods; organizing, prioritizing and tracking jobs; running various instruments including ICP, ion chromatography, and cold vapor mercury analyzer; performing wet chemistry analysis including distillations, digestions, colorimetric tests and titrations; microbiology analysis including membrane filtration, multiple tube fermentation, pour plate method, and microscopy.

Education and Certification

Grade IV OIT NH Wastewater Operator Certification

Graduate

Southern New Hampshire University, Nashua, NH Campus

Master's in Business Administration, Jan. 2014

Marketing Certificate, Oct. 2013

Notre Dame College, Manchester, NH

Bachelors of Science, May 1999, Cum Laude

Major: Biology with Biotechnology Concentration

Minor: Chemistry

Heather Larocque

Nashua, NH 03060

To Whom It May Concern:

I would like to submit my resume for consideration for the position of Laboratory Supervisor at the Wastewater Treatment Facility.

I am currently working in the Process Chemist position at the treatment facility. Prior to taking this position I was the Analytical Chemist for more than three years. During that time I have made an effort to prepare myself to advance my career by obtaining a Master's degree in business management and my Grade IV OIT Operator Certification. In addition, I have been organizing and updating many of the duties within the Process Chemist's position.

I have attached my resume for your review and would be happy to discuss my qualifications in more detail. Please feel free to contact me by phone or e-mail.

My references are available upon request.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Heather Larocque".

Heather Larocque

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: May 5, 2016

From: David A. Simmons, Superintendent
Wastewater Department

Re: Pump Station Upgrades Design Services – Phase II – 30% Design

C. Motion: To approve the second phase of the Design Phase Services to Woodard & Curran of Portland, ME in amount not to exceed \$554,853. Funding will be through: Department: 169 - Wastewater; Fund: Wastewater; Activity: Pump Station Upgrades.

Attachments: Pump Station Upgrades – 30% Design Phase-Scope of Work and Fee

Discussion: There are thirteen (13) pump stations, one of which only operates when needed during combined sewer overflow events maintained by the Wastewater Department. Most of these pump stations are the original pump station structures that have aged considerably. Woodard & Curran was hired to perform a preliminary evaluation and provide recommendations of the upgrades needed at all 13 pump stations. They have completed this evaluation and are now ready to proceed to the 30% design phase of this project.

During the 30% design phase, W&C will further evaluate some of the possible modifications that occur at various pump stations. They will hire sub-consultants to perform survey and geotechnical studies. A considerable portion of their fee is for the sub-consultants, amounting to \$201,900. This fee may be less if it is determined during the 30% design phase that some geotechnical or survey work can be reduced.

Their scope also includes preparation of preliminary cost estimates and preparation of a Design Basis report that will summarize various options such that the City can decide the optimal way to proceed going forward. At the conclusion of the 30% phase it will be made clear to W&C on how to proceed forward into the final design phase.

We recommend continuing this work with W&C into the 30% and final design phases. They have performed competently during the study phase and will continue to do so. Their costs for the 30% design phase were found to be reasonable for the scope of work involved. This project is eligible for a 20% State Aid Grant from the New Hampshire Department of Environmental Services.

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF			Form Approved DES 02/06	
PART I - GENERAL				
1. GRANTEE / LOANEE City of Nashua, New Hampshire			2. GRANT/LOAN NO.	
3. NAME OF CONTRACTOR OR SUBCONTRACTOR Woodard & Curran, Inc.			4. DATE OF PROPOSAL Wednesday, April 20, 2016	
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 41 Hutchins Drive Portland, Maine 04102			6. TYPE OF SERVICE TO BE FURNISHED Engineering Study and Design	
PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principle in Charge / Client Manager	72	\$67.73	\$4,877	
Project Manager	64	\$58.10	\$3,718	
Planner	88	\$48.16	\$4,238	
Technical Manager	76	\$51.48	\$3,912	
Lead Project Engineer	196	\$48.16	\$9,440	
Project Engineer	172	\$45.15	\$7,766	
Staff Engineer, Process	248	\$33.11	\$8,212	
Project Engineer, Electrical	186	\$41.84	\$7,783	
Senior Engineer, Structural	8	\$58.10	\$465	
Staff Engineer, Structural	48	\$36.72	\$1,763	
Senior Engineer, SCADA	114	\$51.48	\$5,868	
Project Engineer, SCADA	68	\$46.66	\$3,173	
Sr. Cost Estimator	152	\$48.16	\$7,321	
Senior Designer	288	\$39.13	\$11,270	
Designer	40	\$31.61	\$1,264	
Staff Engineer, SCADA	196	\$33.11	\$6,490	
Sr. Technical Advisor	40	\$63.21	\$2,529	
Funding Specialist	48	\$48.16	\$2,312	
Project Assistant	56	\$21.67	\$1,214	
DIRECT LABOR TOTAL:				\$93,615
8. INDIRECT COSTS (Specify indirect cost pools)		RATE	X BASE =	ESTIMATED COST
		2.02	\$93,615	\$189,102
INDIRECT COSTS TOTAL:				\$189,102
9. OTHER DIRECT COSTS				
a. TRAVEL				ESTIMATED COST
(1)TRANSPORTATION				\$11,545
(2)PER DIEM				
TRAVEL COSTS TOTAL:				\$11,545
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)		QTY	COST	ESTIMATED COST
Field Supplies		lump	\$8,250	\$8,250
EQUIPMENT SUBTOTAL:				\$8,250
c. SUBCONTRACTS				ESTIMATED COST
Survey				\$115,000
Geotech for Northgate				\$69,900
Flowmetering				\$17,000
SUBCONTRACTS SUBTOTAL:				\$201,900
d. OTHER (Specify categories)				ESTIMATED COST
Document Reproduction				
Shipping				
OTHER SUBTOTAL:				\$0
e. OTHER DIRECT COSTS TOTAL:				\$221,695
10. TOTAL ESTIMATED COST				\$504,412
11. PROFIT (10% of Direct and Indirect Labor)				\$50,441
12. TOTAL PRICE				\$554,853

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: May 5, 2016

From: David A. Simmons, Superintendent
Wastewater Department

RE: Access Control and Camera System

D. Informational: Purchase of Access Control and Camera System for Wastewater Treatment Plant funded by a Department of Homeland Security Grant.

Attachments: Purchasing memo



THE CITY OF NASHUA

"The Gate City"

Office of Emergency Management

TO: Dan Kooken
Purchasing Manager

SUBJECT: Purchase of Access Control and Camera System For Wastewater Treatment Plant (Value: \$82,531.73)

Funding: 2014 State Homeland Security Program (SHSP) Grant \$82,531.73

This project will also install access control on doors to the plant, as well as CCTV cameras to monitor the grounds around the building. In addition, it will enhance the work completed to install a sliding electric access gate to include a camera and intercom beyond the keypad access. This request will improve the security to the City of Nashua's wastewater facility. Previous DHS and EPA assessments have identified the lack of access control and the lack of CCTV as critical gaps in the security of the facility.

Pursuant to NRO § 5-84 (A) (5), these items will be purchased from Tyco Integrated Security who is currently the provider of access security for the Transit Building, Parking Garages, and City Hall. Continuing our build out of this integrated access control system will ensure full interoperability with current and future buildings.

Funding for this project will come from a Department of Homeland Security Grant accepted by the Board of Aldermen on September 9th, 2015. No local match is required.

The Information Technology Division and this Office recommend the award of this purchase in the amount of **\$82,531.73** to **Tyco Integrated Security, Nashua, NH**.

Thank You,

Justin Kates
Director of Emergency Management

Cc: B. Codagnone N. Miseirvitch C. O'Connor L. Fauteux D. Simmons



THE CITY OF NASHUA

Division of Public Works

Administration

"The Gate City"

Board of Public Works Meeting of May 5, 2016 Administration Department

Agenda

- A. Discussion:** Public Art
- B. Informational:** Budget Transfers
- C. Informational:** Update on Burke Street Building
- D. Informational:** Director's Report

Board of Public Works Meeting of May 5, 2016
Department Report

Street Department

- **Signs and Pavement Markings.** Over the past month approximately 63 signs have been replaced. Highway Safety has been thermoplasting crosswalks and directional arrows beginning with East Hollis Street from Main Street to the Hudson Bridge and the DW Highway. The crew will continue again as the weather permits. The spring long line striping program is scheduled to begin on 5/8/16. The traffic crew installed the new speed limit signs on Beauview Ave. and the Stop sign at East Hollis and Quincy Street and the handicapped parking spot and sign at #3 Beacon Court – per ordinance. Traffic continues to repair damaged or missing signs and continues to repair damaged mailboxes due to damage during plowing operations.
- **Traffic Signals.** The Manchester Street school zone flashing speed zone /radar sign was hit and damaged beyond repair in February and the parts to complete the repair will be shipped on the 29th of April. The repairs will be made as soon as we receive the necessary components. Traffic signal techs responded to 9 calls after hours for traffic signal issues. During the day the crew has been addressing failed traffic signals and communication issues Citywide.
- **Fleet Department.** Preventative maintenance of the fleet is ongoing daily. Repairs are made daily to the construction equipment to ensure the crews have the necessary equipment for ongoing projects. Parks equipment is being serviced and repaired as the turf season is approaching. Solid waste trucks and equipment are repaired daily to keep the fleet on the road.
- **Weld Shop.** The welders are repairing trucks and plows damaged during the winter snow operations. This past week, one welder assisted the street mason's crew working at Holman Stadium by installing some structural steel for the block work being done by the crew for the ongoing rehab of the dugout. The welder also assisted at Centennial pool by fabricating and installing some new grates for the bottom of the pool.
- **Collections.** The camera crew has been inspecting infrastructure for needed repairs prior to the paving project. They have cleared 7 sewer backups during the day and responded to 6 sewer backups after hours. They have also been assisting the WWTF by cleaning and inspecting pump stations city wide.
- **Asphalt Repairs.** We now have two hot box crews in service and operating every day weather permitting and they have filled 181 potholes since March 24th.
- **Street Department crews.** The crews have repaired 10 manholes, 19 catch basins and have made 36 lawn repairs due to damage from snow plowing ops. The crews also did 35 spring clean ups. Asphalt crews have been doing the patchwork associated with all the structure repairs that have been made. Loamed and seeded at Echo Ave. sewer replacement project.
- **Sweeper program.** 5 sweepers are operating daily.

- **Miscellaneous.** Street Department hosted the first Hazardous Waste collections Day 4/23/16 and also assisted the Nashua Fire Department on DW Highway by cleaning up debris after trash truck fire that closed the road.

Parks & Recreation Department

- **2016 Trips.** Our next trip will be in June for a trip to NYC. This trip is sold out and there is a waiting list.
- **Holman Stadium.** The stadium is having dug out repairs completed. The season has started with a full schedule of activity.
- **Stellos Stadium.** The stadium continues to have activity on a daily basis. We are looking forward to play offs in June. Look to the City website for the spring schedule.
- **Baseball / Softball / Soccer / Lacrosse.** The season for spring sports has started. All of our fields are open for play. Field 4 at the Main Dunstable fields will be off line this spring for renovations.
- **Spring Projects.** The staff has continued working on small spring projects. Clean ups, repairs and other tasks are being taken care of.
- **Mine Falls Park Red Trail.** The construction on the red trail has been completed a grand opening is being scheduled. We will keep you posted on the date.
- **Walking Program.** The spring walking program has started 20-25 residents join us on our walks. Refer to the website for times and locations.
- **Tree Work.** Tree work continues to be busy. A very windy April has created a list of work orders that need attention.
- **Mine Falls Park.** The Mine Falls Advisory Committee held its first trail day of the year on Saturday April 23rd. Over 35 people volunteered for the day to help clean up the park. Sadly the committee lost long time committee member Peter Testa who passed away the day before. Peter led the committee with great wisdom, his contribution will be missed.
- **Summerfun.** Work on the upcoming 2016 season has begun. Currently we have received \$19,000 in committed sponsorship. The annual goal is to achieve \$15,000 in sponsorship.
- **2016 Summer Camps.** This year's signups are coming in at a very nice pace. The camps season will be here before we know it. Look to the website for information regarding our current camps and new camps.
- **Centennial Pool.** The liner at the pool has been installed and the pool has been filled for testing. The pool is operating fine. There are still a few punch list items remaining. Look for a ribbon cutting soon.
- **Irrigation.** We have started installing meters and getting the 45 irrigation systems ready for operation. Water has already been turned on for the premier sites, due to a fairly dry April.
- **Community Service Day.** April 16th saw over 150 volunteers across the city help clean up parks, trails and other public spaces over 12 truckloads of debris were brought to the Landfill.

- **Rotary Common & Fields Grove Clean-up.** The Rotary Club and members of the Fields Grove neighborhood held a cleanup and help rake, paint, mulch and pick up the park.
- **Mine Falls Park Mill Pond and Canal.** The City is working with the Army Corp of Engineers looking at the possibility of re-opening a study on work that could be done to improve the water quality and water flow of these two water bodies.
- **Arbor Day.** Arbor Day was celebrated on April 23rd at the Dr. Crisp School. We were entertained by the students reciting poems and singing songs. The children were joined by the Mayor in planting a Weeping Cherry tree next to the school playground.
- **Memorial Day.** Crews will be busy over the next few weeks getting downtown prepared for Memorial Day. Flower beds will be cleaned and mulched and annuals will be planted in anticipation of the parade.

Wastewater Department

- **Pump Stations Upgrades Project.** The City met with the consultant Woodard & Curran and discussed options at several pumps stations and gave direction on moving forward into the 30% design phase. Scope of work for 30% design phase has been submitted and is for approval at the May BPW meeting.
- **Expansion of Sludge Loading Bays.** The project is complete pending final balancing change order and is under warranty.
- **SCADA Upgrades Project-Wet Weather Facility.** Fiber has been installed by FOST to allow for flow paced polymer addition in SCADA. Woodard & Curran has completed the connection to SCADA and is programming it into SCADA.
- **SCADA Upgrades – Plant Wide.** Woodard & Curran has started the first phase of the SCADA upgrades scheduled to be completed by the end of FY2016. They have installed a more up to date computer with 4 large monitors that allow operators to monitor and control different processes simultaneously. Other upgrades are continuing.
- **Headworks Upgrade Project.** The contract for TBuck is nearly finalized and work on the project is expected to begin work as soon as all the paperwork is complete.
- **Tank Drain and Scum System Upgrades project.** The Penta has to replace one of the float controls in one pump station. All other work is complete. A balancing change order has been prepared for signature by all parties.
- **Roof Replacement Project.** The contractor has received the signed change order to replace the caps on the parapet walls in Admin Building and is ordering material for this work. They are scheduled to complete this work during the month of May.
- **WAS Pump Installation.** Completion of the work by Weston & Sampson (WS) is on hold till it is determined how to shut off the valve that is not properly holding back flow to the header pipe that WS needs to connect.
- **Boilers.** Lemire Company has completed the installation of the second boiler and is nearly complete with this project.

- **Installation of New Forcemain at Newton Drive.** Contractor Crisp will be replacing some of the pump station manifold so he can connect to the new forcemain that they recently completed. They are scheduled to complete this work by early May.
- **Laboratory.** The laboratory continues permit and process control testing.
- **Safety & Training.** In the process of scheduling forklift training and registering staff for Spring 2016 training courses needed for the operator certifications
- **Cartegraph.** Several plant staff have been trained on using Cartegraph for various applications such as entering work orders and tracking plant equipment.

Engineering Department

- **Broad Street Parkway.** The contractor has started to complete final work including driveway tie-ins and sidewalks in the Parkway South Contract. Review of the traffic signals on Central Street is ongoing.
- **Burke Street Sewer Phase 2.** The draft design for streetscape on Burke Street was presented at a public informational meeting on April 21, 2016. Comments and concerns from the public are being reviewed.
- **2015 Sewer Replacement.** Engineering is coordinating with the railroad and utilities on a plan for sewer upgrades on Temple St under the railroad tracks west of the Amory St intersection.
- **2016 Sewer Replacement.** Contract documents have been signed. Construction is expected to begin soon and take place in the spring, summer and fall of this year.
- **Infiltration/Inflow Analysis.** Meter locations were evaluated for accessibility and proper flow monitoring. Meters were installed at approved locations on April 1 and April 2 by EST.
- **Collection Systems Operation and Maintenance Review.** Request for qualifications were sent to ten consultants and posted on the website. Three consultants submitted Qualification Statements on April 28. Interviews will follow.
- **FY2016 Street Paving Program.** Preparations for the preconstruction meeting with Brox Industries are being made.
- **FY2016 Asphalt Testing.** Contactor in place to begin testing once paving program begins.
- **Paving Management - Data Collection and Integration.** Integration of CartêGraph's Scenario Builder continues. In the meantime, Stantec has reviewed the data and has made some initial budget scenarios for the City.
- **Sewer and Drain Pipe and Structure Inspection.** A request for proposals to inspect sewer and drain pipes and structures focusing on streets expected to be included in the paving program was advertised on April 28.
- **Manchester/Concord Street Crosswalks.** Punch list items such as lawn area repairs and some signage installation will be completed in the spring.
- **East Hollis Railroad Crossing.** A meeting with NHDOT, PanAm and the City was held on March 31, 2016, to develop an approach to completing the project.

PanAm requested the City bear upfront cost for materials required for the railroad portion of the project.

- **Amherst Street Improvements - Charron Ave to Diesel Road.** Work continues on easement documents and utility relocation plans. Construction schedule is dependent on procurement of signal equipment. Shop drawings for signal equipment are under review.
- **Legacy Playground.** Three bids were received for the construction project.
- **Mill Pond Boardwalk.** Construction of the boardwalk was completed on April 22nd. A ribbon cutting ceremony is being scheduled.
- **Merrimack River Levee.** The NHDES has recently included the levee in their dam inspection program. A letter of deficiencies was received on April 24th. Engineering is drafting a response to the letter.
- **Site Development Review.** Engineering has reviewed the following Site Development and Subdivision plans: 62 and 70 Bridge St, 93 & 97 Daniel Webster Highway, 15, 17 & 19 Radcliffe Drive, 7 Stadium Drive, 180 Daniel Webster Highway, Franklin and Front Streets, 257 Pine Street and 621 Amherst Street.
- **Street Acceptance.** Engineering is working on the street acceptance of a portion of Cherrywood Dr, Moonstone Ct, Tamora Ct and Annabelle Ct, all related to the Gagnon Farms development. The developer is working on several outstanding issues.
- **Construction Inspection.** The inspectors have provided inspection for the following projects: Monis Farms Phase 2, 270 Amherst St, Adelaide Ave and Pendant Ln, Deerwood Dr, Burke St, Gagnon Farms and inspections for sewer service repairs throughout the city.
- **Engineering Survey.** Ongoing survey projects include: Survey for pump station project including Burke St, Gillis, and Haines Streets, layout for Burke Street sewer project, survey of intersections on Daniel Webster Highway, determination of ROW for tree cutting on Eastman Street and 139 Ridge Road, and survey of Stadium Drive for skateboard park layout.
- **Street Opening Permits.** Engineering issued seventeen Street Opening Permits and ten Permits to Encumber in March.
- **Sewer Permits.** Eight sewer permits were issued and \$5,153.00 in fees were collected from March 1 to March 31, 2016.

Solid Waste Department

- **Recyclables Shipped in March 2016.**
 - 426 tons of single stream recycled materials
 - 32 tons of electronic waste
 - 6 tons textiles and books
 - 600 gallons of waste oil
 - 1317 fluorescent bulbs
 - 1 box rechargeable batteries
 - 15 tons of scrap metal

- **Recycling Bins & Carts.**
 - 88 recycling carts were sold.
 - 44 recycling bins were given to residents
 - 37 Trash carts distributed
 - 20 Trash carts repaired
- **Permits Sold for 2016.**
 - 7918 Residential
 - 453 Commercial
- **Curbside Collections and Landfill Drop Off.**
 - 5072 tons MSW
 - 510 tons C&D
 - 32 tons of SYW