Board of Public Works Meeting of May 23, 2019

Agenda - AMENDED

A meeting of the Board of Public Works is scheduled for Thursday, May 23, 2019 at 5:30 p.m. in the Auditorium at City Hall, 229 Main Street, Nashua, NH 03060.

I. Roll Call

II. Motion: To approve the agenda as amended.

III. Motion: To approve the minutes of the Board of Public Works Meeting of April 25, 2019.

IV. Motion: To approve the minutes of the Special Board of Public Works Meeting of May 10, 2019.

V. Public Comment

VI. Parks & Recreation
   A. Motion: To approve the purchase of shade canopies for the Jeff Morin Fields at Roby Park Playground from Superior Recreational Products of Carrollton, Georgia through the Buy Board Cooperative Purchasing Group for $58,759. Funding will be through Department: 177 Park and Recreation; Fund: Grant; Account Classification: 55 Other Services.

VII. Solid Waste
   A. Motion: To approve Amendment #1 for a one year extension to the contract with Casella Recycling LLC of Charlestown, MA for the transportation and processing of the City’s single stream recyclables for an amount not to exceed $400,000 pending approval of the FY20 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services.

VIII. Engineering
   A. Motion: To approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.
   B. Motion: To approve the contract with Hayner Swanson Inc. (HSI) of Nashua in the amount of $393,075 for professional services in the 2019/2020 Sewer Rehabilitation Program. Funding through Department 169 Wastewater; Fund: Bond; Activity: Sewer Infrastructure Improvements.
   C. Motion: To approve Change Order No. 3 to the construction contract for the 2018 Sewer Replacement – Harvard St project to Northeast Earth Mechanics of Pittsfield, NH in an amount of $150,000. Funding will be through: Department: 169 Wastewater; Fund: Bond; Activity: Sewer Infrastructure Improvements.
D. **Motion:** To consider a hardship request from ZJBV Properties, LLC to excavate for installation of sewer, water and gas services and sidewalk reconstruction for a residential site plan at 158-161 Temple Street.

E. **Motion (Tabled from 4/25/19 Meeting):** To consider a hardship request from Michelle Rodriguez to excavate for installation of sewer, water and gas services for a proposed four lot subdivision at 711 West Hollis Street approved by the Planning Board March 21, 2019.

IX. **Wastewater**
   A. **Motion:** To approve the User Warrants as presented.
   B. **Motion:** To approve Amendment No.2 in the amount of $56,100 to the contract with Flow Assessment of Auburn, NH for the Combined Sewer Overflow Monitoring Program. Funding will be through Department: 169 - Wastewater; Fund: Wastewater; Account Classification: 53 Professional Services.

X. **Streets**
   A. **Motion:** To approve Change Order No. 1 to the 2019 Pavement Markings Contract with Highway Safety of Rockland, MA in the amount of $82,000. Funding for this contract will be through Department 161: Streets; Fund: Prior Year Escrow; Account Classification: 54 Other Services.

XI. **Administration**
   A. **Informational:** April 2019 Budget Transfers
   B. **Motion:** To approve the 2019 Sculpture Symposium sites at Bicentennial Park, Legacy Playground, Sullivan Park and the Rail Trail.
   C. **Informational:** BPW Retirement System NRO Revisions Memo
   D. **Discussion:** Cash Handling
   E. **Informational:** DPW Facilities Update
   F. **Director’s Report**

XII. **Commissioner’s Comments**

XIII. **Personnel**
   A. **Motion:** To accept the retirement of Roger Parker effective May 10, 2019.
   B. **Motion:** To accept the resignation of Randon Straw effective May 24, 2019.
   C. **Motion:** To unseal the nonpublic minutes for Personnel from the Board of Public Works Meeting of April 25, 2019.
   D. **Non-Public Session**

XIV. **Possible Non-Public Session**
A meeting of the Board of Public Works was held on Thursday, April 25, 2019, at 5:30 p.m. in the Auditorium at City Hall, 229 Main Street, Nashua, NH 03060.

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

Members Present:

Mayor James Donchess, Chair
Commissioner Joel Ackerman, Vice Chair
Commissioner Tracy Pappas

Members not Present:

Commissioner Kevin S. Moriarty
Commissioner G. Frank Teas

Also Present:

Mr. Andrew Patrician, Assistant Director, Division of Public Works
Mr. Nicholas Caggiano, Superintendent of Parks & Recreation
Mr. Stephen Dookran, City Engineer
Alderman Ernest Jette, Aldermanic Liaison

**MOTION:** Commission Pappas made a motion to approve the agenda as presented.
**MOTION CARRIED:** Unanimously

Approval of Meeting Minutes – March 8, 2019

**MOTION:** Commissioner Pappas to approve the minutes from the Special Board of Public Works Meeting of March 8, 2019.
**MOTION CARRIED:** Unanimously

Approval of Meeting Minutes – March 28, 2019

**MOTION:** Commissioner Pappas to approve the minutes from the Board of Public Works Meeting of March 28, 2019.
**MOTION CARRIED:** Unanimously

Public Comment

There was none.
Parks & Recreation Department

**A. MOTION:** Commissioner Pappas made a motion to accept and place on file the 2018 Emerald Ash Borer information from the NH Division of Forest and Lands.

**Discussion:**

Mr. Nicholas Caggiano, Superintendent of Parks & Recreation

I just wanted to give you an update on the tree pest that has been invading from the Midwest to here. Sadly, I am here to report that Nashua has finally made the list. The Emerald Ash Borer is in the northwest quadrant of the city and will eventually take out all of the Ash trees. It started in Michigan and I’ve given you fact sheets before. They continue to work nationwide on different ways of control but it’s very difficult and they haven’t found anything. They are hoping a natural control will happen kind of like what happened to Gypsy moths in the ‘70s and early ‘80s. They overpopulated and created a natural bacteria that got them sick. They are looking into natural bacteria’s that they can inoculate the trees with.

Mayor Donchess

What proportion of the trees do you think are Ash trees?

Mr. Caggiano

A lot of the Ash trees are near rivers and we have a lot of water so I would say a good 20% are Ash trees.

Commissioner Pappas

I know at one point we had a group of volunteers who kept track of city trees. Can you use that information even though it is outdated because it was done a number of years ago? My other question is if you are thinking they are near the rivers, do you have a sense of a way we might start replacing them.

Mr. Caggiano

Not yet. The state hasn’t come out with a recovery method yet because they are still trying to come up with prevention. To answer your first question, we did do physical surveys and that technology is probably ten years old and now they do it by satellite, the same way they look at street parking and signs. The Forest Service has a really good idea of the percentage of the trees.

Commissioner Pappas

If we know we are going to lose a certain number of trees can we just start replanting other trees?

Mr. Caggiano

We could but we need to find the spots and they have to go through the “death process” which will probably occur over a five-year period. It might be a good idea to think about a replacement
plan. We currently have a Chai tree account but I don’t think it would be able to fund the mass number of trees we would need but that’s a good idea.

**Commissioner Pappas**

So we would have to think of that in terms of our budgeting.

**Mr. Caggiano**

Yes, and I will keep you posted. This is a hot topic and I go to meetings and conferences so I will update you as I get more information.

**Commissioner Ackerman**

Are there any communities in the State of New Hampshire who are taking preventative measures?

**Mr. Caggiano**

The only preventative measure which is in place is both Fish & Game and DES are monitoring camp wood that comes out from other states. Right now there is a quarantine on Ash, it can’t be brought into the state because that is how it spreads.

**Commissioner Ackerman**

The Gypsy moth was very visible. Can residents of the City of Nashua notice anything very distinct?

**Mr. Caggiano**

You will see woodpeckers who will leave very large white sheets on the tree and that’s an indication that the Borer’s are in the tree. It is called blonding.

**Mayor Donchess**

Do the woodpeckers eat the Borers?

**Mr. Caggiano**

Yes.

**Commissioner Ackerman**

Other than the fact that the trees are going to die, is there any possible damage to properties?

**Mr. Caggiano**

No, other than the loss of timber. The big effect nationwide is to the baseball bat industry because bats are made of Ash or Maple. They are switching to Maple just because of this pest.

**MOTION CARRIED: Unanimously**
**Engineering Department**

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

**MOTION CARRIED: Unanimously**

**B. MOTION:** Commissioner Pappas to approve the purchase of manhole and catch basin castings from Concord Winwater Works Co. of Concord, NH, in the amount of $194,866.40. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Sewer Structures.

**Discussion:**

Mr. Stephen Dookran, City Engineer

This is a typical addition to our paving program. We want to address all of the broken and obsolete structures, the catch basin grates, sewer and drain manhole covers. The wastewater fund will fund the replacements because it is a wastewater item. If the contractor purchased them and installed them it would be a lot more.

Commissioner Pappas

I was happy to see those savings.

Alderman Jette

These three bids are from companies that supply these items. Do they make them?

Mr. Dookran

No, they don’t make them, they just market the products. Sometimes they are the same but they can also be from different manufacturers but they all meet the standard constructions specs.

Commissioner Ackerman

Do we recycle the old ones to reclaim them for any sort of cost savings to the City of Nashua?

Mr. Dookran

Yes, we recycle them and reuse. Those that are broken and not reusable are brought to the landfill and are placed in the metal heap. Those that have some kind of use are brought to the Wastewater Facility and where they can be reused in locations that may need to be changed. For instance, if they are obsolete and are of a unique size, the Wastewater Department may find a location where just the grade itself can be used but the frame would be disposed of. The triangular ones, which are very unique to just Nashua, the practice that we have had for many years was to turn them over to the Historical Society and they auction them off and use the proceeds for their own needs.

**MOTION CARRIED: Unanimously**
C. MOTION: Commissioner Pappas to award the construction contract for the 2019 Pavement Preservation Program (Crack Sealing) to Sealcoating, Inc. of Braintree, MA, in an amount of $143,865. Department: 160 Admin/Engineering; Fund: Bond; Activity: Paving.

Discussion:

Mr. Dookran

I will start by saying that we are trying to make crack sealing as a normal part of the preservation of the pavement as recommended by the study done in 2015. If we don’t do this type of preservation or routine maintenance, our pavement will deteriorate much faster. A couple of years ago we did another preservation technique called micro-surfacing and we are not convinced that is the best way to go, although we may do more pilot testing on that. Crack sealing, which we did, has held up very well in the city. There are a lot of advantages to sealing new cracks. You reduce the amount of moisture that would enter the pavement, especially by freezing and thawing. As recommended in that study, if you do the crack sealing in a timely fashion, while the PCI (Pavement Condition Index) is still between 60 – 99. When you do that you are essentially giving life to the pavement. If you crack seal a road when it has a PCI of 75 it brings the PCI back up to into the ‘90s. The crack sealant itself will last about three years. According to the study, you can keep crack sealing every three years or so until the overall pavement is getting to a point where you need to mill and overlay. We are a little late getting out to this. It has been widely used by many communities. The State of New Hampshire has been doing very large programs on major highways. This year they have spent $100 million on crack sealing on roads like 101 and I-89.

Commissioner Pappas

I want to clarify that we have never done that in the past and number two, what is micro-surface.

Mr. Dookran

We did three streets two years ago, part of Main Dunstable Road, Riverside Street and Beauview Avenue. Main Dunstable Road and Riverside Street have held up well. You can still see the cracks however the pavement surface will last. Beauview Avenue, on the other hand, was not a good selection because it was too far gone and they were having mechanical problems on the day they were applying the material.

Commissioner Pappas

Is significantly cheaper than mill & fill?

Mr. Dookran

Yes, it’s a lot cheaper and you are promised a five-year increase in life when you do micro-surfacing so we are saving another three years for Riverside Street and the portion of Main Dunstable Road that was done.
Commissioner Pappas

Is this our first attempt at crack sealing?

Mr. Dookran

No, two years ago we did crack sealing as well.

Commissioner Ackerman

I think it’s a great program. How does this $143,000 this year compare to the dollar amount spent with the prior time we did the program and will it continue to cover the same distance which was approximately 31 miles.

Mr. Dookran

If we did it in two phases the total dollars were the same. We did streets like D.W. Highway, East Dunstable Road and a bunch of residential streets as well. I don’t recall the exact mileage.

Commissioner Ackerman

Was this the contractor that did it the prior time?

Mr. Dookran

Yes, this is the one who won the contract back then.

Alderman Jette

Mr. Dookran, I forwarded you an e-mail I received from a constituent with a negative opinion of the program. Have you had a chance to review it? It sounds like from what you are saying that you have a completely different view than he does.

Mr. Dookran

I did review the e-mail and I did go by the gentleman’s house, which was located on a street that was crack sealed two years ago and I did not notice any problems on that street, especially in front of his home so he must be talking about an experience he had in some other location while he was driving, not even in Nashua. Mr. Patrician can tell you that we have had one complaint from that experience two years ago about the stuff remaining tacky after a little while after it was applied. If you drive around and look at the streets that were done you can see that cracks have been tightened up. I think after two years I would say it was a success. That doesn’t mean there would be an occasion when it might not have been applied or sanded properly and someone would have that kind of experience. For the most part, I think it’s a good program. The state’s government, the Federal DOT uses it a lot on their big highways and that shows a lot of confidence in this technique.

MOTION CARRIED: Unanimously
D. MOTION: Commissioner Pappas to consider the hardship request from Michelle Rodriguez to excavate for installation of sewer, water and gas services for a proposed four-lot subdivision at 711 West Hollis Street approved by the Planning Board March 21, 2019.

Discussion:

Mr. Dookran

The applicants for the remaining four items are with regard to hardship for excavating within the moratorium.

Mr. Richard Maynard, Maynard & Paquette Engineering Associates

I am here representing the applicants at 711 West Hollis Street which has one existing house and four new houses proposed with a private common driveway servicing it. We are here to request permission to open up West Hollis Street, which I understand was part of the five-year moratorium but I’m not sure where we are in that moratorium. In this particular project, the existing sewer is in the centerline of West Hollis Street which is where we need to connect. The other utilities are right at the curb line on our side of West Hollis Street and those are minimal. The patch would be 40 feet curb to curb and 80 feet longitude on the road we are requesting. This project has gone through the Zoning Board and the Planning Board and provides some middle-income housing that we need in this community. To get sewer to it we have to interrupt the road.

Discussion:

Commissioner Ackerman

Assuming the Board does move forward and grants this exception, when would the work occur and what impact could it have to traffic in the area.

Mr. Maynard

It will definitely create some temporary detours and would probably take three to four days to install the line to the center line. It’s a four-lane road so we can maintain traffic and we will still have the other two lanes for traffic going in either direction. The immediate impact would be three to four days and one other day in which they would do the final paving which would be weeks or months later depending on how everything progressed. We could stipulate that it would be outside of the peak travel hours which tend to be 7:00 a.m. – 8:00 a.m. and 4:00 p.m. – 5:00 p.m.

Commissioner Ackerman

Is 711 West Hollis Street near Fotene’s Market?

Mr. Maynard

Yes, it is right next door.
Commissioner Ackerman

You commented it was a four-lane road.

Mr. Maynard

In width, it’s not four driving lanes but it’s four lanes in width because there is a center turn left and things like that. It’s 40-feet wide curb to curb.

Commissioner Ackerman

There’s only an eastbound and westbound lane on each side with the turning lane.

Mayor Donchess

We have four of these requests and we are spending millions of dollars paving the streets every year. The next three are on smaller streets and they seem to mandated by state law in the sense that there have been gas leaks detected. The state law requires that gas leaks be fixed within one year. They are calling them a grade one or a grade two gas leak. West Hollis Street is a very heavily traveled street. I don’t know about the other Commissioners but I have had a lot complaints about the condition of the street. Here we are, we spent I don’t even know how much money on West Hollis Street, it’s heavily traveled and we are going to compromise the quality of the street two years before the moratorium is up. It was paved on September 21, 2016. So we are talking 2 ¼ years early.

Mr. Maynard

This is an observation as a Professional Engineer who has lived in Nashua all my life. Part of our problems with our roads and with utility company’s cutting into the roads, the job they do in replacing the patch and compacting the trench is poor. Soil compaction is supposed to be done in 6-foot lifts. In this particular case, there is going to be an independent inspection of the project which will be paid for by the developer under the direction of the City Engineer’s office and therefore, the quality of work should be significantly better, if not ideal. If you do it right then it doesn’t cause a problem. If you don’t force the contractors to do it right then you will have a problem.

The next point I want to make, not to quibble, is what’s the difference between two years and five years.

Mayor Donchess

The difference is five years.

Mr. Maynard

But it’s not like you just paved it and then opening it up. We have a housing market that is in need of moderately priced homes. This is the only way to service the project. These longtime
Nashuan’s will not be able to develop their land so all I can tell you is it should be better than normal or what you have seen elsewhere that causes you to be concerned.

Mayor Donchess

Does the City Engineer have an opinion on this? Can this be patched in a way that it would be the equivalent with what we started with before the project began?

Mr. Dookran

This is what we have discussed not too long ago. What is happening to our patches? As I presented at one meeting, our study has shown that patched pavement does deteriorate faster than if it wasn’t cut into. Even though our restoration standards are tougher than other communities, I think Mr. Maynard is correct in that some of the trenches done by utility companies are not done properly and we are not getting the proper compaction. That is because our ability to inspect the patches is limited by the lack of personnel. There may be a way to get it back to exactly the way it was when it was a brand-new street, you might be able to but that would mean making our already strict restorations standards even stricter. I can’t give you a good answer.

Commissioner Pappas

I have been pretty consistent regarding this. We are asking the citizens of Nashua to fund a lot of money in paving and we are doing it by bonding and paving is something that deteriorates in value pretty quickly. If someone had a gas main break or their sewer broke, I would consider that a hardship. I think we have the five-year moratorium in place for a reason and even though we do have stricter patching standards, clearly it has been an issue in the condition of our roads. I think the Board of Public Works; the Board of Aldermen and the Mayor have shown a commitment to wanting to get our roads up to par. I think granting hardships that aren’t really hardships is something that I am willing to do.

Alderman Jette

I have long been an advocate of enforcing the city ordinances and this ordinance says that “construction shall not be permitted on any street paved within the last five years except for emergency or hardship purposes and only if the conditions that follow are met.” I don’t have a vote on this matter but I would encourage you to consider whether or not the conditions are met. I don’t think there is an emergency but is their hardship. I would be interested in what the applicant feels the hardship is. It’s only if you find there is a hardship that merits violating the moratorium and the requirements as to how the patch is constructed are met. If Mr. Maynard says that patches that other people are doing are not being properly put in then that’s another issue which falls to the Engineering Department to police it and not approve it if it’s not done properly. I think the threshold that has to be met first is what is the hardship.

Mr. Gil DuBray

I live right next door to the property. My parents grew up there and we’ve been there for forever. As things were happening and everyone was trying to cut into the street, my aunt had just died. We were going to list the property but we decided to wait a little bit and do a little bit better than the
$100,000 we could have gotten for it at the time. Having lived on the street all of this time I have seen a lot of patches put in and you are correct, if the patch is put in poorly then there is a bang when you hit it and it’s annoying. Having seen patches put in that was perfectly was like a brand-new street. We have been sitting on this for a long time and we need to move it along. We are just middle-class folks who are just trying to do our best and we don’t want to sit on another two years to get a waiver so I guess we would just have to sell it for significantly less money without the waiver. I don’t know if that qualifies for a hardship or not.

Mr. Maynard

The property in question is a 1.42-acre lot which the family has held for the last few years and Mr. Dubray is one of the owners of the property. The only way this property can be upgraded and properly utilized is for a sewer connection to allow the development to have four new homes. That is a hardship when people are not allowed to use their property as the zoning and planning regulations allow.

Mr. Dookran doesn’t have a ton of staff to police all the excavations that occur in this community, however, a special stipulation of this particular approval is that the applicant, who is the property owner, shall engage the services of a private, third-party engineer selected by the City Engineer’s office to inspect and certify that the project has been constructed properly. In that regard, this is somewhat unusual because this kind of approval has only been recently adopted. I think this is the second project where they put that stipulation in for private, third-party engineering firms to provide inspection services because for whatever the reason, the City Engineer’s office is overwhelmed with that kind of work.

Mayor Donchess

Are you the third-party engineer?

Mr. Maynard

Yes, this is a new idea that a couple of people on the Planning Board have been lobbying for the last several months. They want third-party, private engineers to be inspecting particular projects. Not every project but projects of particular magnitude or complication. This is a site plan with four homes and not a subdivision with one home being constructed on a lot, there is road construction and drainage involved. There will also be a new driveway going onto West Hollis Street. Although it is not overly complicated, it has a lot of items that need to be properly and normally the City Engineer’s office would have an inspector on the job periodically but they don’t have enough staffing and can’t handle these things sometimes. This was an idea of the Planning Boards in the hopes that these projects are done better. Part of the problem is we have the full gamut of contractors out there from the ones you see year after year who tend to do a quality job and then we have the run of the mills from out of town and they do sloppy jobs and cut corners.

Mayor Donchess

Have you selected the contractor in this case?
Mr. Maynard

No, we have not but one of the leading candidates is Jennings Construction and they have worked in the City of Nashua for 30 or 40 years. They are recognized as a quality contractor. More importantly, are the third-party inspections by a licensed engineer. The other complication is if the property owners are not allowed to develop their property then they will be doing an abatement for their taxes because you have precluded them from doing anything for several years and that’s a messy situation. Theoretically, if the project was approved, their tax assessment would go way up but if they can’t do the project and they had to go back to the Board in two years to get an approval, in that interim period, we essentially have a property of minimal value.

I am reasonably confident with a third-party inspection that the replacement patch will be every bit as good as what is out there now. Again, whether we allow them to do it now or in a few more years when the moratorium is up it’s not going to change the quality of the road as long as it’s done properly and is inspected on a regular basis. As part of my engineering background, I was a Field Inspector and enforced these kinds of things and I know the difference between “shotty” work and good work. I see it all the time, you can’t throw 2-feet of dirt in a trench and expect it to compact. It has to be in 6-inch layers and each layer compacted.

Mayor Donchess

One problem we are faced with is this is not a street with one hundred cars driving on it per day, there are tens of thousands.

Mr. Maynard

I understand that.

Mayor Donchess

Would you be willing to meet with the City Engineer and Mr. Patrician? Have you met with the City Engineer about this?

Mr. Maynard

Not about this particular issue but in general we have talked about it.

Commissioner Pappas

I was going to make a motion to deny because I don’t think the hardship was met.

Mayor Donchess

Would you be willing to meet with the City Engineer and Mr. Patrician and discuss in detail how you intend to patch the street? You will need to convince them that you will be able to do this that will preserve the quality of the street substantially as it currently exists.
Mr. Maynard

Yes, of course. Is that a prerequisite before the Board votes, is that what you are suggesting?

Mayor Donchess

Yes, that is what I am suggesting.

Mr. Maynard

I think that is reasonable.

**MOTION:** Commissioner Pappas to deny the request.

**Discussion:**

Commissioner Ackerman

Mr. Mayor, I like your approach of having a conversation with the third-party engineer and I hope, our past conversations regarding the degradation of the pavement program and the sliding scales that the Engineering Department will have inspectors in place soon. I think we are going to see more and more request to cut into pavement moving forward.

Mayor Donchess

I am going to vote against the motion to deny but I will not vote to grant the request at this point because I want to hear what the result of the meeting with Mr. Dookran and Mr. Patrician.

**MOTION FAILED: 1 – 2 (Nay: Donchess & Ackerman)**

**MOTION:** Commissioner Ackerman to table the request pending the meeting between Mr. Maynard, Mr. Dookran and Mr. Patrician regarding the potential restoration of the patch.

**MOTION CARRIED:** 2 – 1 (Nay: Pappas)

E. **MOTION:** Commissioner Pappas to consider the hardship request from Liberty Utilities to excavate for installation of replacement gas lines on Burke Street which has a 5-year moratorium.

**Discussion:**

Commissioner Ackerman

In speaking with some of the other people involved with the Board of Public Works Commissioners and the Assistant Director, we are obviously paving quite a bit of streets and as I understand it, many of these programs....I have been on the receiving end of a gas leak and it creates a lot of anxiety. It sounds like there is a state law which says you have to address it within twelve months.
Mr. Brian Frost, Gas Engineer, Liberty Utilities

There are state and federal pipeline laws and Liberty’s own internal operating procedures and practices are that we grade each leak based on the risk to the public and structures and repair it. The leaks which represent an immediate hazard to the public or to a building are repaired immediately. The leaks which represent potential hazards are monitored and repaired within six months or within the same calendar year. Leaks that do not represent a hazard are monitored and repaired and we have a metrics that we have agreed to with the state to minimize those and repair them on an on-going basis.

Commissioner Pappas

I am concerned about our roads but I think there is a difference between a gas leak and someone wanting to get every last dime they can squeeze out of a property. I approve of going into the road to fix the gas leaks. I understand that sometimes even if it isn’t a leak if we have a newer road, if there are some tie-ins, I fully understand that utilities might need access to the road. Certainly, no one wants to deal with the horror of a gas explosion.

Mr. Frost

With regard to item E, we have been working with the City Engineer’s office to replace the aging infrastructure before paving is completed to minimize future leaks later and the disturbance of pavement. Burke Street was paved a few years ago and the pipe there has been replaced but the piping on Allds Street has not been. The city is proposing to pave Allds Street so we need to make that connection within 20-feet at the seam. Unlike the characterizations made earlier, our work is inspected by the City Engineer’s office and our internal policies and field practices use compaction equipment on the trenches and 6-inch lifts. We don’t dump 2 feet buckets of soil and we do periodic dynamic cone penetrator testing of our trenches in agreement with Mr. Dookran’s office to check for compaction results before repaving and final restoration. This is similar to what we did on Concord Street before we replaced the pipes in advance of the city’s paving.

Mayor Donchess

In the first instance on Burke Street, you are trying to make the connection between Burke and Allds.

Mr. Frost

Yes.

Mayor Donchess

The subsequent ones are ones that you have actually encountered leaks where you want to go in and fix them so they don’t develop into something more serious.

Mr. Frost

With regard to motion F, it says it is after-the-fact. Liberty Utilities leak surveys every street before the city paves and then repairs any leaks but we also, every winter, continuously drive the city
while frost is on the ground. You might have heard how water main breaks occur during the winter because of frost. That is possible with any underground pipe including gas. Liberty has a program where we have vehicles driving the city every day during the winter to look for any leaks. The leak on Shasta Court was a grade one leak which means once we found it, we determined it presented an immediate, hazardous condition so it was repaired immediately. The other leaks for item G are grade two leaks that will need to be repaired this summer but they were found during a winter patrol.

Commissioner Pappas

I have noticed that Liberty Utilities does a good job with the contractors that they hire. In difficult traffic situations, I think they also do a good job of trying to keep the traffic moving at a safe rate. I would hope that others would follow their lead.

Mr. Frost

Thank you, Commissioner Pappas, Mr. Dookran’s office also helps us immensely with input to the traffic plans.

Commissioner Ackerman

In the past, Mr. Dookran has reassured the Board that the utility companies must do a good job at working with his office. I was curious, is Liberty Utilities was specifically looking at our 2019 paving program to make sure there are no class two leaks on any of those locations.

Mr. Frost

Yes, before any paving occurs the City Engineer’s office relays a list of the streets for the summer paving and we are currently out in the field leak surveying. We do a walking survey so it’s an exhaustive type of search and we will repair any leaks before it’s repaved.

MOTION CARRIED: Unanimously

F. MOTION: Commissioner Pappas to consider the after-the-fact hardship request from Liberty Utilities for excavation to repair a Grade 1 leak in Shasta Court which has a 5-year moratorium.
MOTION CARRIED: Unanimously

G. MOTION: Commissioner Pappas to consider the hardship request from Liberty Utilities for excavation to repair four Grade 2 leaks located at 16 Shelly Drive, 23 White Plains Drive, 60 Cox Street, 8 Chapman, and Shakespeare Road and 122 Lille Street.
MOTION CARRIED: Unanimously

Wastewater Department

A. MOTION: Commissioner Pappas to approve the User Warrants as presented.
MOTION CARRIED: Unanimously
A. MOTION: Commissioner Pappas to accept and place on file the March 20, 2019, Budget Transfers
MOTION CARRIED: Unanimously

B. MOTION: Commissioner Pappas to approve the Fence and Wall Permit Application as presented.

Discussion:

Commissioner Pappas

I think the application is a great idea but my question is do we do it for every single fence. Is it just for new fences or do we have some sort of a guideline as to how far off from the road it has to be or does everyone have to fill out a fence application?

Mayor Donchess

I think it is just the fences along the right-of-way or could potentially be in the right-of-way.

Commissioner Pappas

There are different right-of-way’s in different areas of the city. I remember asking whether it was 8 feet or 10 feet or 20 feet and I got an answer that it really varies from place to place.

Mr. Andrew Patrician, Assistant Director, Division of Public Works

Now that we are going to get into these applications we are going to be going out and checking the area to make sure they are putting it in the right place. Isn’t that correct Mr. Dookran?

Mr. Dookran

I would like to say yes to that but there is an existing ordinance that requires anyone putting in a fence adjacent to a public street needs to check with the City Engineers office to demonstrate that they are putting the fence or wall in the right location which meets on their property. That exists today, however, it is not well-known to the public and the permit is not going to be beefing up that requirement. It would be a mammoth task to go out every time and do a survey to determine the bounds because sometimes those things don’t exist and there is research that needs to be done. I think we can reasonably show where the right-of-way is. We will probably lean on the side of caution where it will be on the private property rather than risk it being in the right-of-way.

Commissioner Pappas

Let’s say someone has a sidewalk in front of the street, can we say as a general rule it has to be “X” number of feet from a sidewalk? Sometimes you have more grass in front of the sidewalk. I hate to get into the weeds but we kind of have to.
Mr. Dookran

There are rules of thumb but there is more investigation that has to be done every time. Generally, the back of the sidewalk is where the right-of-way line is.

Mayor Donchess

But not always.

Mr. Dookran

That’s correct, not always and that’s why additional checking will be necessary. In the older part of the city, the old residential streets were about 40 to 45 feet wide and several were placed such that the back is the right-of-way land. The newer subdivisions, the right-of-way width is 50 feet and push to have the sidewalk at the right-of-way line. There are places where there are no sidewalks and you have a sidewalk being built and you put it in a location of convenience to avoid a fence, shrubbery or light poles and those are the locations you really want to check to make sure it’s in the right location.

Commissioner Pappas

Are we going to let the fence companies know?

Mr. Dookran

The intention is to first get to the fence companies who do work here to make sure that they know there is a permit requirement but we also definitely have to reach out to homeowners because some people do their own work.

Mr. Patrician

I would like to point out that the Legal Department just changed some of the wording. The Board did approve this fence application a while back.

Mr. Dookran

I wanted to point out that the Mayor mentioned that this permit only talked about fences adjacent to a roadway but it includes others as well. When a fence is not going to be adjacent to the right-of-way, the Building Department has to get involved because the public works will only have jurisdiction along the roadway. The form does talk about fences on the side or the rear as well.

Mayor Donchess

A fence that is not adjacent to a roadway, if it’s no more than 6-feet tall, it doesn’t require a building permit.
Mr. Dookran

It doesn't but the form was constructed such that it does ask for fences other than the frontage. If the intention was only for frontage fences then maybe the form has to be further modified. By that, I mean frontage fences as well as fences that are over 6 feet.

Commissioner Pappas

I think you need a variance for something over 6 feet.

Mayor Donchess

Yes, if you are not adjacent to a street.

Commissioner Ackerman

If I recall correctly this was an attempt to ensure that we longer had situations that occurred similar to what we have seen over the last six months come before the Board. I think this is a fine approach to this and I think Engineering Department will very quickly be able to see where the applicant wants to place the structure and I think it’s a great way to protect the city, the residents and people that are traffic. I see no longer to delay for this particular piece of the puzzle.

MOTION CARRIED: Unanimously

C. Director’s Report

Mr. Patrician

Due to Director Fauteux not being present at this meeting there will be no Director’s Report but she will present a report at the next meeting.

Commissioner’s Comments

Commissioner Pappas

Ten years ago after I was inaugurated I remember someone coming up to me who was a private citizen and said “so, just so you know, the deal is that Conway Arena would really like to have another sheet of ice and it would seem to work out well since we are kind of overgrowing the Street Department building and it would be convenient to have everyone centrally located.” I didn’t think much of it because a lot of times we make plans and those plans don’t happen.

A couple of years after that the city had purchased some abutting homes near the landfill and the argument was made from area residents that “we have all of those trucks” and I think there was a great amount of angst from folks in that area when we purchased those homes. I think they were set on fire by the fire department. There was a lot of upset and not knowing what was going on. I can’t remember if it was required in the legislation or part of the purchase & sales agreement that folks were promised that we wouldn’t have a city building put up there.
Mayor Donchess

I think it was in the legislation.

Commissioner Pappas

I know when the city purchased the property on Burke Street, part of my upset in considering that was I didn’t think that residents had really been informed. I understand when we were going through the purchase process, we really couldn’t make it public but I really think if we start making plans…I think before any money is spent that we should really let residents know, not just area residents but residents in general.

It sounds really strange but I thought of this on Earth Day. My kids wanted to go through a whole day of not creating any trash and I started to think that sometimes I have concerns that we might just be tossing building away. I would like to see us, before we make any moves to number one, include the public and number two, think outside of the box solutions. I think it was a really interesting concept to put a second-floor onto the Street Department. It’s unfortunate how that area we were kind of put in a box by another administration’s decision. To have given away the land to the Y would seem like a good idea but when you think of…that’s a big chunk of land. I think Stello’s is very well placed, I understand that. Since we have all that stuff there and then the skatepark park. I would like us to come up with really inclusive plans as we move forward. It may not be ideal to not be centrally located but I would argue the upside to not being centrally located is that then not one area of the city gets stuck with all kinds of traffic which have always been a concern of mine. I also was thinking of the police department. I know the Police Commission was in front of the Board of Aldermen and they were looking at getting a ventilation system which was not a cheap fix. I think that sometimes we take a back seat and almost act like we are second-class to other divisions like maybe we don’t deserve a new ventilation system. Quite honestly, which is worse, the facilities at Greeley Park or the ones at the Street Department. My guess is Greeley Park and I think they would be condemned if the city didn’t own them. I hope moving forward when we are coming up with solutions that we can be inclusive and really listen to each other and to the public in general and try to be cognizant whether you live in an area that’s all residential or an area that’s commercial, these are peoples homes and we need to be sensitive to that. I think we also need to be sensitive to the fact that we are not doing ourselves any favors, as a division, by just saying it’s okay, we’ll just wait. When you don’t upkeep your home it turns into trash. I hope we can move forward with an open mind.

Commissioner Ackerman

I had sent an e-mail to Director Fauteux earlier today about a residential inquiry regarding a particular street, Beard Street, which was reconstructed and paved in 2018 and it’s getting repaved again when Auburn Street got ripped up three times and is a mess with potholes today.

Mr. Dookran

Beard Street got its base paving because we had sewer and utility work and what is proposed this year is final paving. It is not being repaved it’s just finishing the job. The adjacent street which is Auburn Street has a low condition index. It had some gas work done and that’s what why it was ripped up. The gas work is done and we have some old sewers that are suspect so we are doing
an investigation on the sewers and we are also coordinating with Pennichuck as to any required water work before it gets on the paving list.

Alderman Jette

I would like to talk about the hardship request at 711 West Hollis Street. I want to point to the Commissioners, and forgive me for being so bold but it is regulated by ordinance and I think at your instigation the ordinance was passed by the Board of Aldermen imposing the five-year moratorium because of the problem that we have experienced in the past regarding paving streets and then ripping them up a short time afterward and that no patch is perfect and there is a deterioration that occurs. The ordinance was passed to try to alleviate that problem. The petitions that you had before you tonight, they all refer to §285-13(A) but it's actually §285-13(G) that talks about the so-called emergency or hardship exception. Section G states “the construction shall not be permitted on any street paved within the past five years, except for emergency or hardship purposes only.” Number one, there is no construction allowed within five years except for an emergency. There were some gas leaks and that sounds like an emergency to me. They are labeled as a hardship request but they shouldn't be because it's really an emergency request. There was no emergency involved with the other one, it's just a hardship. Before you start talking about the quality of the patch and suggesting that the applicant can meet with the Engineer and come up with a higher quality patch, you are jumping ahead of the requirement that you first find there is a hardship. I don't know if you felt there was a hardship expressed, that's within your own discretion but I think it's a mistake to say to applicants that you can meet with the City Engineer and see if you can come up with a plan for a better patch. I think that's inviting future applicants to say we don't have an emergency and we really don't have a hardship except we would like to maximize the potential profit that we get from the property. We are going to offer you a deal here, we are going to make you a super patch and allay your concerns. I think that's a slippery slope. I think if you want the city to say instead of a five-year moratorium, we will allow you to do new construction on newly paved roads, if you meet certain standards of patchwork then we ought to change the ordinance to say that. As long as the ordinance says no, you can't excavate on newly paved property within five years then that's what it ought to be unless there is an emergency or a hardship. There is no definition of hardship in this ordinance but there are plenty of definitions of hardship in the zoning ordinances.

Mayor Donchess

I think a lot of times when the ZBA finds hardship, I don’t see it but I saw this as a borderline hardship. I haven’t decided to actually grant this. Maybe we are leading people down the primrose path that we are not going to but you are arguing that there isn’t a hardship and therefore a super patch doesn’t fulfill the ordinance and maybe you are right. I asked the Assistant Director if he felt was confident that they could restore it to the current condition and he said they might be able to. At that point, it seemed to be a reasonable course but maybe you are right. It’s also a very heavily traveled street so we should be careful.

Alderman Jette

We are facing the possibility that Pepperell is going to license one of their quarries to be a place where fill can be deposited from all over the state of Massachusetts. They are talking about these super large dump trucks at the rate of as many of ten or more per hour going down that street.
Mayor Donchess

I think that is going to be turned down.

Alderman Jette

I hope it is turned down but we have no control over that because it’s within the Massachusetts Department of Environmental Services. Even without that, this is on the road to the landfill and there are heavy trucks that are going to the landfill every day and the road gets a beating.

Mr. Dookran

Alderman Jette has pointed out that the Board has the responsibility of determining whether it is a hardship or not and the burden of proof of that hardship is on the applicant. I think hardship is subjective in most cases. At the next Board meeting, you will see another request from a major development that’s been planned in the city and they want to cut to put utilities in the street that was paved just last year.

Mayor Donchess

What street?

Mr. Dookran

Temple Street. Therefore, we have to be consistent. I think the Board will likely deny that because of the significance of that development.

Mayor Donchess

Do you know what the address?

Mr. Dookran

It’s 78, the Corriveau-Routhier property. I was at a planning meeting today and I cautioned them by telling them that they had to go before the Board of Public Works and request a waiver to cut into the street before you go too far down the road.

Mayor Donchess

Thank you for the heads up.

Commissioner Pappas

I would just concur with the City Engineer and Alderman Jette, I do think these rules are in place for a reason and I think we have been far too generous with granting hardships. Other than gas leaks, I think the only other time I have voted for a hardship was when there was something like three months left on the five-year moratorium and I thought the citizens of Nashua would be better off if the side to side patch was done. Mayor, I think it’s really great that you have made the
commitment of funds to pave the roads and while I understand wanting to get every last dime you can from a property but I think it’s the Nashua residents and taxpayers who get stuck holding the bag because every time you cut into a road it weakens the road. I think we are going down a slippery slope and I hope we can get stricter with our rules.

Commissioner Ackerman

I thought we addressed the degradation of pavement through the subcommittee and the additional scaling fee would cover the cost of that. To Alderman Jette’s point, if a change in the ordinance was required one of the things I was thinking during Richard Maynard’s commentary was that perhaps a thought process of if we do allow this, is to have the residents or the developer put a bond up to ensure that the road would maintain itself five years later and then they can get the money back provided it doesn’t need additional maintenance. It might be a win-win approach, it’s just a thought.

Alderman Jette

When was Temple Street paved and when would the moratorium expire?

Mr. Dookran

It was paved last year so there are at least 4 ½ years left and it seems that the developer wants to get all of the approvals this year so they can start construction. They are some major residential buildings that they are planning.

Personnel

A. MOTION: Commissioner Ackerman to accept the resignation of Andrew Carlino effective April 14, 2019.
MOTION CARRIED: Unanimously

B. MOTION: Commissioner Ackerman to unseal the non-public minutes for Personnel from the Board of Public Works meeting of March 28, 2019.
MOTION CARRIED: Unanimously

MOTION: Commissioner Ackerman moved by roll call that the Board of Public Works go into non-public session pursuant to RSA:91-A (3) §IIB, the hiring of any person as a public employee.

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Mayor Donchess, Commissioner Ackerman & Commissioner Pappas 3

Nay: 0

MOTION CARRIED: Unanimously
MOTION: Commissioner Ackerman to come out of non-public session.

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Mayor Donchess, Commissioner Ackerman & Commissioner Pappas 3
Nay: 0

MOTION CARRIED: Unanimously

MOTION: Commissioner Ackerman moved by roll call to seal the minutes of the Board of Public Works non-public session of April 25, 2019, until such time as the majority of the Board votes that the purpose of the confidentiality would no longer be served.

A Viva Voce Roll Call was taken, which resulted as follows:

Yea: Mayor Donchess, Commissioner Ackerman & Commissioner Pappas 3
Nay: 0

MOTION CARRIED: Unanimously

Adjournment

Commissioner Ackerman made a motion to adjourn.

MOTION CARRIED: Unanimously

Meeting adjourned at 7:12 p.m.
A special meeting of the Board of Public Works was held on Friday, May 10, 2019, at 11:30 a.m. in the Mayor’s Conference Room at City Hall, 229 Main Street, Nashua, NH 03060.

Mayor Donchess, Chair, declared the meeting to order at 11:40 a.m. and called the roll.

Members Present:
Mayor James Donchess, Chair
Commissioner Kevin S. Moriarty
Commissioner G. Frank Commissioner Teas

Members Absent:
Commissioner Joel Ackerman, Vice Chair
Commissioner Tracy Pappas

Also Present:
Ms. Lisa Fauteux, Director, Division of Public Works
Mr. Steve Dookran, City Engineer
Mr. Jon Ibarra, Superintendent of Streets
Mr. Jeff Lafleur, Superintendent of Solid Waste
Ms. Carolyn O’Connor, Finance & Administration Manager
Ms. Lauren Byers, Public Relations Administrator
Alderman Ernest Jette, Aldermanic Liaison

MOTION: Commission Moriarty made a motion to approve the agenda as presented.
MOTION CARRIED: Unanimously

Public Comment

There was none.

Engineering Department

A. MOTION: Commissioner Tease to approve the construction contract with Tri State Curb of Weare, NH in an amount not to exceed $47,150. Funding will be through the Northwest Quadrant Funds, the Southwest Quadrant Funds and the FY19 Sidewalk Capital Funds.

MOTION CARRIED: Unanimously
Adjournment

Commissioner Teas to motion to adjourn.

**MOTION CARRIED: Unanimously**

Meeting adjourned at 11:50 a.m.
Board of Public Works Meeting of May 23, 2019
Parks & Recreation Department

Agenda

A. Motion: To approve the purchase of shade canopies for the Jeff Morin Fields at Roby Park Playground from Superior Recreational Products of Carrollton, Georgia through the Buy Board Cooperative Purchasing Group for $58,759. Funding will be through Department: 177 Park and Recreation; Fund: Grant; Account Classification: 55 Other Services.
To: Board of Public Works  
Meeting Date: May 23, 2019

From: Nicholas Caggiano - Superintendent  
Parks and Recreation Department

Re: Purchase of Shade Canopies for the Jeff Morin Fields at Roby Park Playground.

A. Motion: To approve the purchase of shade canopies for the Jeff Morin Fields at Roby Park Playground from Superior Recreational Products of Carrollton, Georgia through the Buy Board Cooperative Purchasing Group for $58,759. Funding will be through Department: 177 Park and Recreation; Fund: Grant; Account Classification: 55 Other Services.

Attachments: Concept drawing

Discussion: The popular Roby Park Playground was installed in 2002. Over the past 6 years or so we have received a large number of resident concerns about the lack of shade at the playground. We have looked into options to create shade, but have been unable to secure funding for the project. Through discussions with the Morin family over the past 6 months, they have agreed to fund the project through the Jeff Morin Foundation. We received a check for $60,000 on May 10th and the funds are going through the grant acceptance protocol with the Board of Alderman. The purchase will be contingent on the City accepting the grant.

We have been working with the Morin family since 2011 when they met with us and explained what they wanted to do in memory of their son Jeff who had passed away. The two fields at the park were named after Jeff. The Foundation has supported the Parks Department ever since with program scholarships, funding for uniforms for the Biddy Basketball and Summer Camp Programs and funding to produce the 4th of July Field Day event and the Special Olympics Field Day Picnic. They also help fund improvements to the park.

Based on the acceptance of the grant, it is the recommendation of the Park & Recreation Department to award the purchase to Superior Recreational Products of Carrollton, Georgia through the Buy Board Cooperative Purchasing Group for the amount of $58,759.
Board of Public Works Meeting of May 23, 2019
Solid Waste Department

Agenda

A. **Motion:** To approve Amendment #1 for a one year extension to the contract with Casella Recycling LLC of Charlestown, MA for the transportation and processing of the City’s single stream recyclables for an amount not to exceed $400,000 pending approval of the FY20 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services.
To: 
Board of Public Works 

Meeting Date: 
May 23, 2019 

From: Jeff Lafleur, Superintendent of Solid Waste 

Re: Single Stream Recycling Contract 

A. Motion: To approve Amendment #1 for a one year extension to the contract with Casella Recycling LLC of Charlestown, MA for the transportation and processing of the City’s single stream recyclables for an amount not to exceed $400,000 pending approval of the FY20 operating budget. Funding through Department 168 Solid Waste; Fund: Solid Waste; Account Classification: 55 Other Contracted Services. 

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, 2019, 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 has worked with Casella Recycling for five years and their strength in today’s difficult market conditions leads us to recommend that the FY20 one-year renewal contract for Single Stream recycling be awarded to Casella of the amount not to exceed $400,000 pending FY20 budget approval.
Board of Public Works Meeting of May 23, 2019
Engineering Department

Agenda

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

B. **Motion:** To approve the contract with Hayner Swanson Inc. (HSI) of Nashua in the amount of $393,075.00 for professional services in the 2019/2020 Sewer Rehabilitation Program. Funding through Department 169 Wastewater; Fund: Bond; Activity: Sewer Infrastructure Improvements.

C. **Motion:** To approve Change Order No. 3 to the construction contract for the 2018 Sewer Replacement – Harvard St project to Northeast Earth Mechanics of Pittsfield, NH in an amount of $150,000. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Bond; Activity: Sewer Infrastructure Improvements.

D. **Motion:** To consider a hardship request from ZJBV Properties, LLC to excavate for installation of sewer, water and gas services and sidewalk reconstruction for a residential site plan at 158-161 Temple Street.

E. **Motion (Tabled from 4/25/19 Meeting):** To consider a hardship request from Michelle Rodriguez to excavate for installation of sewer, water and gas services for a proposed four lot subdivision at 711 West Hollis Street approved by the Planning Board March 21, 2019.
# City of Nashua, Public Works Division

**To:** Board of Public Works  
**Meeting Date:** May 23, 2019

**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 April 1 to April 30.

<table>
<thead>
<tr>
<th>Date</th>
<th>Permit #</th>
<th>Location Address</th>
<th>Owner Name/ Company Name</th>
<th>Comments (Residential or Commercial)</th>
<th>Fees</th>
<th>Repair</th>
<th>Entrance</th>
<th>Connection</th>
<th>Betterment</th>
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<tr>
<td>4/1/2019</td>
<td>23942</td>
<td>270 Amherst St Unit B4</td>
<td>Vipul Patel</td>
<td>Commercial New Connection</td>
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<td>4/4/2019</td>
<td>23943</td>
<td>436 South Main St (Science Center)</td>
<td>Tim Maness (Derek &amp; Edson)</td>
<td>Commercial New Connection</td>
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<td>4/2/2019</td>
<td>23944</td>
<td>95 Canal St (BAE Systems)</td>
<td>Leighton A. White</td>
<td>Commercial Replacement</td>
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<tr>
<td>4/10/2019</td>
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<td>50 Scenic Dr</td>
<td>Randy Turmel (Crimson Properties, LLC)</td>
<td>Residential New Connection</td>
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<td>18 King St</td>
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**TOTAL** $3,550.00
City of Nashua, Public Works Division

To: Board of Public Works  
meeting Date: May 23, 2019

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

Re: FY20 Sewer Rehabilitation – Engineering Services

B. Motion: To approve the contract with Hayner Swanson Inc. (HSI) of Nashua in the amount of $393,075.00 for professional services in the FY20 Sewer Rehabilitation Program. Funding through Department 169 Wastewater; Fund: Bond; Activity: Sewer Infrastructure Improvements.

Attachment: Hayner Swanson Inc. Scope and Fee

Discussion: This City is planning to expend a budget of approximately $5 million in 2020 to address the increased amount of failing and deteriorated aging sewer infrastructure. With City Engineering staff currently managing several large sewer rehabilitation projects and the expanded street paving program, the City wishes to continue using the engineering services of Hayner Swanson Inc. of Nashua to develop and implement the 2019/2020 Sewer Rehabilitation projects.

The scope of services includes but is not limited to selecting priority sewers based on record information for inspection and rehabilitation, coordinate with utility projects and the paving program, prepare plans and specifications for bidding and provide construction administration. The complete scope of work and fee proposal is attached.

HSI has broad experience in similar sewer work. They provided designs and construction administration for the City on the Harbor Ave and Haines St sewer separation projects and are currently implementing sewer construction projects in the city and in communities in Massachusetts. Additionally, HSI’s current work on the City’s paving program will make the coordination of sewer, paving and utility projects more efficient.

HSI’s current work on the City’s paving program will make the coordination of sewer, paving and utility projects more efficient.
May 15, 2019

Ms. Lisa Fauteux  
Director of Public Works  
9 Riverside Street  
Nashua, NH 03062

Dear Ms. Fauteux:

Hayner/Swanson, Inc. (HSI) is pleased to submit this proposal to provide professional services in support of the City of Nashua’s rehabilitation program of existing sewerage pipe and structures. The work shall focus on planning, investigation and engineering related to the 2020 program. We understand that the services we provide will effectively be performed as an extension of the City Engineering Department.

HSI will work with City staff in a highly integrated effort. This effort will be similar to services we are presently providing in support of the City’s 2019 sewer rehabilitation program.

We are proud that this unique arrangement has been successful on the 2019 program, as well as on the City paving program. This relevant work has been performed with significant savings for the City and with the burden of administration by City staff minimized.

We understand that the services to be provided on this program will be varied and will include management, administration, design, bid phase support and construction observation. At times, we will be the lead for tasks. At other times, we will work in direct support of City staff. Our commitment to flexibility and to consistent and clear communication with the City will be the key to success on this program, as it was key on past projects where such an integrated approach was used.

We understand that our responsibilities may be adjusted by the City based upon the specific needs and workload of the City staff. We anticipate that tasks which we may be called upon to undertake include:

- Coordinate with City Staff regarding known sewer issues.
- Review record information including videos, record plans, permits, and resident complaints.
- Identify and coordinate efforts to obtain additional information needed including survey of inverts, condition assessments, and video investigation.
- Assist City in prioritizing remedial efforts.
- Provide recommendations for the 2020 Program to line, repair or replace sewers and structures. Attention will be paid to the potential for lining manhole structures to cost effectively avoid reconstruction.
• Provide utility coordination.
• Coordinate with ongoing efforts to establish priorities in the Paving Program.
• Provide recommendations for pavement restoration mindful of other work which may be performed by private utility owners at the same locations.
• Prepare bid documents and support City advertisement for bid.
• Provide support during construction administration.

In performing these services we understand that our efforts will always be as directed by the City Engineer. At times, we may perform services which the City’s standard General Conditions for construction contracts assign to the “Engineer”. We note that performing these duties will not bestow upon us the role and responsibilities of “Engineer” as defined in the construction contract.

HSI will not be given the authority to stop the Contractor’s work, nor to order the Contractor to perform work beyond contract limits. If so directed by the City Engineer, we will deliver such orders on the Engineer’s behalf.

On occasions when City staff may be working under the direct supervision of HSI, we understand that the City staff will perform work with a standard of care equal to or exceeding the standard we require of our own staff. City staff working under our supervision on construction sites will be expected to always wear appropriate safety equipment and maintain detailed records.

We understand that it is the City’s desire to establish a budget for HSI’s services which will be performed as directed by the City Engineer. On a monthly basis, we will prepare a report on the status of our overall budget and submit the report with our invoice. We anticipate that as work progresses, the specific tasks we work on will vary dependent upon the workload of City staff, as well as the budget remaining for our support.

We anticipate that our work will fall under four categories:

1. **Principal Level:** Work under this category will be engineering, administrative and supervisory support. We anticipate that these services will primarily be provided by Paul Hayner, P.E. with assistance from John Vancor, P.E.

2. **Engineering and Senior Construction Manager:** Work under this category will include utility coordination, review of technical concerns, preparation of bid documents and contract coordination with contractors. We anticipate that these services will primarily be provided by Scott Murphy, P.E. and Brandon Lambert.

3. **Engineering Technical Support and Construction Observation:** Work under this category will include field and office work directly in support of our Principal and Senior Engineering staff. Staff will be assigned as workload demands.
4. **Administrative Support:** Work under this category includes administrative efforts including compilation of records and preparation of documents. This work will be performed by Karen Blake.

We anticipate work on planning the 2020 program will commence during Summer 2019. As a basis for establishing the budget through the end of the 2020 construction season, we have estimated an annual work effort by each category:

**Principal Level**
- Estimate 14 hours/week for 65 weeks = 910 hours
- 910 hours x $170/hour = $154,700

**Engineering and Construction Manager**
- Estimate 6 hours/week for 65 weeks = 390 hours
- 390 hours x $130*/hour = $50,700
*Composite rate used

**Engineering Technical Support**
- Estimate 26 hours/week for 65 weeks = 1,690 hours
- 1,690 hours x $100*/hour = $169,000
*Composite rate used

**Administrative Support**
- Estimate 3 hours/week for 65 weeks = 195 hours
- 195 hours x $65/hour = $12,675

**Total Labor Budget** = $387,075

**Allowance for Expenses** = $6,000

**Program Budget** = $393,075

We understand that the actual work performed will be as directed and that the split of work between categories may vary significantly. We also understand that actual work performed will be only as directed and may be less than the budget presented.

If you have any questions or comments regarding this proposal, please contact me.

Sincerely,

John C. Vancor, P.E.
Vice President/Principal Engineer
To: Board of Public Works
From: Stephen Dookran, P.E., City Engineer
Engineering Department
Re: 2018 Sewer Replacement – Harvard St (and Chase St)
Change Order 3

C. Motion: To approve Change Order No. 3 to the construction contract for the 2018 Sewer Replacement – Harvard St project to Northeast Earth Mechanics of Pittsfield, NH in an amount of $150,000. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Bond; Activity: Sewer Infrastructure Improvements.

Discussion: The original contract to Northeast Earth Mechanics was for the replacement of the 1887 cement sewer pipe on Harvard St but when the 1885 sewer on chase St suddenly failed, the replacement of that pipe was added to the contract by previous change orders. The current contract value is $1,132,932.30.

All of the underground pipe work on Chase Street was completed over the winter. However, because of the sewer being very deep and the street being very narrow, the road and sidewalk had to be completely removed to access the sewer. The cost of rebuilding the street and sidewalk is not in the current contract and needs to be added by change order. This change order, #3 will add funds needed to reconstruct the road and sidewalk.

Upon approval of Change Order 3, the total value of this contract will be $1,282,932.30.
City of Nashua, Public Works Division

To: Board of Public Works

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

Re: Request to Excavate on a Five-year Moratorium – 158-161 Temple Street

D. Motion: To consider a hardship request from ZJBV Properties, LLC to excavate for installation of sewer, water and gas services and sidewalk reconstruction for a residential site plan at 158-161 Temple Street.

Attachments: a) Letter of Consideration from developer’s engineer b) plan of residential development and c) portion of plan of proposed development showing location of excavation.

Discussion: As part of the annual paving program, Temple Street from Commercial to East Hollis Street was milled and paved with 3.5 inches of asphalt in September 2018. Recently, the owner of 158-161 Temple Street has decided to develop the land with two multi-story buildings consisting of 175 residential units. Disturbance to the roadway in Temple Street would include reconstruction of a driveway and about 460 feet of sidewalk and curb as well as excavation for the installation of sewer, water and gas services.

A hardship waiver is being requested. See the attached letter and plan. Under 285-13, Section A of City Ordinances such a waiver may be granted by the Board of Public Works. The ordinance states that "construction shall not be permitted on any street paved within the past 5 years except for emergency or hardship purposes only, and only if the conditions that follow are met, which conditions include the resurfacing for 20’ beyond either end of the paved area."

Should the Board choose to allow this exception to occur, the developer would be required to resurface the road 20’ beyond either end of the excavated area, per City Ordinance.
May 7, 2019

Lisa Fauteux  
Director of Public Works  
9 Riverside Street  
Nashua, NH 03062  

RE: A&M Project # 1836-01A  
Hardship request  
Multi-Family Residential Development  
Map 39 – Lots 31 & 38  
Map 38 – Lot 47  
158-161 Temple Street  
Nashua, NH

Dear Ms. Fauteux & Members of the Board:

On behalf of our client and current property owner ZJBV Properties, Allan & Major Associates, Inc. (A&M) respectfully requests that a hardship request be heard at the next available Board of Public Works to excavate for installation of sewer, water and gas services for a new 175 unit residential development at the above mentioned address. It is our understanding that Temple Street was re-paved on 09-08-18.

The proposed project is in the beginning stages of the permitting process with the City of Nashua Planning Department and plans to construct two multi-story buildings consisting of approximately 175 residential units, including amenity spaces. In addition to the utility work, the proposed development will consolidate the three existing driveways into two driveway accessing Temple Street and the re-construction of pedestrian sidewalk along the frontage of the project.

The attached preliminary plan illustrates the approximate location of the utility connections within Temple Street and the proposed sidewalk & driveway improvements. Should you have any questions or require additional information, please feel free to call our office.

Very truly yours,

ALLEN & MAJOR ASSOCIATES, INC.

Michael A. Malynowski, PE  
Senior Project Manager

cc: Linda McGhee, Deputy Planning Manager  
Sarah Marchant, AICP - Community Development Division Director
158-161 Temple Street Residential Development  --  Area of Roadway Impact
City of Nashua, Public Works Division

To: Board of Public Works  
Meeting Date: May 23, 2019

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

Re: Request to Excavate on a Five-year Moratorium – 711 West Hollis Street

E. Motion: To consider a hardship request from Michelle Rodriguez to excavate for installation of sewer, water and gas services for a proposed four lot subdivision at 711 West Hollis Street approved by the Planning Board March 21, 2019.

Attachments: a) Letter of Consideration from developer’s engineer b) locus map c) plan of subdivision d) portion of plan of proposed subdivision with utility extensions

Discussion: The property owner has recently decided to develop land at 711 West Hollis St. to facilitate the addition of four new homes on the lot served by a common driveway. Sewer, water and gas services on West Hollis St. will need to be extended out onto the property. Connections to the mains would need to be made in the street.

West Hollis St from Wellesley Rd to Mandalinbarb Cir was milled and paved (2.5” thickness) on September 21, 2016 therefore, this area is 2.5 years into the 5 year moratorium period. All abutters were informed and encouraged to make any connections prior to the paving being done.

A hardship waiver is being requested. Under 285-13, Section A of City Ordinances such a waiver may be granted by the Board of Public Works. The ordinance states that “construction shall not be permitted on any street paved within the past 5 years except for emergency or hardship purposes only, and only if the conditions that follow are met, which conditions include the resurfacing for 20’ beyond either end of the paved area.”

Should the Board choose to allow this exception to occur, the developer would be required to resurface the road 20’ beyond either end of the excavated area, per City Ordinance.
Maynard & Paquette
Engineering Associates, LLC
Consulting Engineers and Land Surveyors
31 Quincy Street, Nashua, NH 03060
Phone (603)883-8433  Fax (603)883-7227
mpeallc@aol.com
April 16, 2019

Lisa Fauteux, Director
Board of Public Works
City Hall
229 Main Street
Nashua, NH  03060

Site Plan – 711 West Hollis Street
Map Sheet F – lot 54

Dear Director Fauteux:

Our client, 711 West Hollis Street Realty Trust, LLC – Michelle D. Rodriguez manager, own property at 711 West Hollis Street that was approved on 3/21/19 by the Nashua Planning Board for the construction of 4 new homes on a private common driveway to be named Theresa Way. The Trust intends to sell the development to a developer/home builder.

The approved site plan calls for an 8” sanitary sewer connection to the existing 12” ACP sewer along the centerline of West Hollis Street. The plan also calls for utility connections (gas, water) to existing utility lines running in the gutter along the northerly curb line of West Hollis Street. An appropriate driveway connection along with curbing adjustments, into West Hollis Street will also be made.

We have been informed at the Planning Board meeting (stipulation 16 of the approval) that West Hollis Street is still under a pavement moratorium.

On behalf of our client, we hereby request permission and approval of the Board of Public Works to make these sewer and utility improvements and extensions as indicated on the approved plans. Our client is aware that the disturbed pavement, for roughly 40 feet in width, will have to be milled and repaved.

The Board’s favorable consideration of this request would be greatly appreciated.

Very Truly Yours,

Maynard & Paquette
Engineering Associates, LLC

[Signature]

Richard A. Maynard, PE

Cc: Peter Kohalmi – City Engr. Office
    Michelle Rodriguez
    Gil Dubray
711 West Hollis Development – Locus Map
711 West Hollis Street
Area of impact to pavement in moratorium — —
Board of Public Works Meeting of May 23, 2019
Wastewater Department

Agenda

A. Motion: To Approve the User Warrants as presented

B. Motion: To approve Amendment No.2 in the amount of $56,100 to the contract with Flow Assessment of Auburn, NH for the Combined Sewer Overflow Monitoring Program. Funding will be through Department: 169 - Wastewater; Fund: Wastewater; Account Classification: 53 Professional Services.
City of Nashua, Public Works Division

To: Board of Public Works  
Meeting Date: May 23, 2019

From: David L. Boucher, Superintendent  
Wastewater Department

Re: Combined Sewer Overflow Flow Monitoring Program

B. Motion: To approve Amendment No.2 in the amount of $56,100 to the contract with Flow Assessment of Auburn, NH for the Combined Sewer Overflow Monitoring Program. Funding will be through Department: 169 - Wastewater; Fund: Wastewater; Account Classification: 53 Professional Services.

Attachments: Flow Assessment Cost Proposal

Discussion: The Combined Sewer Overflow (CSO) Monitoring Program monitors flow at all of the CSO discharge structures and three rain gauges throughout the City. The data collected provides information for reporting to the USEPA and the NH Dept. of Environmental Services as required by the National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater Treatment Facility.

The current contract with Flow Assessment is scheduled to end on June 30, 2019. They have provided excellent reporting and a user friendly web site. Their equipment is already in place and will remain so until the new contract starts. It is beneficial to the City to continue with this service provider due as there are not many service providers in this field and we have not been successful with a past service provider. Hence it is recommended that they be awarded a new one-year contract. The total cost for monitoring all the CSO sites is $56,100, which is the same as last year’s costs.
April 17, 2019

Attn: William Keating

Re: Continuation of contract for CSO Flow Monitoring, Data Analysis & Alarming

Dear Bill,

Please find below the scope and fee schedule for the extension of the CSO Flow Monitoring and Data Analysis. The extension duration of this project would start on July 1, 2019 and continue until June 30, 2020. This project can be extended at a rate of $56,100.00 per year (billed at $4,675.00 per month).

Thanks very much for the opportunity to continue working with the City of Nashua on your CSO monitoring program. Please give us a call if you have any questions regarding the proposal.

**FEE SCHEDULE**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of Tasks</th>
<th>Total Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Operation, Maintenance &amp; Rental (Including Monthly Data Analysis, Data Web Hosting and Cellular Charges) 11 Sites x 12 Months = 132 Site Months</td>
<td>132 Site Months</td>
<td>$425.00</td>
<td>$56,100.00</td>
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</table>

Best regards,
Flow Assessment Services, LLC

Paul P. Casey
Managing Partner
Board of Public Works Meeting of May 23, 2018
Street Department

Agenda

A. Motion: To approve Change Order No. 1 to the 2019 Pavement Markings Contract with Highway Safety of Rockland, MA in the amount of $82,000. Funding for this contract will be through Department 161: Streets; Fund: Prior Year Escrow; Account Classification: 54 Other Services.
City of Nashua, Public Works Division

To: Board of Public Works  Meeting Date: May 23, 2019

From: Jon Ibarra, Superintendent  
Street Department

Re: 2019 Pavement Markings Program  
Change Order No. 1

A. Motion: To approve Change Order No. 1 to the 2019 Pavement Markings Contract with  
Highway Safety of Rockland, MA in the amount of $82,000. Funding for this  
contract will be through Department 161: Streets; Fund: Prior Year Escrow;  
Account Classification: 54 Other Services.

Attachment: Change Order No. 1

Discussion: Highway Safety was awarded a $162,000 contract in the last contract and  
continues to provide prompt professional service to the City of Nashua.

This Change Order No. 1, in the amount of $82,000, is to add additional striping,  
including bike routes. This Change Order 1 results in a revised total contract  
amount of $244,000.
# Change Order

**Project:** Pavement Markings Program  
**Date of Issuance:** May 16, 2019  
**Effective Date:** Upon City Approval  
**Owner:** City of Nashua, NH  
**Owner’s Purchase Order No.:** 134421  
**Contractor:** Hi-Way Safety Systems  
**Superintendent:** Jon Ibarra - DPW Street Department

You are directed to make the following changes in the Contract Documents:

- To add additional quantities;
- To set a fixed per unit cost for the period July 1, 2019 through June 30, 2019

## Change in Contract Price

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Original Contract Price</td>
<td>$162,000</td>
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<tr>
<td>Net changes from previous Change Orders</td>
<td>$0.00</td>
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<tr>
<td>Contract Price prior to this Change Order</td>
<td>$162,000</td>
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<tr>
<td>Net increase (decrease) of this Change Order</td>
<td>$82,000</td>
</tr>
<tr>
<td>Contract Price with all approved Change Orders</td>
<td>$244,000</td>
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</tbody>
</table>

**Recommended:**

- By: [Signature]  
  (Authorized Signature)  
  Date: 5/14/19

**Accepted:**

- By: [Signature]  
  (Authorized Signature)
  Date: [ ]

**Approved:**

- By: [Signature]  
  (Authorized Signature)
  Date: [ ]

Change Order #1  
Hi Way Safety - Pavement Markings
Board of Public Works Meeting of May 23, 2019
Administration

Agenda

A. Informational: April Budget Transfers
B. Motion: To approve the 2019 Sculpture Symposium sites at Bicentennial Park, Legacy Playground, Sullivan Park and the Rail Trail.
C. Informational: BPW Retirement System NRO Revisions Memo
D. Discussion: Cash Handling
E. Informational: DPW Facilities Update
F. Director’s Report
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<tr>
<th>DATE</th>
<th>ACCT UNIT</th>
<th>ACCOUNT</th>
<th>ACCOUNT DESCRIPTION</th>
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<th>TO</th>
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<td>04/16/2019</td>
<td>61.1.685</td>
<td>54207</td>
<td>SNOW PLOWING SERVICES</td>
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<tr>
<td>04/16/2019</td>
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<td>71000</td>
<td>EQUIPMENT</td>
<td></td>
<td>10,000.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
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</tbody>
</table>

TOTAL FOR ADJUSTMENT CODE 04 - DEPARTMENTAL BUDGET TRANSFER $10,000.00 $10,000.00
CITY OF NASHUA  
REPORT OF DEPARTMENTAL BUDGET TRANSFERS  
FISCAL YEAR 2019

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<tr>
<th>DATE (MM/DD/YYYY)</th>
<th>ACCT UNIT</th>
<th>ACCOUNT</th>
<th>ACCOUNT DESCRIPTION</th>
<th>FROM</th>
<th>TO</th>
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<td>04/16/2019</td>
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<td>81650</td>
<td>LAND IMPROVEMENTS</td>
<td>6,000,000.00</td>
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<td>04/10/2019</td>
<td>05.6000.350</td>
<td>46300</td>
<td>GENERAL OBLIGATION BOND PROCEEDS</td>
<td>6,000,000.00</td>
<td>6,000,000.00</td>
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</table>

TOTAL FOR ADJUSTMENT CODE 03 - RESOLUTION TRANSFER  
$6,000,000.00  
$6,000,000.00

TOTAL FOR DEPARTMENT 168 - SOLID WASTE  
$6,000,000.00  
$6,000,000.00
To: Board of Public Works  
From: Lisa Fauteux, Director Public Works Administration  
Re: New site for the 2019 Sculpture Symposium

B. Motion: To approve the 2019 Sculpture Symposium sites at Bicentennial Park, Legacy Playground, Sullivan Park and the Rail Trail.

Attachment: Location Information

Discussion:
Locations for 2019 sculptures

Jon Barlow Hudson from USA has chosen Legacy Park as the location for his sculpture. The site location is in the grass between Cleveland Street and the entrance to the Fairgrounds Middle School. A stake has been placed to designate the exact location.

Jon’s sculpture is vertical measuring about 14’ high. It is 5’ x 2’ at the bottom. It will require a prefabricated base placed 1 inch below ground level. A slab (5’ x 6’) will be placed on top of the base to support the sculpture, which is anticipated to weigh around 6 tons.

Several people including the sculptor will be on site to assure correct orientation when the sculpture is installed.

Legacy Playground

Rail Trail
Bicentennial Park

Jocelyn Pratt from New Zealand has chosen as Bicentennial Park as the location for her sculpture. Turtle Island is in the exact location that Jocelyn's sculpture will go.

Jocelyn's sculpture will be about 6 feet tall and carved from white marble. It will be placed on a slab (6 to 8 inches thick, 5' by 6') with a base below. Legs outside to outside are about 3 feet.

Turtle Island will need to be moved to accommodate Jocelyn's sculpture. At this writing, I am waiting to hear back from the sculpture sponsor to be sure she is ok with moving it. And then we need to contact Jen at the Library to make sure she is ok with our moving it to be with the other turtle sculptures.

Several people including the sculptor will be on site to assure correct orientation when the sculpture is installed.
Sullivan Park

Gerard Motondi from Kenya has chosen Sullivan Park for his sculpture location. It would go on the concrete pad behind and to the left of Carina’s sculpture. It is the concrete pad that has a lamppost to its left.

Gerard’s sculpture will be created from green marble and stand about 9.5 feet tall.

Several people including the sculptor will be on site to assure correct orientation when the sculpture is installed.
City of Nashua, Public Works Division

To: Board of Public Works  
From: Lisa Fauteux, Director Public Works Administration  
Re: NRO Chapter 45 Article IV Board of Public Works Retirement System Changes

C. Informational: BPW Retirement System NRO Revisions Memo

Attachment: Memo Confirming Changes and Summary of Changes

Discussion:
TO: Personnel/Administrative Affairs Committee

May 1, 2019

CC: Jim Donchess, Mayor
    David G. Fredette, Treasurer/Tax Collector
    Board of Public Works Retirement System Trustees
    Board of Public Works

FROM: Derek S. Danielson, Assistant Treasurer

RE: Revisions to NRO Chapter 45 Article IV, Board of Public Works Retirement System

The purpose of this communication is to provide background information regarding the proposed changes to NRO Chapter 45 Article IV, Board of Public Works Retirement System.

The City of Nashua Board of Public Works Employees' Retirement System administers the retirement fund for Division of Public Works employees of the City of Nashua, New Hampshire. The Public Works Retirement System was established on July 1, 1947. The plan is a Defined Benefit Plan providing service connected disability and death, and retirement protection to its members and their families. The Retirement System operates pursuant to NRO 45, Article IV.

On November 15th, 2018 the Finance Committee approved a multiyear contract with a third-party pension administration (TPA) firm, which was confirmed by the Board of Aldermen on November 27th, 2018. The firm will take over the administrative aspects of operating the pension plan (benefit payments to retirees, tracking of creditable weeks and contributions by employees, et cetera). As such, the Ordinance governing the plan requires updates to ensure conformity with the capabilities of the TPA firm.

Most changes were ‘house-keeping’ in nature; clarifications, codifications of current policies, and corrections. The prime change regards timing of payments to retirees. Please see the attached “Summary of Revisions” document for a list of all proposed changes.

Both current employee members and retiree members were provided notice of the proposed changes on February 1st, 2019.

The Retirement System Board of Trustees voted to approve and recommend the proposed changes on March 26th, 2019. The Board of Public Works voted to approve and recommend the proposed changes on March 28th, 2019.

Enclosure: Summary of Revisions
<table>
<thead>
<tr>
<th>Line No.</th>
<th>Section</th>
<th>Proposed Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45-9 - Definitions</td>
<td>Add &quot;Full Time&quot; to &quot;EMPLOYEE&quot; definition.</td>
</tr>
<tr>
<td>2</td>
<td>45-9 - Definitions</td>
<td>Define &quot;FULL TIME&quot; as 40 hours.</td>
</tr>
<tr>
<td>3</td>
<td>45-11 - Appointment, term and compensation of BoT</td>
<td>Formalize employee election of employee representatives. Strike appointment from BPW.</td>
</tr>
<tr>
<td>4</td>
<td>45-11 - Appointment, term and compensation of BoT</td>
<td>Added City Treasurer as person authorized to perform work as approved by the BoT.</td>
</tr>
<tr>
<td>5</td>
<td>45-11 - Appointment, term and compensation of BoT</td>
<td>Increased employee representatives to 3 (from 2). Defined that employee reps shall come from each employee group.</td>
</tr>
<tr>
<td>6</td>
<td>45-11 - Appointment, term and compensation of BoT</td>
<td>Added Treasurer or designee as Trustee.</td>
</tr>
<tr>
<td>7</td>
<td>45-12 - Quorum and votes</td>
<td>Changed from three to four.</td>
</tr>
<tr>
<td>8</td>
<td>45-15 - Clerical Work</td>
<td>Change &quot;Clerical&quot; to &quot;Administrative&quot; Work. Changed person authorized to designate an employee to do this work to the Director from the BPW.</td>
</tr>
<tr>
<td>9</td>
<td>45-16 - Time of Payments</td>
<td>Change weekly to monthly.</td>
</tr>
<tr>
<td>10</td>
<td>45-17, A - Contributions to system</td>
<td>Formalize utilization of paid time off codes (sick, vacation, etc.) to make contribution deductions.</td>
</tr>
<tr>
<td>11</td>
<td>45-17, E - Contributions to system</td>
<td>Add E: Formalize that contribution deductions are made when EE receives accrued time off payout.</td>
</tr>
<tr>
<td>12</td>
<td>45-18, A - Membership</td>
<td>Add &quot;full-time&quot; to definition of membership.</td>
</tr>
<tr>
<td>13</td>
<td>45-18, B - Membership</td>
<td>Correct &quot;Department&quot; to &quot;Division&quot;</td>
</tr>
<tr>
<td>14</td>
<td>45-18, C1 - Membership</td>
<td>Add Military Duty as exempt reason for termination of membership.</td>
</tr>
<tr>
<td>15</td>
<td>45-20 - Military Service</td>
<td>Further define Military Service and what occurs during deployment.</td>
</tr>
<tr>
<td>16</td>
<td>45-21, A - Service retirement benefits</td>
<td>Define timeline/process for application for retirement, payment timing and date of 1st payment. (A, B, E)</td>
</tr>
<tr>
<td>17</td>
<td>45-21, C - Service retirement benefits</td>
<td>Formalize BoT policy that up to 80 hours can be used to bridge minimum time required for benefit.</td>
</tr>
<tr>
<td>18</td>
<td>45-21, C - Service retirement benefits</td>
<td>Formalize catch-up contribution policy - change lump sum to double-up payroll deductions.</td>
</tr>
<tr>
<td>19</td>
<td>45-22, A1 - Disability Retirement</td>
<td>Clean up of language.</td>
</tr>
<tr>
<td>20</td>
<td>45-22, C1 - Disability Retirement</td>
<td>Clean up of language.</td>
</tr>
<tr>
<td>21</td>
<td>45-22, C2 - Disability Retirement</td>
<td>Correction of Accidental Disability Retirement definitions</td>
</tr>
<tr>
<td>22</td>
<td>45-22, D1-3 - Disability retirement</td>
<td>Formatting fixes.</td>
</tr>
<tr>
<td>23</td>
<td>45-26, B1 d - Payment of retirement benefits</td>
<td>Clarification</td>
</tr>
<tr>
<td>24</td>
<td>45-27, D &amp; E - Termination of employment benefits</td>
<td>Add sections D &amp; E: describes refund/rollover process and gives City option to refund if no response from former member.</td>
</tr>
<tr>
<td>25</td>
<td>45-28, A - Repayment of Refund</td>
<td>Fixes contradiction. Further defines how a re-employed member can payback previously refunded contributions.</td>
</tr>
<tr>
<td>26</td>
<td>45-29 - Reemployment of Retiree (NEW SECTION)</td>
<td>Added section regarding reemployment of BPW pension-collection retiree.</td>
</tr>
<tr>
<td>27</td>
<td>45-30 - Protection against fraud</td>
<td>Renumbered Ordinance section</td>
</tr>
<tr>
<td>28</td>
<td>45-31 - Exemption from legal process</td>
<td>Renumbered Ordinance section</td>
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Engineering Department

- **2017 Sewer Rehabilitation – Various Streets.** DeFelice Corp continues to install sewer main on W Pearl St. Several more streets are due to have sewer installed under this contract including sections of Main St. Several other streets will have their sewer mains lined under this contract. Street reconstruction (new gravel and pavement) will also be performed as part of this contract.

- **2018 Sewer Rehabilitation – Kinsley St.** Newport Construction is wrapping up their work on Kinsley St between Walnut St and Elm St. Some minor work remains to close out the contract this spring.

- **2018 Sewer Rehabilitation – Chase St.** Northeast Earth Mechanics is nearly complete with water and sewer pipe work. Road reconstruction will also be necessary on this very narrow street because it has been heavily impacted by this pipe work. A design for road restoration is currently being performed. Work is expected to take place over the summer.

- **2018 Sewer Rehabilitation – Harvard St.** Northeast Earth Mechanics has installed a temporary water line for Pennichuck. This will allow for the replacement of the sewer pipe followed by replacement of the permanent water pipe. Road reconstruction will follow. Work is expected to continue throughout the summer.

- **2019 Sewer Rehabilitation – Lining.** Kenyon Pipeline Inspection has begun to clean and inspect the pipes in the program. Hayner/Swanson has been hired by the City to assist with inspection and contract administration. Work is expected to continue for much of the summer.

- **2019 Sewer Rehabilitation.** The sewer pipe has been replaced on a portion of Ash St and C St. Charles St will follow. Road restoration will be performed mid-summer. Hayner/Swanson has been hired by the City to assist with inspection and contract administration.

- **Monica Drive Drainage Improvement.** Engineering has completed the design to install new underdrain pipe along a section of the street where poor drainage has deteriorated pavement extensively. Bidding documents are being developed.

- **2019 Paving Program (Local/Residential Roads).** Sunshine Paving has begun work on Phase 1 of the program. Phase 1 includes 2” mill and overlay of thirteen (13) streets and they are Fairhaven Road, Shadowbrook Drive, Peele Road, Norwich Road, Cannon Drive, Robinhood Road, Barnesdale Road, Cambridge Road, Pitarys Drive, Westgate Crossing, Hazel Avenue, Spencer Drive and Thoreau Drive. The paving operations also include structure adjustment/replacement, berm installation, driveway tie-ins, etc. All of the streets have been milled and the contractor is in the process of final paving. It is anticipated that Phase 1 will be complete by late May/early June before proceeding to Phase II.

- **2019 Asphalt Testing.** The 2019 Paving Program involves asphalt testing to ensure compliance with contract specifications for compaction, liquid asphalt content, pavement thickness and aggregate gradation. The asphalt testing contract was awarded to S.W.Cole and they have initiated the plant testing of the asphalt mix and laboratory testing of the cores.
- **2019 Sewer Rehabilitation – Sewer Video Review.** Engineering is continuing to review and assess the condition of aging sewers all across the city for the purpose of scheduling future repairs or other means of rehab.

- **2018 Paving Program (Carry-over Streets).** This year carry-over streets from 2018 that could not be paved due to unforeseen weather conditions; utility conflicts and new site development conflicts will be paved. A change order will be needed to complete the 2018 carry over streets. Staff continues to oversee punch list items and address phone calls/emails from residences and businesses. Engineering has met with Newport to discuss the paving schedule for carry-over streets. Prior to issuing a change order, Engineering would like to see Newport’s response to last year’s punch list items.

- **2019 Paving Program (Arterial/Major Roads).** The contract for $6,853,472.96 has been awarded to Brox Industries. The City has requested Liberty Utilities and Pennichuck to expedite capital projects so that the streets can be paved in a timely manner. Engineering is currently developing striping plans intended to provide shoulders to accommodate bicycles where possible. Brox has dropped and plated structures on Main Dunstable Road and Spit Brook Road. They have scheduled milling/paving for last week of May. Once these two streets are paved then Brox plans on moving the paving operations to West Hollis Street.

- **Federal Aid Paving Project.** Newport has already started paving operations on Broad Street. Currently, they are dropping and plating structures on Broad Street. They plan on completing milling and pavement binder on Broad Street before the end of May. Construction is expected to begin in the coming weeks.

- **2019 Pavement Preservation Program.** The City received two bids for the 2019 Preservation Program with the qualified low bidder being Sealcoating Inc. with a bid of $143,865. Currently, Sealcoating Inc. is waiting on a Purchase Order.

- **Pavement Degradation Fees.** The Engineering Department and Legal have started to review the proposed changes to the city ordinance to include degradation fees.

- **2019 Sidewalk Build/Repair Program.** Only one bid was received on April 18th from Canterbury Timber Construction for the proposed 2019 Sidewalk Program. There was not enough funding for the bid so the majority of the work will be done in-house with exception to the curbing. A special BPW meeting was held for the curbing contract on May 10th, 2019.

- **101A (Amherst Street Widening).** The City’s Legal Department has reviewed (with input from Engineering) a project agreement for the NHDOT to proceed with the development of this widening of Amherst Street from Somerset Parkway to the Merrimack Line. The City is waiting on NHDOT’s response to our comments on the agreement. The agreement will allow NHDOT to take control of management of the project.

- **Federally Funded Transportation Grant Applications.** The Engineering Department continues to work with NRPC staff to secure funding for several Nashua transportation projects including the rehabilitation of the Taylor Falls and Veterans bridges, the realignment of the Everett Turnpike Exit 5 Southbound-to-Eastbound Off Ramp and Kinsley St sidewalks.

- **FHWA – Every Day Counts Grant.** Engineering is working with Community Development and the NHDOT to apply for a Federal Highway grant to implement safer pedestrian travel counter measures. The project will focus on safety and connectivity in the greater downtown area. A cost estimate and concepts are being developed, and we are in the process of gathering statistical data and information to write the grant.
• **Greeley Park Boat Ramp.** Engineering is part of the project team being led by Community Development with Stantec Inc. performing the design of the boat ramp and parking area. Engineering has completed the design of the access road to the boat ramp. The City has recently submitted the substantial Alteration of Terrain Permit with the NH Department of Environmental Services and we are waiting on review and approval by NHDES. A proposal for land clearing is being assembled. Contract documents are being assembled as part of a bid package to be released this summer. Construction is expected to begin in the fall.

• **Mine Falls DES Wetland Permit.** Engineering is working with the Parks Department to obtain a DES Wetland Permit for the installation of a seasonal dock in Mine Falls Park adjacent to the existing boat ramp. The permit has been submitted to NHDES and is in the final steps of a technical review.

• **Community Development Projects Assistance.** In addition to the Greeley Park Boat Ramp, Engineering is assisting Community Development projects with advice and review for a number of projects including the Riverfront Lighting Plan, and the Heritage Rail Trail East. Engineering also works with Community Development to advance City projects through the Nashua Regional Planning Commission.

• **Arlington St Community Center (ASCC) Basketball Court.** Engineering is preparing the design and changes to the site plan for approval. The project is anticipated to receive final approval in the month of June 2019.

• **Jewell Lane Park Rectangular Field.** Preliminary plans were completed and submitted to the Parks Department Superintendent for review on February, due to amount of fill necessary to execute the work, the project was put on hold until further investigation on ledge depths was completed. The Engineering Department in conjunction with the Parks Department dug a series of holes throughout the park. Currently adjustments to the field design are being developed and construction plans will be finalized before summer.

• **Private Development Review.** Engineering has completed the review for the following Site Development and Subdivision plans: 267 Main St (empty lot/former gas station for a proposed Dunkin Donuts), 476 Amherst St (existing Fab-Braze building to remain and proposed new building both for new U-Haul location), 141 – 143 Burke St subdivision, 27 Webster St/78 Concord St lot line relocation. Engineering has reviewed a revised submission for 200 Innovative Way/10 Tara Blvd (Climate controlled Storage). Multiple larger projects around the City are being explored by developers with input from Planning and Engineering.

• **Construction Inspection.** Multiple smaller land development projects are in construction and being inspected. Sewer and gas main installation is being monitored by City inspectors. Inspectors also monitor work performed as part of sewer and driveway permits.

• **Survey Work.** Survey layout of new sidewalk location on Broad Street from Beaver Street to Lutheran Drive, Faxon Street for 350 Main Street drainage problem, Ridge Road at Buck Meadow Road for paving, Ledge Road at Eighth Street and Seventh Street for replacement of sidewalk. Survey at the Arlington Community Center for a new basketball court, Nutt Street for drainage problem and Jewel Lane test pits for ledge depths for new soccer field. Also, survey Greeley Park Boat Ramp layout of tree line for cutting.

• **Street Opening Permits.** Engineering issued 98 Street Opening Permits and 19 Permits to Encumber in the month of April 2019.

• **Sewer Permits.** Eight sewer permits were issued and $3,550.00 was collected from April 1 through April 30, 2019.
Parks & Recreation Department

- **Holman Stadium.** The 2019 season is in full gear and a very wet April has led to an extreme number of reschedules. We are looking forward to the Silver Knights opener May 29th. The netting expansion project has been completed. We know have protection along both the first and third base sides.
- **Stellos Stadium.** The season has been in full swing. We did have an electrical issue in April that required a significant repair to three breakers in the stadium. The field was groomed on May 8th.
- **Summerfun.** The 2019 fundraising campaign has been very good we have currently secured $22,500 in commitments. We have a goal of raising $20,000. Opening Day / Public Works Day is scheduled for June 1st.
- **Spring Field Work.** Fields were released the weekend of April 13th. The early spring allowed us to be ahead of schedule. Field improvements continue as the seasons progress.
- **Downtown.** Flower planting, banner installation and mulching is ongoing with a goal of having the downtown ready for the Memorial Day Parade.
- **Spring Projects.** We are looking to start work in the spring at the following locations;
  - Thornton Road playground
  - Replacing the Factory and Pearl Street Planters
  - Jewel Lane field development
- **Crown Hill Pool.** The rehabilitation work continues with the resurfacing and retiling of the pool we are on schedule hoping to have this project completed by the end of May.
- **Summerfun Fishing Derby.** The annual fishing derby at the Horse Pond Fish and Game Club was held on May 4th. Over 70 children were taught to fish.
- **Gallery at the Wall.** A sponsor sign and new art was installed at Rotary Common in anticipation of the May 3rd dedication.
- **Murray Field Scoreboard.** A new scoreboard was installed and a dedication ceremony was held on Saturday May 11th.
- **Mine Falls Park.** The new boat dock was installed on the Nashua River. This assessable dock will allow for boats to be launched and tied off and has a separate kayak launch.
- **Spring Programs.** Information regarding summer camps, aquatics program, and Summerfun program for 2019 are posted online.
- **Summer Help.** The ads are posted for Summer Laborers and Pool Positions. We have a need for Lifeguards and Swim Instructors.

Wastewater Department

- **Operations.** The Operations department continues daily operations of the facility as well as monthly inspections and checks maintaining proper operation of the facility. The operators cleaned out a secondary clarifier to prep for the mechanics to replace the draft tubes. We had three rain events that the operators were responsible for treating the extra flow through the treatment plant.
- **Maintenance.** Maintenance has continued preventative maintenance at the Treatment plant and the 13 outlying Pump stations. The mechanics replaced a pump at the Spalding street pump station. The Mechanics and Electricians installed a new air compressor for the...
compressed air supply to the main building of the treatment plant. Repairs were done the sludge trailer conveyors including bearings and air lines.

- **Collections.** The collection crews have completed all monthly checks of our CSO’s and siphon stations, as well as assisting Maintenance in pump station inspections. The collection system operators cleared some clogged catch basins on Amherst St. The technicians performed a CCTV inspection of a sink hole at Main and High St. Both crews continue to clean and CCTV streets on the sewer and paving list provided by engineering.

- **Laboratory:** The Laboratory continues daily analyses for permit compliance and process control. The Laboratory just went through an On-Site Compliance Inspection with DES on May 9, 2019. The laboratory is also preparing for our upcoming On-Site with NH ELAP starting on June 6th and closing on the 10th. We welcomed back, Alex Sacco our summer intern who started back with us the week of May 13th. The staff has begun preparations for the upcoming summer projects including Proficiency Testing, Bioassay sampling and the Souhegan River project. The monthly and quarterly QC testing conducted in May is complete and on file.

- **Energy Recovery Upgrades:** The contractor, Methuen Construction, has disconnected the existing generator from electrical connections and removed from building. They also relocated the existing water expansion tank to provide space for the installation of new hot water pumps. Consultant Waldron Engineering has modified piping plans to allow for easier construction.

- **SCADA Contractor EII** was substantially complete with the project on 04/15/19. A punchlist of items to fix was generated during the substantial completion walk thru and give to EII on 04/16/19. A final inspection walk thru is scheduled for 05/14/2019. The wastewater plant continues to monitor the new SCADA system for changes needed.

- **HVAC Upgrades:** The City is still waiting for the contractor to perform an air flow balance, verify that 2 heating loops are working properly, and provide O&M manuals, training, and record drawings. Coordinating with Legal Department on how to move forward.

- **Water Booster Station Upgrades:** A preconstruction meeting was held on January 24th. The contractor, TBuck, is preparing shop drawings for review by consultant Woodard and Curran.

- **Primary Tank Upgrades:** A preconstruction meeting was held on March 26th. Methuen Industrial Services has been providing shop drawings to Wright Pierce for review. Methuen has stated they will mobilize by mid-June. The project includes substantial improvements to the primary clarifiers including a complete overhaul of the rake and chain collection mechanism in a 5 tanks.

- **Pump Station Upgrades:** The bid opening for the pump station upgrades phase 1 was held on March 22. DeFelice was the low bidder. Board approvals for construction were obtained and the construction contract is being finalized.

- **Wet Weather Gate Repairs:** The new piston for the gate is on site. Bids were sought from contractors to install the new piston. Methuen Construction was the low bidder. We are currently preparing a contract with Methuen for this work.

- **Gas Tank Evaluation:** Hagen Engineering (HEI) was on site on April 24 for a complete tank inspection. They determined the tank was structurally sound but needs a new diaphragm seal. There is also rust and corrosion at various locations on the tank. Industrial Corrosion Services (ICS) was on-site to evaluate the tank for new coatings and has provided a quote to
remove all corrosion and recoat the tank. We are awaiting a cost from HEI to replace the diaphragm with other modifications.

**Street Department**

- **Street Department completed tasks.**
  - 3 berm repairs
  - 18 catch basins were repaired
  - 2 catch basin installations
  - 4 fence and wall repairs
  - 500 potholes
  - 50 mailboxes
  - 19 spring cleanup
  - 13 lawn repairs
  - 10 manhole repairs

- **Asphalt Repairs**
  - Street department crews continue to fill potholes city wide as the weather permits.

- **Traffic**
  - 35 traffic signal problems were responded to and fixed.
  - Numerous electrical issues involving street lights have been addressed.
  - 58 street signs were replaced or repaired.
  - Crews are working to make temporary repairs to mailboxes damaged during snow operations.

- **Fleet**
  - Preventative maintenance and repair of the fleet is ongoing daily.
  - Solid Waste equipment and vehicles are repaired daily.
  - The last 2 anti-ice control systems are scheduled in for flow meter updates and calibrations.
  - Spring equipment is being serviced and repaired as the equipment hours are accumulating.
  - GPS units for the equipment are in the installation process.
  - The road paving equipment has been serviced and checked over for construction season.

- **Weld shop**
  - Plows and plow frames are still being repaired from winter events, many are damaged.
  - Trailer modification for have been made for carrying the paving equipment.
Solid Waste Department

- **Solid Waste Department:**
  - Phase III construction has started.

- **Recyclables Shipped in April 2019:**
  - 371 tons of single stream recycled materials.
  - 57 tons of scrap metal sold.
  - 23 tons of E-waste.
  - 1123 bulbs and ballasts.
  - 11 tons textiles, propane tanks and books.
  - 900 gallons of waste oil.
  - 148 appliances evacuated of CFC’s.
  - 2 boxes rechargeable batteries.
  - The charge for single stream recycling for April is $73.28 / ton, which cost ~ $16,448 including the shipping cost for 36 loads of recyclables in the month.

- **Recycling Bins & Carts:**
  - 60 recycling carts were sold in March.
  - 35 recycling bins were given to 12 existing residents and 6 new homes.
  - 22 Trash carts distributed.
  - 24 Trash carts repaired.

- **Permits Sold for 2019:**
  - 11552 Residential Permits.
  - 600 Commercial Permits.

- **Curbside Collection:**
  - 1863 tons MSW.
  - 321 tons Recycling
  - 593 tons SYW
Board of Public Works Meeting of May 23, 2019
Personnel

Agenda

A. **Motion**: To accept the retirement of Roger Parker effective May 10, 2019.
B. **Motion**: To accept the resignation of Randon Straw effective May 24, 2019.
C. **Motion**: To unseal the minutes for Personnel from the Board of Public Works Meeting of April 25, 2019.
D. **Non-Public Session**
City of Nashua, Public Works Division

To: Board of Public Works
From: Jon Ibarra, Superintendent
       Street Department
Re: Resignation of Roger Parker

A. Motion: To accept the retirement of Roger Parker effective May 10, 2019.

Attachments: Resignation Letter & Acceptance Letter

Discussion:
May 01, 2019

Jon Ibarra
City of Nashua
Street Department
9 Stadium Dr.
Nashua, NH 03062

Dear Mr. Ibarra

I would like to formally withdraw my previous resignation letter, dated April 25, 2019.

I appreciate your understanding and discretion in this matter, and hope that I can retain the position I currently hold. Thank you for your consideration.

Sincerely,

Roger Parker

[Signature]

Cancel. I am retiring on Friday May 10, 2019.

Sincerely,

[Signature]

Witnessed: Tony Busha
5/2/19
May 10, 2019

Mr. Roger Parker
Nashua, NH 03060

Dear Roger,

I would like to acknowledge the receipt of your resignation and desire to retire effective May 10, 2019. I would also like to personally congratulate you on your retirement from the City of Nashua, DPW and the Fifty-two years of service you have provided. I enjoyed working with you during your time here, and I consider you not only a valuable asset to the City but an enjoyable presence in the office, as well.

While you will be missed by all of us at the Street Department, you certainly deserve your retirement. Your hard work and reliability have greatly benefited the City, and I hope that the remaining employees here will strive to follow your stellar example.

The contributions and guidance you provided to our overall daily operation at the Street Department will be sorely missed. It has always been my pleasure to work with you. So, while I am saddened to see you go, I am confident that you will find the same success and happiness in retirement that you experienced during your time here.

I wish you the best in your future endeavors. Retirement will surely offer you many new opportunities, which I know you will embrace wholeheartedly, just as you did at the City of Nashua.

Please keep in touch and visit often if you find that you have the time. I hope you have a fun and rewarding retirement.

Best Wishes

Jon Ibarra
City of Nashua, Public Works Division

To: Board of Public Works
From: Dave Boucher, Superintendent
Wastewater Department
Re: Resignation of Randon Straw

**B. Motion:** To accept the resignation of Randon Straw effective May 24, 2019.

**Attachments:** Resignation Letter & Acceptance Letter

**Discussion:** On May 7, 2019 Randon Straw submitted his letter of resignation, effective May 24, 2019. Randy has been an asset to the City and we wish him the best of luck in his future endeavors.
May 7, 2019

Dave Boucher
Noelle Osbourne
NWTF
2 Sawmill Rd
Nashua, NH 03060

Noelle and Dave,

It has been a pleasure working at NWTF, but it is time for me to move on.

My last day will be Friday, May 24th.

Thanks for everything,

[Signature]

Randy Straw
May 17, 2019

Randon Straw
Londonderry, NH 03053

Dear Randon,

I have received and accept your resignation letter effective May 24, 2019. We thank you for your three years of service to the City and best wishes on your future endeavors.

Sincerely,

[Signature]

David L. Boucher
Wastewater Superintendent