



THE CITY OF NASHUA

Division of Public Works

Administration

"The Gate City"

Board of Public Works Meeting of July 23, 2020

Agenda

A meeting of the Board of Public Works is scheduled for Thursday, July 23, 2020 at 5:30 p.m. via Zoom Conference Call.

To listen to the meeting call (929) 436-2866 - Meeting ID: 928 7901 8524, Password: 841341
If you experience difficulty connecting to the meeting, please call (603) 821-2049.

I. Roll Call

II. Motion: To approve the agenda as presented.

III. Motion: To approve the minutes of the Board of Public Works Meeting of June 30, 2020.

IV. Public Comment

V. Public Health Update

VI. Parks & Recreation

A. Motion: To approve the additional site at the west entrance of Mine Falls Park for the 2020 Sculpture Symposium.

B. Motion: To approve the purchase of a GS6-60x150-15.85-R Galaxy Outdoor Message Center from Scoreboard Enterprises of Mansfield, MA for the total purchase price of \$39,738. Funding will be through Department: 177 Parks and Recreation; Fund: Grant; Activity: GOFERR Grant.

VII. Engineering

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

B. Motion: To approve Change Order No. 1 to the Pavement Management Service Contract with Stantec Consulting Services, Inc. of Burlington, MA in an amount not to exceed \$30,100. Funding will be through Department: 160 Admin/Engineering; Fund: Bond; Activity: Paving.

C. Motion: To approve Change Order No. 1 to the 2020 Sidewalk Program Contract with RWC Enterprises of Nashua, NH for an amount not to exceed \$40,000 funded through the Southeast Quadrant Funds (\$31,000) and Capital (\$9,000). Funding will be through Department: 160 Admin/Engineering; Funds: Trust and Capital; Account Category: 54 Property Services and Activity: Sidewalks.

D. Motion: To approve the hardship request from Pennichuck Water Works for excavation to repair the water service at 47 Coburn Ave.

- E. Motion:** To approve the hardship waiver request from Liberty Utilities for excavation in moratorium streets for Grade 2 leak repairs through Calendar Year 2020.
- F. Informational:** Sewer Main Repair on Reed Court at the intersection of Canal Street

VIII. Wastewater

- A. Motion:** To approve Amendment #2 to the contract with Waldron Engineering of Exeter, NH in an amount not to exceed \$19,568.90 for construction administration services for the Energy Recovery Upgrade Project. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrades.
- B. Motion:** To approve Change Order #7 to the Energy Recovery Upgrade contract with Methuen Construction Company of Plaistow, NH in an amount not to exceed \$39,315 for various mechanical, instrumentation and electrical modifications to the energy recovery room. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrade Project.
- C. Motion:** To abolish one Operator III position and create one Operator II position at the Wastewater Treatment Facility.

IX. Administration

- A. Motion:** To accept the City of Nashua COVID-19 Return to Work Policy & Temporary Policy on Emergency Leave due to Coronavirus (COVID-19), effective July 6, 2020.
- B. Informational:**
 - i. **Budget Transfers – June 2020**
 - ii. **Director’s Report**

X. Commissioner’s Comments

XI. Personnel

- A. Motion:** To accept the retirement of Patrick Jordan, Groundsman I, effective September 5, 2020.
- B. Non-Public Session**

XII. Non-Public Session

**Board of Public Works Meeting
Meeting Minutes
June 30, 2020**

A meeting of the Board of Public Works was held on Tuesday, June 30, 2020, at 2:00 p.m. via WebEx Conference Call.

Mayor Donchess stated as Chair of the Board of Public Works, due to the state of emergency declared by the Governor Sununu as a result of the COVID-19 pandemic and in accordance with Governor Sununu's emergency order #12, pursuant to executive order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting as authorized, pursuant to the Governor's emergency order. However, in accordance with the emergency order, I am confirming that we are providing public access to the meeting via telephone with additional access possibilities by video or other electronic means. We are utilizing WebEx through the city's IT Department for this electronic meeting. All members of the Board of Public Works have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen to this meeting by dialing the following number 978-990-5298 and using the access code 273974. The public may also view this meeting on Comcast channel 16. Secondly, providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public for accessing the meeting for public posting. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and has also been publicly noticed at City Hall and at the Department of Public Works at 9 Riverside Street. Thirdly, we have also provided a mechanism for the public body to alert us if there are problems with access. If anyone has a problem accessing the meeting via phone or channel or 16, please call 603-821-2049. In the event the public is unable to access the meeting via the phone number mentioned, the meeting will be adjourned and rescheduled. Please note that all votes taken shall be done by a roll call vote.

We will start the meeting by taking a roll call of attendance. When each member states their presence and why they are not physically present for the meeting, they will also state whether there is anyone in the room with them during this meeting. This information is required under the Right-to-Know law. The public can also submit comments by e-mail which will be accepted and placed on file within this meeting. Please e-mail your comments to bpwcommissioners@nashuanh.gov.

Mayor Donchess, Chair, declared the meeting to order at 2:00 p.m. and called the roll.

Members Present:

- Mayor James Donchess, Chair

I am attending remotely due to the emergency order and the social distancing and I am alone in my living room.

- Commissioner G. Frank Teas, Vice Chair

I am attending remotely due to the emergency order and the social distancing and I am alone in my office.

- Commissioner Tracy Pappas

I am attending remotely due to the emergency order and the social distancing and I am alone in my room at my house.

- Commissioner Kevin S. Moriarty

I am attending remotely due to the emergency order and the social distancing and I am alone in my office.

- Commissioner Shannon Schoneman

I am attending remotely due to the emergency order and the social distancing and I am alone in a room in my house.

Also Present:

Ms. Lisa Fauteux, Director, Division of Public Works
Mr. David Boucher, Superintendent of Wastewater
Mr. Jeffery Lafleur, Superintendent of Solid Waste
Mr. Dan Hudson, City Engineer
Mr. Jon Ibarra, Superintendent of Streets

Approval of Agenda

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

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

Yea: Mayor Donchess, Commissioner Pappas, 5
Commissioner Teas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Approval of Meeting Minutes

- **May 28, 2020 – Regular Meeting**

MOTION: Commissioner Pappas made a motion to approve the meeting minutes from May 28, 2020, as presented.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

➤ **June 3, 2020 – Special Meeting**

MOTION: Commissioner Pappas made a motion to approve the meeting minutes from June 3, 2020, as presented.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

MOTION: Commissioner Pappas to approve the request from Nashua PAL to waive disposal fees at the Four Hills Landfill for the renovation of Nashua PAL's Youth Safe Haven facility as outlined in the letter dated June 22, 2020.

Discussion:

Mr. Shaun Nelson, Executive Director, Nashua PAL

The request is to hopefully waive the fees which would normally be assessed for contractors to dump at the Four Hills Landfill. For the folks who have never heard of "Building on Hope" before, Nashua PAL applied for and received a grant which is essentially a group of contractors, designers, electricians, and hundreds of other New Hampshire based companies who were involved in a major renovation for one non-profit in the State of New Hampshire every other year. They chose Nashua PAL for the most recent renovation. The way this project works is that they don't actually supply cash but we will eventually receive about \$1.2 million worth in renovations for approximately \$200,000. We ask a lot of folks in the community to take a little piece. We are hoping in addition to this, the Board of Aldermen, who have already waived the permit fees, that we could also request a waiver of the waste fees related to this project which will be happening over the next two to three months.

Mayor Donchess

Are there any questions or comments from members of the Board?

Commissioner Pappas

Certainly, I think this is a great project and I will support this but I am just hoping that the Director or the Solid Waste Superintendent can give us an idea of how much this will cost. Just out of curiosity.

Director Fauteux

That's a good question, Commissioner Pappas, and I don't really know the answer to that. It depends on how much material we receive and I know that they are doing a lot of demolishing and there is going to be a combination of C&D trash, concrete, and bricks. It could be a fair amount of material but I honestly have no sense of what the total amount would be. We certainly could provide the Board with updates as the material comes in.

Commissioner Pappas

I do remember when we let the "Y" dump I think we had a dollar figure but I understand time is of the essence. Is the Superintendent of Solid Waste on the call?

Director Fauteux

I'm the one who has been dealing with this. If it's ten to twelve containers then they are probably on average 25 tons a piece. Is that right, Jeff?

Mr. Lafleur

Yes, that is correct.

Director Fauteux

Let's assume that it's all MSW, of course, the C&D would be more at \$90, and trash would be \$80. I would say it's roughly \$25,000 to \$30,000 worth of disposal.

Commissioner Pappas

That's far less than what we had approved for the "Y" and I think these folks certainly do provide an invaluable service to the city.

Director Fauteux

If that number changes, I will certainly let the Board know.

Commissioner Pappas

I want to say it was approximately \$75,000 or \$95,000 the last time we did it so that's why I was just curious as to what it was.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Mayor Donchess

Good luck with the project. When do you start the project, Mr. Nelson?

Mr. Nelson

We already started this week.

Mayor Donchess

When do you think the completion date is?

Mr. Nelson

We are hoping for Halloween but based on the CDC's regulations the project has just been extended. We will keep you posted.

Aldermanic Referrals

A. R-20-040 – MOTION: Commissioner Pappas to recommend a positive review of R-20-040 - AUTHORIZING THE MAYOR AND CITY TREASURER TO BORROW FROM THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES STATE REVOLVING LOAN FUND AN ADDITIONAL AMOUNT NOT-TO-EXCEED TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) FOR PUMP STATION UPGRADES.

Discussion:

Mr. David Boucher, Superintendent of Wastewater

We have a project upgrade which includes thirteen of our pump stations throughout the city in two phases. We will currently be finishing the first phase and we are using state revolving fund money. It is estimated that we will need to borrow more money from the state to cover the cost of phase two. Phase one is to do six pump stations, and phase two is the remaining seven. We just want to make sure we have enough money to cover phase two.

Mayor Donchess

Do you know what the interest rate is on these?

Mr. Boucher

Yes, it's 2.0%.

Mayor Donchess

Does anybody have any comments or questions?

Commissioner Pappas

Can you provide a quick explanation as to why we have to do it? I know it's important to keep up the pump stations.

Mr. Boucher

Sure. Some of the pump stations date back to the 60s' and some of them are very deep with only one pump. If that one pump fails we have the potential of having sewer back-up into the streets. Some of the stations receive high-flow with a lot of rags and need a different style pump to break up the rags so they don't clog. All of the pump stations will be getting two pumps. Some of the pumps will be brought above ground; the ones that are deep – some go down 20 feet below ground. They will be getting a building above ground which will make it easier for the wastewater staff to service them and maintain them. Some of our existing buildings have generators that need to be replaced. We have already purchased some new pumps which were approved by the Board of Public Works and those pumps will be used with some of the upgrades. When we bought new pumps we made sure they were the same kind of pumps that were going to be specked out in the upgrades. They are also getting new controls. It's important that we have good communication to feedback to the wastewater plant so we know when there is an alarm so we can respond in a timely fashion. We are tying into the fiber line on the poles because we have bad communication in some locations. That's all being upgraded as well.

Commissioner Pappas

Thank you, I think everyone sees that it is a need because I don't think anyone wants to see sewerage on their city street.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Solid Waste Department

- A. MOTION:** Commissioner Pappas to approve the Cooperative Service Agreement between the City of Nashua and the USDA Wildlife Management Service not-to-exceed \$80,462.98 for FY21. Funding for this agreement is through Department: 168 Solid Waste; Fund: Solid Waste; Account Classification: 53 Professional & Technical Services.

Discussion:

Mr. Jeffery Lafleur, Superintendent of Solid Waste

This is our contract with the gull people. They scare the birds away from the landfill and they also go around scaring any turkey vultures in the city that have become nuisance problems, and they take care of any rodents hanging around the landfill. They have been doing this service for well over 20 years with the City of Nashua and they do an exceptional job.

Mayor Donchess

Are there any questions or comments from members of the Board?

Commissioner Schoneman

Mr. Lafleur, can you please explain how they go about scaring the vultures away?

Mr. Lafleur

They are trained professionals and use pyrotechnics to scare away the seagulls and the turkey vultures off of the landfill when it is operating. They are permitted, as am I, through the city to take up to 200 seagulls per year, and 75 turkey vultures. They don't do that unless the birds absolutely won't leave the landfill. They try the pyrotechnics and scaring them off with noises first but if they won't leave then that's when they have to them. They fill out all of our degradation permits through the state so they do a lot of clerical work for us also.

Commissioner Schoneman

So if the birds won't leave then they shoot them?

Mr. Lafleur

They dispatch, right, they are permitted to do that.

Commissioner Schoneman

Is anyone upset by the discharge of firearms around the landfill?

Mr. Lafleur

It's been going on for years and years. Every now and then we have a complaint and we will go over and explain what is happening and most of the time the residents are great with it.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

B. MOTION: Commissioner Pappas to approve spending up to \$4,000 from the Public Works Asbestos Site Expendable Trust Fund to pay for health and safety related items and worksite supplies for the asbestos disposal site team. Funding for this is through Department: 168 Solid Waste; Fund: Trust; Account Category: 61 Supplies & Materials.

Discussion:

Mr. Lafleur

We have to get this request approved by the Board of Public Works to use monies from this fund. My guys and some of the Streets Department workers have asbestos worker's licenses and these are all of the safety materials that we need to replenish. If they run into an asbestos pipe out there they cut it, cover it with plastic and duct tape, and it also includes the respirators that are needed to do it.

Commissioner Pappas

How many folks have a certification for asbestos disposal?

Mr. Lafleur

Including myself and Kerry Converse, my Environmental Engineer, we have six or seven here at the landfill, and one or two at the Streets Department who are certified.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

C. Informational: Thank you letter.

Mayor Donchess

We received a thank you letter praising Mr. John Naro from the Solid Waste Department for his exceptional performance of his duties. We congratulate him for doing a good job!

Engineering Department

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

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

B. MOTION: To approve the hardship request from Liberty Utilities for excavation to repair two Grade 2 leaks located at 10 Manchester Street and the Cote Avenue/Chapman Street intersection.

Discussion:

Mr. Dan Hudson, City Engineer

As noted, the requests are for two grade two leaks and as previously discussed, the need to be repaired within six months and in the same calendar year that they were discovered. Manchester Street was paved in 2015 so it is almost out of the moratorium, but not quite. Cote Avenue and Chapman Street were paved in 2018 and these two separate excavations are estimated to be approximately 4 feet wide x 8 feet long and if approved they would make the required improvements.

Mayor Donchess

Are there any questions or comments from members of the Board? There were none.

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

Yea: Mayor Donchess, Commissioner Teas, 4
Commissioner Pappas,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Recorder's Note: Commissioner Moriarty did not vote as he lost internet connection.

Streets Department

A. MOTION: Commissioner Pappas to approve the award of the FY20 Pavement Markings contract to Hi-Way Safety Systems, Inc. of Rockland, MA in the amount of \$248,570. Funding for this contract is through Department 161: Streets; Fund: General and Prior Year Escrow; Account Classification: 54 Other Services.

Discussion:

Mr. Jon Ibarra, Superintendent of Streets

This is the award for the annual pavement markings contract. We've been contracted with Hi-Way Safety Systems, Inc. since 2014. They were going to raise their prices but on the last change order, they agreed to hold off on raising their prices until this June. We had to go out to bid and as luck would have it they were the only outfit that bid on the contract. This is for all of our long lines, our crosswalks, our stop bars, turn lanes, symbols, and any thermal plastic that we put down.

Commissioner Pappas

I think it's really nice to keep up with these items, particularly the crosswalks. I just remembered that there was one stop bar that was requested on Concord Street...right where it meets the Henri Bourque Highway.

Director Fauteux

I'm not sure where that is Commissioner Pappas, was it a while ago?

Commissioner Pappas

It was a while ago. We had just paved the street and we thought we are going to keep up with it. I think it's Academy Drive. People are lining up to either go straight on Concord Street to go into Merrimack or they are taking a left onto Henri Bourque. It's a really busy intersection and sometimes people can't get in or out of that street.

Director Fauteux

Are you concerned that it may not have been painted?

Commissioner Pappas

Oh, I know it didn't get painted and I keep forgetting to send you an e-mail.

Director Fauteux

Okay, we will definitely get to that.

Recorder's Note: Commissioner Moriarty was able to re-join the meeting.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

B. MOTION: Commissioner Pappas to approve the purchase of 2- CMS-T333 Electronic Message Boards from American Signal Company of Atlanta, GA for the total purchase price of \$33,602. Funding will be through Department: 161 Street; Fund: Grant; Activity: GOFERR Grant.

Discussion:

Mr. Ibarra

These two message boards would be in addition to the fleet. We currently have four and we place these citywide for various special events or during the winter months alerting people of snow emergencies and parking bans.

When the COVID-19 came out we ended up dedicated two of them on Main Street when we did the expansion for the outdoor dining. When this funding became available and we discussed what we could use we thought this would be a great addition to the fleet because it helps us get our messaging out more broadly across the city.

Commissioner Pappas

I think more of those boards are not a bad thing at all. It is a grant and is not paid for by the taxpayers.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Wastewater Department

A. MOTION: Commissioner Pappas to approve the purchase of the chemical Sodium Hypochlorite in the amount of \$125,000 from Borden & Remington of Fall River, MA. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 61 Supplies & Materials.

Discussion:

Mr. Boucher

The Sodium Hypochlorite is a chemical we add to disinfect our treated water before it is discharged to the river. This chemical is purchased through the Northeast Merrimack Valley Chemical Consortium so it's a bid process and Borden & Remington was the lowest bidder. It's the same company we used last year. It's a 1 ½% increase over last year but it's still a good price. This will cover the annual cost of the chemical and it's a chemical that we add every day.

Mayor Donchess

Are there any members of the Board who have questions or comments? There were none.

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

Yea: Mayor Donchess, Commissioner Teas, 5
Commissioner Pappas, Commissioner Moriarty,
& Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

B. MOTION: Commissioner Pappas to approve the purchase of the chemical Sodium Bisulfite in the amount of \$64,000 from JCI Jones Chemical of Sarasota, FL. Funding will be through: Department: 169 Wastewater; Fund: Wastewater; Account Classification: 61 Supplies & Materials.

Discussion:

Mr. Boucher

This chemical is another one that we add daily. It was also being purchased through the same consortium for a bid process. We add this chemical to remove the Sodium Hypochlorite before it actually gets to the river because we are not allowed to chlorinate the river. This product is cheaper than last year by 1.4%. This covers the cost of the annual purchase of this chemical.

Mayor Donchess

Are there any members of the Board who have questions or comments? There were none.

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

Yea: Mayor Donchess, Commissioner Teas, 4
Commissioner Pappas, & Commissioner Schoneman

Nay: 0

MOTION CARRIED: Unanimously

Recorder's Note: Commissioner Moriarty did not vote as he lost internet connection.

Administration

- A. MOTION:** Commissioner Pappas to approve the proposed changes to the Rules and Regulations for Outdoor Dining to allow the use of umbrellas with logos.

Discussion:

Mayor Donchess

Up to now, for the past numbers of years, umbrellas with advertising logos were not allowed in the outdoor dining areas. The outdoor dining areas have been significantly expanded and there are many more outdoor tables. Many of the downtown restaurants who are taking advantage of the expanded outdoor dining had informed them that they can get additional outdoor umbrellas and if they use the logos they can get the umbrellas for free. They shared that they had suffered some pretty hard times and it would be helpful. The Board of Aldermen and the Board of Public Works need to approve this. There is a proposed ordinance change that is sponsored by a vast majority of the members of the Board of Aldermen. Therefore, we are here to propose this change which would allow advertising logos on umbrellas on Main Street as long as the umbrellas remain within the areas that are allowed for outdoor dining.

Commissioner Schoneman

What is the reason for not allowing the logos in the first place?

Mayor Donchess

I think it was an esthetic choice and I don't even know when that prohibition was imposed but it was probably when the outdoor dining was authorized but I'm not sure. Some people felt that it would look better if there were no advertising logos.

Commissioner Teas

I am in favor of this but are the restaurants able to use umbrellas with logos in perpetuity or is it just during the pandemic?

Mayor Donchess

This would be a permanent change, although of course, it could be changed back. I would say the chances that we would continue with the outdoor dining in the expanded areas beyond this season are pretty good.

Director Fauteux

The rules and regulations for outdoor dining were approved by the Board of Public Works on June 25, 2015, and one of the conditions was that the umbrellas not contain any logos. That would change the approval that took place on June 25, 2015.

Mayor Donchess

Was there a time period when logoed umbrellas were allowed?

Director Fauteux

There was a little period of time prior to June 25th when they were allowed.

Mayor Donchess

Are there any other questions or comments? There were none.

Recorder's Note: Commissioner Moriarty was able to re-join the meeting.

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

Yea: Mayor Donchess, Commissioner Teas, Commissioner Pappas, & Commissioner Schoneman	5
Nay:	0

MOTION CARRIED: Unanimously

B. Informational:

- i. Budget Transfers – May 2020

Mayor Donchess

The budget transfers are self-explanatory so unless anyone has questions we will move along to the Director's Report. There were no questions.

ii. Director's Report

- We had our Military Tribute Banner Ceremony on June 2nd. The video is on Facebook as well as on our website.

Director Fauteux

This is a tribute written by Rosemary Rung, who is the daughter of one of our Nashua Weeks heroes, Mr. Paul P. Kaminsky. She is also a New Hampshire State Representative from Merrimack so clearly, public service runs in their family.

Lieutenant Colonel Retired, Paul P. Kaminsky was not only the best husband and father we could have asked for but he was a consummate citizen of our great community of Nashua. As a man of deep faith he served St. Patrick's Church as a Eucharistic Minister, Lector, and overall volunteer. It was common for him to go out late at night to pay for a motel room for a homeless family or to help his wife, Lou, in gathering food for the Nashua Soup Kitchen. Upon military retirement, he became a math professor at the Nashua Community College. He was particularly dedicated to non-traditional students, single mother's trying to get an education, those with full-time, minimum wage jobs, but who worked for an education and the opportunities it would provide. Paul tutored them, encouraged them, and celebrated each passing grade they worked so hard to earn. He was an officer that helped integrate the Air Force and mentored young black officers. It wasn't until after his death that we learned that he was awarded the Distinguished Flying Cross.

Lieutenant Paul P. Kaminski, distinguished himself by extraordinary achievement while participating in aerial flight as an AC-119E Navigator in Southeast Asia on December 19, 1971.

On that date, Colonel Kaminski and his crew were directed to perform reconnaissance and to attack targets along the heavily defended supply route. Despite intense and accurate anti-aircraft fire, Colonel Kaminski exhibited superior airmanship and courage in locating and tracking targets resulting in the damage and destruction of several hostile supply vehicles. The professional competence, aerial skills, and devotion to duty displayed by Colonel Kaminski reflected great threat upon himself and the United States Airforce.

Distinguished Flying Cross Awarded on the 20th of June 1972 by the President of the United States.

Director Fauteux

I think that is an interesting tribute to one of the heroes that we are displaying on the Broad Street Parkway. Thank you very much, Colonel Kaminski, for your service to our city and our country.

- The 2020 Paving Program is in full swing. This is a picture of Sunshine Paving who did Birch Hill Drive and on the right is Nasella (a subcontractor of Sunshine Paving) who is working on reclaiming Winchester Street.

- This is a picture of a catch basin installation done by SUR West on Orange Street.
- This is another sewer installation along Main Street near Mulberry Street. A 150-year old pipe had collapsed.
- This a picture of manhole maintenance at the intersection of Main Street and Hollis Street. SUR West is again performing the work.
- We are very pleased that we are at least able to offer a condensed summer camp program. A special thanks to Lauren Byers for the wonderful marketing piece she developed. The camps started this week and all of the camps are pretty much full.
- We made the incredibly difficult decision to not open our city pools for the season. Thanks to the Public Health Department, Risk Management, Emergency Management, and Cheryl Lindler, the Mayor's Chief of Staff for helping to make this very difficult decision. In the end, it was decided there was no way social distancing could be maintained and open the pools. I was trying to figure out how to make pods and keep social distancing but in the end there was just no way. Our pools have an average of 240 people and even cutting that in half wasn't enough to keep the residents safe.
- The Brewfest has been cancelled for this year. It is a significant fundraiser for PAL.
- The Silver Knights will be playing baseball at Holman this summer. The Silver Knights have put together an incredibly safe program and we were very impressed with what they put together. It was approved by Risk Management, the Public Health Department, and Emergency Management.
- On Saturday, June 6th there was a vigil at Greeley Park to promote social justice. About 1,200 people were at the vigil and it was very peaceful and respectful.
- This shows pictures of the boat ramp. Everything is almost completed and we hope it will be done by July 15th at the latest but I think some folks are already using it.
- This is a picture of Mine Falls Park. This is three weeks after renovation. The growth is going very well. The fields that were renovated were Mine Falls 1 through 6, Main Dunstable 1 through 5, and Charlotte Avenue. We expect them back online for early to mid-August. We took advantage of the time that we had without people playing on the fields to rehabilitate them. Haines Street is also under renovation and will be off-line for several months. Hats off to our Park & Recreation employees for the great work that they are doing.

- On June 15th we opened our playgrounds and signage was installed reminding all users about how to play safely. Hand sanitizer stations will be deployed very soon in all of the playgrounds.
- This is a berm that was replaced on Yarmouth Street because there were some flooding issues. On the right, there was another berm replacement on Hillsberry Road.
- We had a sewer dig and backfill on Water Street. Three crews assisted wastewater in locating a block into the sewer service and made a repair.
- This is our maintenance crews/mechanics. On the right is an inspection of our sweeper and on the right is our Landfill side by side receiving routine service.
- Superintendent Boucher spoke earlier about our pump station upgrades and they are continuing at a rapid pace. On the left is the Gill Street Pump Station and on the right is the Fulton Street Pump Station. Both are nearly complete.
- This is a picture to show you what is involved. This is the bypass pumping that is set up for the replacement of the Trestle Brook Pump Station.
- Our Energy Recovery Project is nearing completion and we are just finishing up on the final punch list items like insulating a pipe.
- The Street Department repaired some asphalt in the recycling area at the Four Hills Landfill.
- There was a fire at the landfill a couple of weeks back. It happens from time to time and it's usually from ashes, lithium batteries, or pool chemicals being put in the trash. In this case, it was probably from a lithium battery. It's very dangerous for the staff and the landfill. Fortunately, we were able to get the fire out quickly and there was no damage to the landfill. Thanks to our neighboring communities who responded because Nashua does not have a tanker truck and there are no hydrants out there. Mr. Lafleur and Assistant Director Patrician are working on putting some water tanks out near the phase III landfill in the event this happens again.

Commissioner Pappas

Are you talking about a tiny lithium battery that you would put in a bathroom scale or are you talking about a bigger battery?

Director Fauteux

A tiny little battery like that can explode and start a fire. When the compactor rolls over the battery it can ignite.

Commissioner Pappas

If you can't replace the battery should you just bring the entire appliance to the landfill?

Director Fauteux

Yes, if you have anything with a lithium battery you should bring it to the scale house.

Commissioner Pappas

So one tiny little battery can cause that kind of damage?

Director Fauteux

Yes, it can.

- The bulky item collection began on June 8th. Residents can call in and schedule the pick-up of oversized items.
- With the 4th of July holiday falling on a Saturday, this week's curbside collection will follow the normal schedule. The landfill and the recycling center will be closed on Saturday in observance of Independence Day. We will have normal business hours on Friday.

Commissioner Pappas

So there will be absolutely no interruption of curbside service either week?

Director Fauteux

That is correct.

Mayor Donchess

Are there any questions or comments regarding the Director's Report? There were none.

Mayor Donchess

The next item is with regard to Personnel but just like the last time, it is nearly impossible to go into a non-public session without broadcasting it and then come back. I think we should take this up in the open session. The item is not controversial and I expect there will be nothing negative raised.

Personnel

- A. MOTION:** Commissioner Pappas to approve the selection contingent upon acceptable results of criminal and driving record checks, and pre-employment drug tests, of Cory McCormack, to the position of Truck Driver/Street Repair for the Street Department. Starting salary for this position will be \$22.41 per

hour. Funding will be through Department 161: Streets Fund; General Account
Classification: Salaries & Wages.

Discussion:

Director Fauteux

Myself and Superintendent Ibarra met with Mr. McCormack and he was a very interesting young man who took a lot of pride in working hard. He was very excited about the possible opportunity to work for the city. He did a great job at Belletetes and all of his references checked out. He is excited about the opportunity of plowing and overtime. He seemed to have a very good work ethic. I think he will be a good fit and a good addition as a truck driver for the Streets Department.

Mr. Ibarra

I concur.

Mayor Donchess

Are there any members of the Board who have questions or comments. There were none.

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

Yea: Mayor Donchess, Commissioner Teas, Commissioner Pappas, Commissioner Moriarty, & Commissioner Schoneman	5
Nay:	0

MOTION CARRIED: Unanimously

Commissioner's Comments

Commissioner Pappas

I have a few things. The first one is that I had received an e-mail from someone regarding concern for wheelchair access on Main Street. I understand that the Main Street Project really belongs to the Economic Development Department but Director Fauteux is always willing to roll up her sleeves and help out. The Director was able to find a way to make the downtown more accessible to those in wheelchairs. I got an e-mail from a constituent who has a walker and a cane and they understand how difficult it can be to set things up on Main Street but their comment was that it would be really helpful if we could put in more handicapped parking on the side streets. Even if we meet the handicapped law, I don't think we want to exclude portions of our population from our downtown. This is someone who has limited mobility but it doesn't stop this person from getting out and enjoying the downtown area. The downtown outdoor venues are quite safe but the parking was very difficult.

Director Fauteux

I will certainly pass that on to the Parking Department. I'm glad you brought that up because today we opened up a number of areas with jersey barriers where we could. Engineer Hudson was involved regarding the safety of it. Several of the jersey barriers were opened on Main Street to allow for accessibility for people with disabilities. There were six locations where we have ordered ramps to place on the sidewalk into the outdoor dining areas. We will install the ramps immediately upon receipt of them.

Commissioner Pappas

I'm thinking it was more parking that this person had concerns with.

Director Fauteux

We will look into the parking.

Commissioner Pappas

Mr. Mayor, I will preface my comments by saying that I have tremendous respect for our Director and I often applaud and laud her for is knowing when a job has to get done, even if it's in another department, she will make sure it gets done. For example, we have seen a huge improvement in the safety of our school kids with snow clearing. Obviously, if it's within one block of the school it might be an AFSCME issue with the janitors. She has done a tremendous job of reaching across the aisle and helping out to make sure that downtown things get done. I really wish that other departments and divisions would be as helpful. She only has control over her division and I recognize that.

Mr. Mayor, I disagree with the administrative decision to close the city's pools. For the record, I believe in science and appreciate all the measures taken to contain the virus. Science tells us outside venues don't spread the virus like indoor venues. It may also help deter the spread of the virus. We've opened all of the private pools. It makes no sense to me why we have the infrastructure and the lifeguards in place. Manchester is opening their pools and they didn't have the funding or the lifeguards in place. Nashua figured out how to get outdoor dining in the downtown in a real hurry and I applaud that. The downtown has a strong lobbying group and I mean that as a compliment. By that, I mean businesses, politicians, and residents. The problem is inner-city kids don't have a lobby group so I am trying to step up and fill that void. Here are some suggestions that I offer for pool openings. I think we may need more help than what Public Works can offer.

Perhaps placing painting tape 6 feet apart so the kids can see where to lay their towels.

In order to accommodate more children perhaps having two hours at a time like 11:00 a.m. to 1:00 p.m.; 1:00 p.m. to 3:00 p.m.; 3:00 p.m. to 5:00 p.m.; and 5:00 p.m. to 7:00 p.m. Find some money for staff to ensure that kids have masks and are six feet apart when they are waiting in line. The city found \$24,000 for dance parties and yoga classes so I think we should be able to find monies to help open the pool.

Have the employees working from home help, have the staff from the Arlington Street Family Center help out when dealing with kid's social distancing while they are waiting in line. Ask outside organizations such as PAL or the United Way for help. They have been great advocates for our children.

If other communities can figure out a way to open their pools then so should we. These kids have missed out on a lot and they deserve to take a quick dip in the pool, even if only for a couple of hours or even 1 ½ hours or an hour. What's our battle cry going to be? Yes, we will try or no, we won't try and voices go unheard. We have camps open. Pools serve more kids than camps and they also cover a broader social class. Additionally, pools are free. I implore you, please at least try to open the pool. As I said, the Director can't ask for help because she is not the Mayor. I'm not taking a shot at her just to be clear. We might end up saying this isn't working but I just think it would be really sad if we don't just try. Those are my feelings.

Mayor Donchess

The decision regarding the pool was for the reasons we mentioned. The decision was made in concert with Director Fauteux as well as our Public Health Department, and others who have been dealing with the Coronavirus Pandemic on a daily basis. We are watching the science very closely. It came down to the fact that yes, outdoor is safer than indoor if there is social distancing, if people remain 6 feet apart and especially if they wear masks. In terms of determining how you would run a pool...the pools have a capacity of about 240 kids and if you cut that number by 50% you still have 120 kids in the pool. Public Health, Public Works, and the others felt, realistically, it was not possible with small kids, and teenagers to force or require that they stay 6 feet apart in the pool and it just would not work. Number two is because we wouldn't be at full capacity you would have kids outside waiting to come in and social distancing outside would probably be impossible to enforce. It would also be very difficult to enforce the use of masks outside. The decision was made, not because we don't have a lobbying group but because we don't want the Coronavirus to get a foothold in Nashua. So far we have done very well with that. Yes, Manchester is allowing their pools to be open, however, the last word I got was that they were not allowing their pools to open but maybe they made a recent decision to open them.

Commissioner Pappas

They did.

Mayor Donchess

Manchester has three times the cases that Nashua has right now. I'm not saying that has anything to do with what the city has done or not done. Another consideration was that the vast majority of kids do not come with parents so there is no adult supervision except for the lifeguards, again reinforcing the idea that the kids are not going to stay apart. It's one of the reasons that the schools have closed and why they are considering continuing remote learning at least in some form. So, when we were thinking safety we thought that we could run the camps and require the social distancing if we use the lifeguards to go and be at the camps and make sure that the kids stay apart. It would seem realistic that with the additional staff and effort they could open the court. Certainly, you can question the decision for the reasons that

you raised, and I'm not saying that having a good place for the kids to swim and have a good time during the summer is not important, it is very important, but safety has to trump that. We looked to some of the states that, unlike New Hampshire and Massachusetts, and other New England states that have been very cautious; in Florida, they opened the beaches and these are with adults and look at what happened, there was an explosion of the virus. And with that, you could maybe expect the adults to maybe stay apart. It's to the point that it may become like New York down there. They are running between 5,000 and 10,000 cases a day. I think their high was 9,000 and today was like 5,000 or 6,000. In Texas it is the same thing, Austin is at a point where they are just at a tipping point where they are sure that their hospital capacity will be sufficient to accommodate, to care for or take in all of the people who need hospitalization from the Coronavirus. These are places where a lot of young people get together.

In considering the welfare of the children, when it came to giving them a good time and giving them a place to exercise and cool off, which is important, versus their safety and the safety of the community, we made the rather difficult decision that we would allow the science...I can tell what the Department of Public Health said, they said: "unless you want to get rid of social distancing you can't do it." That was the Public Health Department and if anyone has done a good job in addition to Ms. Fauteux on the Coronavirus epidemic, it is Ms. Bobbi Bagley, Director of Public Health. Those were the factors that were discussed at length over and over again. In addition, Lowell is definitely closed as in Lawrence and we had some concern that we could get kids from out of town. You have to remember that anyone can go into those pools and kids don't come with parents or with I.D.'s and it could have created a mob scene outside with a limited number of kids inside. Those are the things that led to the decision to keep the pools closed. Again, I'm not saying that what you have raised isn't important and that certainly the issues you mentioned were discussed over and over again and for quite a while we had made no decision but recently, given the requirements of safety and given what we saw what the opening of beaches has done in Florida we made the difficult decision to weigh safety more heavily than the valid reasons that you have raised and keep the pools closed.

Commissioner Pappas

I don't disagree that Director Bagley has done a good job but having worked with kids I think that you can disperse them. I think you should at least give it a try. I would like to make one point of clarification, I think in Florida the places that are opening are the bars, it's the 20-year old's that is how it's spreading. We do have indoor and outdoor dining and that sort of thing and I'm just saying if we were able to figure that out...even if we limit it just for a couple of hours or 90 minutes and say this line has to disperse and come back in two hours for 90 minutes. I think if we had adults out there...as someone who has worked in education, I think if kids know the rules they can follow the rules. I think that we should at least try and I'll leave it that we will agree to disagree.

Mayor Donchess

There was a lot of input from the people who work at the pools every year regarding whether or not they could really keep the kids apart. As far as the comparison with the beaches, those are adults and you can't even keep them apart. Many of the kids would be elementary school-aged kids.

Commissioner Pappas

Well, the private pools are doing it. I just feel badly because if a family can afford a private pool their kids can go for a swim and those that can't will not be able to and that's disturbing to me.

Mayor Donchess

My neighbor has a pretty big pool and they have three or four kids but they don't have 120 or 240 kids in it. Certainly, the city pool is bigger than that but a family that owns a pool can control the situation a lot more easily than the city can control 120 or more. I understand your point and I think you understand my point.

Commissioner Pappas

I wasn't talking about people's personal pools at home, I was talking about the private pools like at the country club. They do have a decent amount of people.

Mayor Donchess

Thank you for your comments. We will probably discuss the issue again based upon your input.

Commissioner Schoneman

I have a 3 ½ year-old son and Roby Park is one of his favorite places to go and when we went recently we saw the improvements by the turf field are inestimable, it's 100% better and I want to thank the people who are responsible for that, the people who donated money and got the job done. It really is tremendous. The shade sails make a huge difference.

Mayor Donchess

That's nice to hear.

Commissioner Schoneman

We are extremely disappointed with the city pools being closed. I've been taking Isaac to the kiddie pool at Greeley Park since he was a little baby and I have to keep explaining to him why it isn't open. Of course and doesn't get it and I admit neither do I. I don't see a lot of evidence...I don't see any evidence of child to child transmission. I don't see any evidence that the opening of the beaches necessarily has anything to do with the explosion of positive tests in Florida. I think that I agree completely with Commissioner Pappas and she expressed it beautifully that we can at least try. We may find that the residents of Nashua will rise to the challenge of doing this well. I think that canceling the fireworks and closing the pool is sad and have taken a lot from our community. What I see from the public is that they are incredibly disappointed and a little bit angry that we can have a dance party on Main Street and yoga but not a celebration of our country. It's a little bit confusing to me and a lot of people are shaking their heads saying "what's going on?" I don't have an answer for that but I do know that there

is a lot of disappointment over that decision. I understand your point, Mr. Mayor, and the choices that have been made about safety but I would have to disagree with those decisions.

Mayor Donchess

Just a correction, the issue of the “so-called” dance party and the yoga, that’s only a possibility, there’s no decision to go forward with any of that and anybody who listened to the meeting or looked at the contract with the Great American Downtown and the discussion around it made it very clear that the money was going for a much broader riverfront purpose than the possibility of dance parties or yoga. Those were things that were planned pre-COVID-19 but there has been no decision to proceed with any of it. I think the people who watched or read...I don’t know if they are intentionally distorting that or not but you should go back and look at the contract and watch the meeting and hear the discussion of what is really planned and what the purpose of the money is really for. To the issues of the pools again, and the 4th of July, the 4th of July gets 25,000 people and there are no fireworks in Manchester or Lowell or anywhere else. That was a decision that the police department was very involved in. How big an area do you corner off and what about the streets that are right around it? There could be thousands of people congregating. Of course, it’s easy to criticize these decisions but what if we opened the pools and had fireworks and there was an outbreak? Who answers to that, the Commissioners who sit on the Board of Public Works, I don’t think so. We are working for our neighbors, for our grandparents, for our friends, and for our family members to try to protect their lives. We’ve had 36 in Nashua, 300 plus people in New Hampshire who have already died due to COVID-19. A lot of them had contracted the disease...and one of them, Commissioner Schoneman, lives a couple of blocks from here. That was from a community spread and not a nursing home, meaning that person who spent two months on a respirator and then passed away, had no known contacts with anyone. Somehow he and his spouse got COVID-19 and he ended up dead and his family is suffering for it so we are trying to protect the community members and it’s easy to throw stones at these decisions...oh we should have the 4th of July, we should pools, and we should have everything, but if there were an outbreak then who answers for that and who grieves with those families? The person who died in our neighborhood; his family couldn’t visit him for two months, they might have had one visit and I think they had to go in with hazmat suits on just to get into the room because when a person is on a ventilator they emit a lot of particles into the air that can transmit the disease to someone else. Why don’t you talk to someone who knows something about this? Why don’t you talk to Bobbi Bagley, especially regarding the 4th of July? I think you should spend some time talking with the Department of Public Health and find out what the reasons are, what the risks are, and what the downside would be if we made that call and it happened to be the wrong one. Would you talk to the Department of Public Health?

Commissioner Schoneman

I attended the meeting on June 3rd and I think it’s very clear how they feel about it.

Mayor Donchess

Right, and it is pretty clear how Dr. Fauci, and a lot of other medical experts feel about it as well.

I know there is this kind of political thing that we are supposed to pretend this isn't going on to some degree and we shouldn't wear a mask and all that kind of stuff, but I don't agree with that. I think safety and science is number one, and protecting the members of the Nashua community is the most important factor in all of the decisions we are making.

Commissioner Pappas

Just to be clear, I never said open the pools and let it just happen. I'm just saying let's try to take a look at a way to do it and make sure the kids have masks while they are standing in line. As I said, my view is if things are done correctly with regard to the pools...I do think that dining facilities are a lot more dangerous but you have decided to take a chance to follow the rules on that, that's fine. I'm just saying to give the kids a chance, let's see if we can get outside people to help with the social distancing while they are waiting in line and make sure that there are extra masks if kids don't have masks. If they go into the restroom at the pool they should wear masks.

Mayor Donchess

If the pools were open we wouldn't open the restroom. Let me just ask a question, what if there were an outbreak? Then what?

Commissioner Pappas

The restaurants are more dangerous than having pools with limited access. My point is let's see if we can figure out a way to open the pools with limited access. When I decided to raise this issue, I spoke with only people I knew believed in the science and people that I knew who had pre-existing conditions and they think the country isn't necessarily handling it all that great. To me, if we are safe for downtown, okay fine, I think it's great for people to be able to get out and have it controlled. I have worked with kids and I'm just saying if we set down reasonable rules then we should give it shot with the social distancing in place and with masks so the kids from the inner city whose parents don't have the money to go to a private pool or country club, that they might have an hour or two to take a dip in the pool. I want to make it clear that I am not for any type of irresponsible opening. That's not who I am. As I said, I very much appreciate the steps that have been taken and I have an underlying so I really appreciate it. I'm just saying if we are allowing indoor dining and you think it's a responsible way to do it then let's just give the pool a shot. I'm not saying to break the gates down and let the kids come in with no mask, that's not what I was advocating and I want to make that clear.

Commissioner Schoneman

I am also not advocating that we open the gates to a huge outbreak. Not that we could ever say oh we opened the pool and look we had an outbreak. That's not at all how it works and I believe that the Department of Public Health would agree that it is not easy to understand this virus and how it moves. What we do know is that children...

Mayor Donchess

Public Health would agree that it's not what?

Commissioner Schoneman

It's not an easy virus to understand in some ways. What we do know and the evidence is there that children are generally asymptomatic and they also don't suffer from this virus, with exceptions of course, and I think if you look at the overall health of children, keeping them out of school, keeping them away from recreational opportunities I think is not healthy for children. That's just my opinion. I think we need to stay safe and protect our citizens. I think we need to help our elderly population and keep them safe but I think like Commissioner Pappas, it would be nice to try.

Mayor Donchess

Well, of course, what the science tells you is that yes, kids are often asymptomatic, although there are kids who are affected by this as well and get a syndrome that is related to COVID-19 and die as a result. The fact that the kids are asymptomatic is part of the problem. They have gone to a pool or somewhere else and contracted the virus and they don't die from it but their grandparents do or their parents or someone else because no one knows that they have the disease. That's part of the issue. Seniors are more vulnerable. The disease can be communicated by someone of any age and the asymptomatic, you pointed out that kids can be asymptomatic, yes, you are right but they are the most dangerous ones because no one knows they have it so no one knows they should be careful. In any event, I think we have made our points pretty clearly and the community can judge whether the city's efforts with respect to COVID-19 have been effective or not.

Are there any other Commissioner's comments? There were no additional comments.

Adjournment

Commissioner Pappas made a motion to adjourn.

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

Yea: Mayor Donchess, Commissioner Teas, Commissioner Pappas, Commissioner Moriarty, & Commissioner Schoneman	5
Nay:	0

MOTION CARRIED: Unanimously

Meeting adjourned at 3:39 p.m.



THE CITY OF NASHUA

Division of Public Works

Parks & Recreation Department

"The Gate City"

Board of Public Works Meeting of July 23, 2020 Parks & Recreation Department

Agenda

- A. Motion:** To approve the additional site at the west entrance of Mine Falls Park for the 2020 Sculpture Symposium.
- B. Motion:** To approve the purchase of a GS6-60x150-15.85-R Galaxy Outdoor Message Center from Scoreboard Enterprises of Mansfield, MA for the total purchase price of \$39,738. Funding will be through Department: 177 Parks and Recreation; Fund: Grant; Activity: GOFERR Grant.

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: July 23, 2020

From: Nicholas Caggiano, Superintendent
Parks and Recreation Department

Re: Additional site at the west entrance of Mine Falls Park for the 2020 Sculpture Symposium.

A. Motion: To approve the additional site at the west entrance of Mine Falls Park for the 2020 Sculpture Symposium.

Attachments: Letter from NISS to the Board, Sculpture Diagram and Information

Discussion:



Nashua International Sculpture Symposium

July 14th 2020

James Donchess, Mayor
Board of Public Works
9 Riverside Street
Nashua, NH 03062

Dear Mayor Donchess and Commissioners of the Board of Public Works:

The 13th annual Nashua International Sculpture Symposium is planned for August 2020. As in past years, professional international sculptors will each be creating an outdoor sculpture to be placed in the City. The 2020 sculptors who have been selected are all from the USA.

The following locations were previously approved by the Board of Public Works and are still available:

- Foster Square 2008
- Mine Falls Park Mill Pond entrance 2015
- Mine Falls Park boat ramp 2015
- Legacy Park 2017
- Nashua River Rail Trail 2017
- Constitution Plaza 2018
- Broad Street Parkway 2018
- 146 Main Street 2018
- Abbott St. Triangle 2020
- Hellenic Circle 2020
- Bricked Triangle at end of Temple Street 2020
- New Bridge by Gate City Fence 2020
- North Common 2020
- Southwood Drive Roundabout 2020
- Site near Captain's Corner 2020

I respectfully request the following location be approved by the Board of Public Works:

- The Western Entrance to Mine Falls Park

More detailed information is attached.



Nashua International Sculpture Symposium

Please do not hesitate to contact me at grace.finlay8@gmail.com or 603-417-1431 if you need additional information.

Sincerely,

Grace Finlay,
Board Member
Nashua International Sculpture Symposium

CC: Gail Moriarty, Symposium President
Lisa Fauteux, DPW Director
Andrew Patrician, DPW Assistant Director

Nashua Sculpture Symposium 2020

As a response to our 2020 theme, 'A Place in Time' our three visiting artists have designed a collaboratively sculpted environment to be implemented on the wooded hilltop at the western entrance of Mine Falls Park. The work considers how visitors interact with this natural environment as they travel down the hiking path that runs over the hilltop. The work is designed to match the natural aesthetics of the hilltop. Our artists will work primarily with natural materials, so as to match the subtlety of this natural space.

Our artists designed this collaborative installation with an understanding that the physical spaces of a community are essential for effective engagement with this very community. They designed the space with diverse practices of place making in mind; the design asks park visitors to consider the history of the space and to appreciate their access to green, natural space/place.

This year our three visiting artists are Elijah Ober, Taylor Apostol, and Kelly Cave. Each approaches the installation with their own interpretation:

Elijah Ober draws his inspiration for the space from Robert Frost's poem "Birches" as he hopes to inspire a similarly light-hearted, playful appreciation for natural spaces.

Taylor Apostol's work explores how humans develop place-based memory, and her ideas for this installation ask park visitors to consider their experience in the space as a shared participation in Nashua's community.

Through her work, Kelly Cave explores the repetitive actions that make up communal practice, and she hopes the design of this installation will amplify and highlight the hilltop as a communal environment.

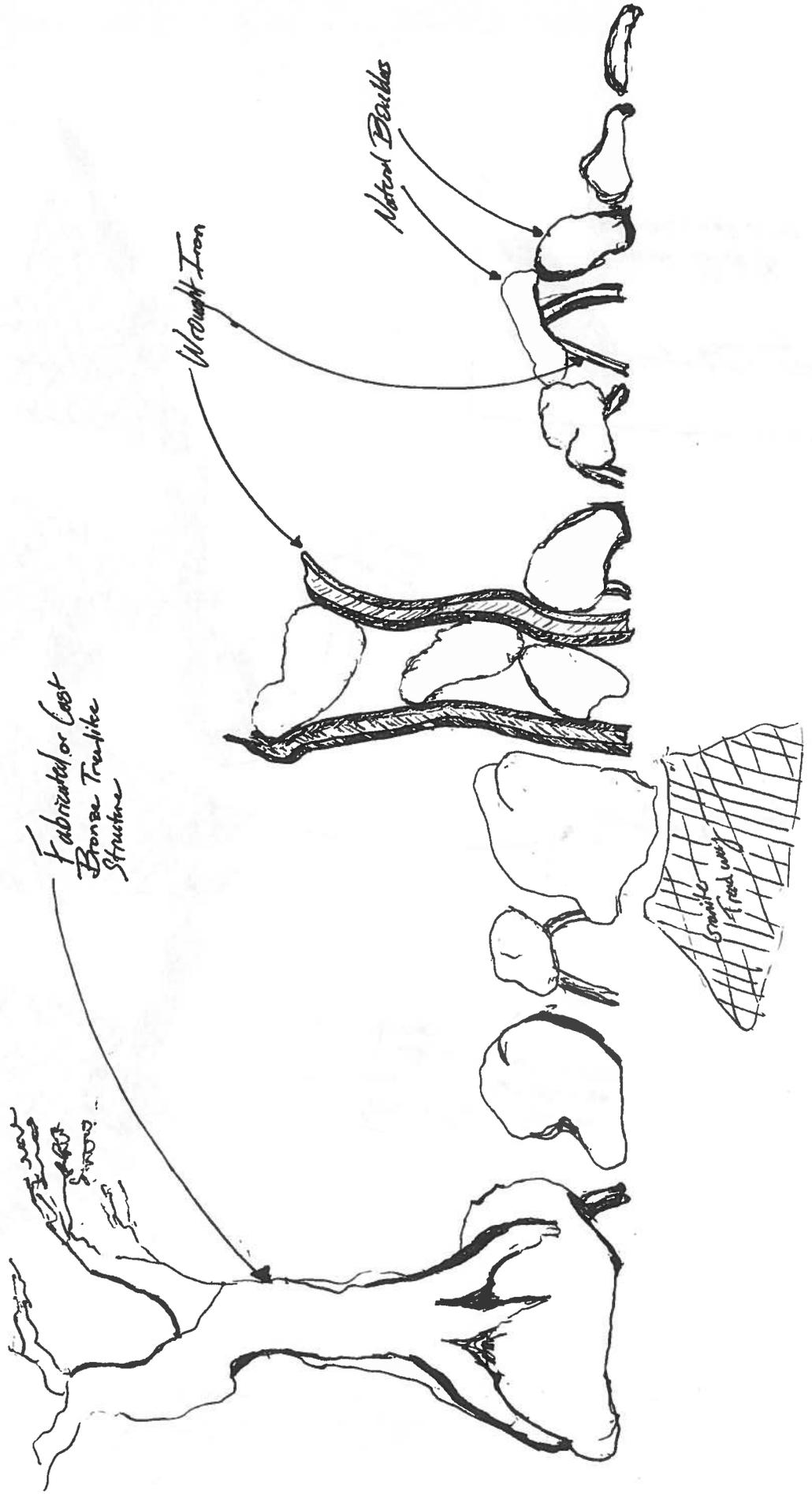
The design of the space centers around a grouping of thoughtfully placed natural stones. These provide restful seating for the weary hiker and allow for visitors to consider their presence in the space.

The design consists of two arcs of undulating stones that run on either side of the trail. Near the center of each arc, the stones lift higher and are supported by a wrought iron apparatus. The stone at the ends of each arc are round and plain. Their shapes become more intriguing and exciting towards the center of the arc. At one end of each arc a tree-like structure grows from the final, large boulder. These two structures greet visitors as they enter the space and they tell the tales of trees who have seen many lives.

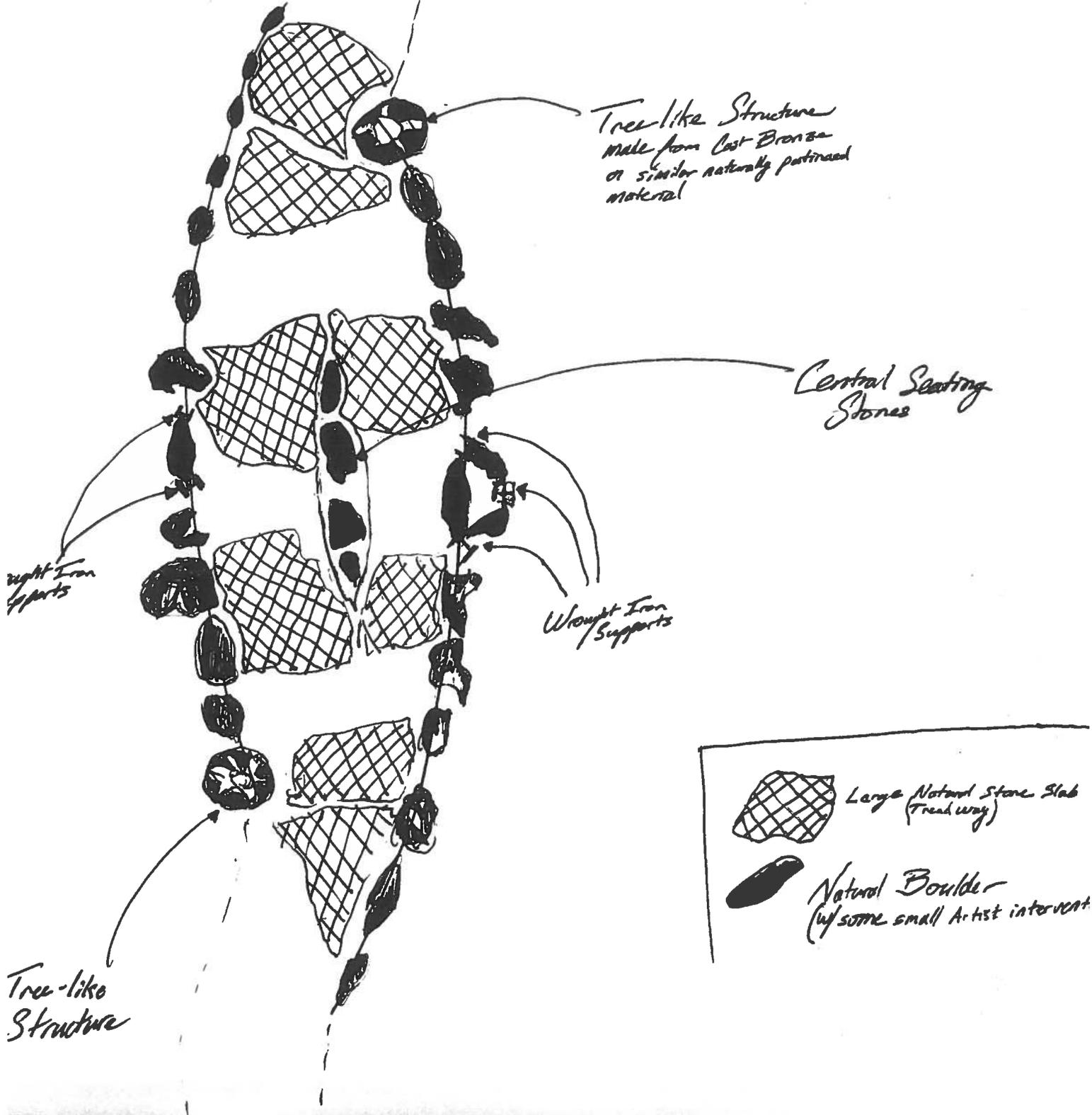
The installation will stretch 24 feet along the existing trail, and it will not affect the ease at which people traverse the hilltop. It will not affect the accessibility of the trail.

This installation requires the removal of no trees, and the work will be installed via low impact methods that are sensitive to the natural space.

Elevation I Side Profile



Aerial View



City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: Nicholas Caggiano, Superintendent
Parks and Recreation Department

Re: Purchase of an electronic sign with message board for Holman Stadium located at the Amherst Street entrance to the facility.

B. Motion: To approve the purchase of a GS6-60x150-15.85-R Galaxy Outdoor Message Center from Scoreboard Enterprises of Mansfield, MA for the total purchase price of \$39,738. Funding will be through Department: 177 Parks and Recreation; Fund: Grant; Activity: GOFERR Grant.

Attachments: Quote

Discussion: Scoreboard Enterprises Inc. quoted these message centers through the Massachusetts Higher Education Consortium (MHEC) which is the equivalent of the State Bid.

This message center will free up a portable unit often stationed at the entrance to Holman Stadium and also replace the antiquated sign and post up letter board. It will be used by many City divisions to announce important information such as:

- Community Services: Covid 19 information on social distancing and mask use
- Health Department: testing sites, clinics, flu shots
- Emergency Management: amber alerts, active shooter information, shelter in place, FEMA information
- DPW: traffic pattern changes, weather statements, snow emergencies, facility closures, Solid Waste, Streets, Wastewater and P&R service announcements, parade information, civic event information

This new message center will be funded through the GOFFER grant as part of the reconstitution process not the Parks and Recreation Department budget.

Scoreboard Enterprises Inc.

SALES - INSTALLATION - SERVICE

274 Fruit Street
508-339-8113

Mansfield, MA 02048
Fax 508-339-0184

www.scoreboardenterprises.com

QUOTE

Site Holman Stadium	Date 06 July 2020	274 Fruit St. Mansfield, MA 02048 mike@scoreboardenterprises.com Cell - 860.948.8112
Nashua Park and Recreation Dept. Nashua NH 03064	Expiry Date 04 September 2020	
	Quote Number 9575	
	Tax Number 042605006	

Description	Quantity	Amount
Message Display Components		
Galaxy Outdoor Electronic Message Center - GS6 Series - 15.85mm RGB; 2V Interconnect Cable Length 20ft. - Cabinet Size is 3'8" High by 8'1" Wide	1	25,055.00
Verizon Data Plan for Galaxy GS6 - includes data plan and control equipment.	1	1,358.00
External Temperature Sensor	1	275.00
Web Seminar	1	300.00
	Total	26,988.00
Accent Pieces		
DA-1000-8-LED Truss; 3' H x 8'1" W	2	3,420.00
2' by 2' Round Backlit Logo	2	1,850.00
Custom Outdoor Backlit Horizontal Ad Panel	2	4,530.00
	Total	9,800.00
Pricing Discounts		
MHEC Pricing + Discount	1	-6,250.00
	Total	-6,250.00
Shipping		
Shipping	1	1,550.00
	Total	1,550.00
Installation		
Install Outdoor Message Display - Existing	1	7,650.00

Total 7,650.00

Subtotal 39,738.00

Total USD 39,738.00

Installation scope for the above estimate includes the following:

- Crane Rental/Backhoe Rental
- Receive, inspect and uncrate new Daktronics Message Displays
- Remove existing sign and paint existing pole
- Mount and level new GS6-60x150-15.85-RGB-2V + DA-1000 Square Truss + Backlit Ad Panels and Logos
- Finish wire to power - power brought to the display by other
- Install Verizon Modem Communication Kit on message center
- Test all functions
- Provide On-Site Start Up Training

Standard Exclusions to include:

- SEI requires full access to the site for the duration of the installation to include but not limited to - Crane Truck, Van, Trailer, Lift, Concrete Truck and Excavation Equipment access
- SEI is not responsible for finish landscaping around excavated areas
- SEI is not responsible for repairs to finish landscaping as a result of required installation access, however we will work diligently and closely with the owner to limit any impact to the area.
- SEI requires power to the base of the structure by others
- SEI is not responsible for removing excavated material from site - SEI does not provide soil testing required by us to move off site
- SEI is not responsible for the integrity of the existing structure or existing power/data feeds.
- SEI will pull through conduits provided by others
- Scoreboard Enterprises, Inc. is not responsible for unforeseen obstruction while excavating, i.e. rock, ledge, water, and pipe - additional cost may be incurred as a result of excavation obstructions to be invoiced separately
- Scoreboard Enterprises, Inc has based the above installation on normal soil conditions, if abnormal soil conditions are encountered, additional cost may be incurred as a result of additional footing design.

-The installation quote is based the scoreboards sizes provided on this quote, if larger scoreboards are selected it may result in increased installation costs due to footing & steel requirements.

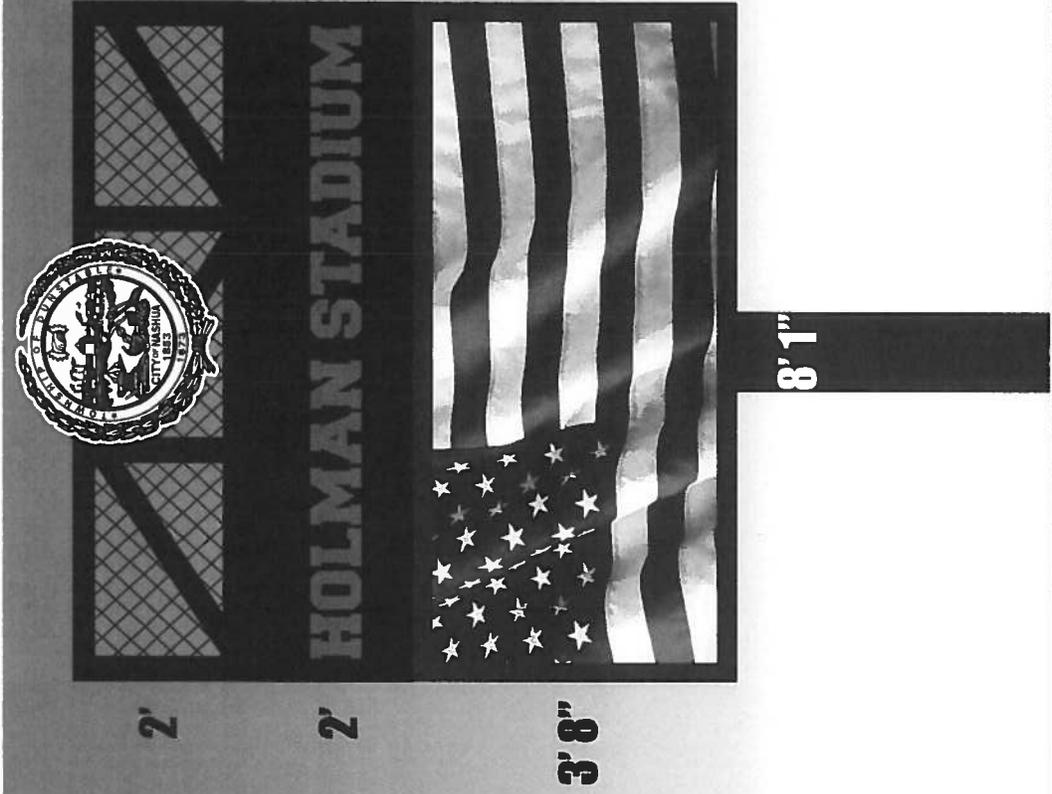
-Scoreboard Enterprises, Inc has based the above installation price on our standard Certificate of Insurance, if additional coverage or wording is required, additional fees will be the responsibility of the requestor for additional coverage/wording.

Terms of Estimate:

All quotes are valid for 60 days. Expired quotes will require all pricing to be reviewed and updated.

Daktronics Galaxy

GS6 60x150 15.85mm
Message Display
Custom DA-1000 Truss
Back-lit 2' x 8' 1" Ad Panel



**Truss is not shown
for production. Daktronics
will need to adjust cross
pieces and mesh for proper 8' 1"
proportions.**

ALL DIMENSIONS ARE APPROXIMATE

Do not use for design/engineering or ad copy approval.

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Board of Public Works Meeting of July 23, 2020 Engineering Department

Agenda

- A. Motion:** To approve the Residential and Commercial Wastewater Service Permits and Fees as submitted.
- B. Motion:** To approve Change Order No. 1 to the Pavement Management Service Contract with Stantec Consulting Services, Inc. of Burlington, MA in an amount not to exceed \$30,100. Funding will be through Department: 160 Admin/Engineering; Fund: Bond; Activity: Paving.
- C. Motion:** To approve Change Order No. 1 to the 2020 Sidewalk Program Contract with RWC Enterprises of Nashua, NH for an amount not to exceed \$40,000 funded through the Southeast Quadrant Funds (\$31,000) and Capital (\$9,000). Funding will be through Department: 160 Admin/Engineering; Funds: Trust and Capital; Account Category: 54 Property Services and Activity: Sidewalks.
- D. Motion:** To approve the hardship request from Pennichuck Water Works for excavation to repair the water service at 47 Coburn Ave.
- E. Motion:** To approve the hardship waiver request from Liberty Utilities for excavation in moratorium streets for Grade 2 leak repairs through Calendar Year 2020.
- F. Informational:** Sewer Main Repair on Reed Court at the intersection of Canal Street

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: July 23, 2020

From: Daniel Hudson, 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 June 1 to June 30, 2020.

Date	Permit Number	Location Address	Resident Name/ Company Name	Comments (Residential or Commercial)	Fees	Repair	Entrance	Connection	Betterment
6/1/2020	24022	9-11 Worcester St Lot: 35-52 Acct: 34096	MANH Properties, LLC	Residential Replacement	\$0.00 ⁽¹⁾	X			
6/2/2020	24023	41 Meade St Lot: 137A-42 Acct: 18666	Michael & Theresa Bolen	Residential Replacement	\$600.00	X			
6/15/2020	24024	96 Appleside Dr Lot: A-327 Acct: 2716	David Gosselin	Residential Replacement	\$600.00	X			

Notes:

1. Property owner hired private contractor for sewer repair.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: Pavement Management Support Services

B. Motion: To approve Change Order No. 1 to the Pavement Management Service Contract with Stantec Consulting Services, Inc. of Burlington, MA in an amount not to exceed \$30,100. Funding will be through Department: 160 Admin/Engineering; Fund: Bond; Activity: Paving.

Attachment: 3-Year Optional Pavement Management Support Service Proposal
Stantec Pavement Management Change Order No. 1

Discussion: The City has contracted Stantec Consulting Services, Inc. since 2016 to provide assistance in evaluating the pavement condition of our 300 mile road network and to make recommendations on rehabilitation and preservation methods. Using their expertise, Stantec has provided assistance in developing the necessary protocols for preventative maintenance, including updating costs and decision trees for selecting prioritized lists of roadways to pave.

At the March 20, 2019 BPW meeting, the Board approved Stantec's contract to annually re-survey and evaluate 33 percent of the City's roadway network. However, funding is required to be approved annually. This request is for \$30,100 to fund the second year of the three-year contract.

Last year Stantec satisfactorily performed the condition survey on the southern-third of the City. This year it is proposed to survey the middle-third of the City. Stantec will continue to use CartêGraph's PAVEMENTview® Plus software while evaluating approximately 101 miles, updating the Pavement Condition Index (PCI) rating for each road segment. This information enables us to assess the paving program's performance over time, monitor conditions, and select appropriate treatments in an objective and transparent way.



Stantec Consulting Services Inc.
5 Burlington Woods Drive Suite 210, Burlington MA 01803-4511

February 22, 2019

Stephen Dookran, P.E.
City Engineer
9 Riverside Street
Nashua, NH 03062

Reference: **3-Year Optional Pavement Management Support Services Proposal**

Dear Mr. Dookran:

Per your request, Stantec Consulting Services, Inc. (Stantec) has prepared the following Pavement Management Services Proposal to ensure and protect the City's municipal pavement management system investment with providing system maintenance services to maintain the City's pavement management database system.

We hereby propose to maintain the City's Cartegraph pavement management system (PMS) in Cartegraph's Navigator, Stantec will update work history, conduct pavement conditions surveys, and perform data modeling and analysis on behalf of the City. Stantec will maintain the City's pavement management database and provide exports compatible with your GIS.

Below are specific work tasks proposed to support Nashua in continuing their pro-active approach to managing its pavement assets. The intent of these tasks will be to update the City's pavement management database on an annual basis by utilizing ongoing asset facility distress surveys, conduct data analysis for future capital improvement planning and monitor system-wide metrics on Nashua's roadways.

WORK TASKS:

Pavement Management System Update:

Stantec will annually re-survey 33% of the City's roadway network, approximately 101 centerline miles each year to update the pavement surface condition (PCI) ratings using CartêGraph's PAVEMENTview@Plus software. No data will be collected on indices other than pavement condition. For each pavement segment, Stantec will capture a digital picture image and link to the database.

Stantec staff will enter and update new work history repair records for the past construction season, update distress inspection records, and conduct modeling and analysis of upcoming fiscal year roadway repair plan. This service includes attendance at one (1) meeting at Nashua DPW, a written annual summary describing Nashua's pavement condition network and financial needs, and GIS shapefile export.

SCHEDULE:

Stantec will initiate the proposed work tasks immediately upon receipt of an executed copy of this agreement/Notice to Proceed such that work tasks can be performed as soon as possible. This project is expected to require approximately six (6) months from start to completion of each annual update.

Task	Expected Completion Schedule
Executed Contract Notice to Proceed	March 2019
2019 Pavement Management System 33% Update	October 2019
Optional 2020 Pavement Management System 33% Update	October 2020
Optional 2021 Pavement Management System 33% Update	October 2021

FEE:

Our not to exceed fee to complete the proposed scope of services as defined above is Twenty-Eight Thousand and Nine Hundred Dollars (\$28,900). Should the scope of services be expanded, Stantec will discuss the additional fee to accomplish the additional scope and an amendment to this Agreement will be executed. The proposed scope of services as defined above is broken down as follows:

1. 2019 Pavement Network-Level Update Task: \$ 28,900
2. Optional 2020 Pavement Network-Level Update Task: \$ 30,100
3. Optional 2021 Pavement Network-Level Update Task: \$ 31,600

INVOICES:

Stantec will invoice the City on a monthly basis during the performance of our services, the amount of each invoice will be based on the percentage completion for each work task at the time of work performance.

Enclosed are two (2) originals. Please indicate your acceptance of this proposal by signing and dating in the spaces provided and returning one signed copy to Stantec.

Regards,

STANTEC CONSULTING SERVICES INC.



William P. Scarpati
Senior Project Manager
Phone: (781) 221-1165
william.scarpati@stantec.com



William R. Moore, P.E.
Senior Principal
Phone: (603) 263-4654
bill.moore@stantec.com

ACCEPTANCE OF THIS PROPOSAL:

If the City of Nashua agrees with proposal, the City of Nashua shall authorize Stantec to perform the work by signing and returning a copy of this proposal. By signing, the City acknowledges and agrees to attached Stantec's Scope of Services, Schedule, Fee, and previously agreed Terms and Conditions.

CITY:

By: _____

Signature: _____

Title: _____

Date Signed: _____

CHANGE ORDER

No. 1

PROJECT: Pavement Management Services

OWNER'S CONTRACT NO.: Contract for Professional Services – Pavement Management Services

EXECUTED CONTRACT DATE: July 29, 2019

DATE OF ISSUANCE: Upon City Approval EFFECTIVE DATE: Upon City Approval

OWNER: City of Nashua, NH

OWNER's Purchase Order NO.: 149648

CONTRACTOR: Stantec Consulting Services, Inc.

ENGINEER: DPW Engineering

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

Description:

To execute the 2020 Pavement Management System 33% Update from the 3-Year Pavement Management Support Services Proposal.

Justification:

The City has contracted Stantec Consulting Services, Inc. since 2016 to provide assistance in updating the City's pavement condition records. This annual effort updates the condition of each roadway and provides a recommendation on what rehabilitation and preservation methods should be used.

Stantec annually re-surveys 33% of the City's roadway network, or approximately 101 centerline miles, updating the Pavement Condition Index (PCI) ratings using CartéGraph's PAVEMENTview® Plus software. Last year Stantec performed a condition survey on the southern-third of the City. The 2020 survey is planned for the middle-third of the City.

Attachments:

3-Year Optional Pavement Management Support Services Proposal

Summary

<u>CHANGE IN CONTRACT PRICE:</u>		<u>CHANGE IN CONTRACT TIMES:</u>	
Original Contract Price \$28,900.00		Original Contract Times Substantial completion: Dec 15, 2019 Ready for final payment: Dec 31, 2019	
Net changes from previous Change Orders \$0		Net change from previous Change Orders 0 days	
Contract Price prior to this Change Order \$28,900.00		Contract Times prior to this Change Order Substantial completion: Dec 15, 2019 Ready for final payment: Dec 31, 2019	
Net Increase (decrease) of this Change Order \$30,100		Net Increase (decrease) of this Change Order 366 Days	
Contract Price with all approved Change Orders \$59,000		Contract Times with all approved Change Orders Substantial completion: Dec 15, 2020 Ready for final payment: Dec 31, 2020	
<u>RECOMMENDED:</u>	<u>ACCEPTED:</u>	<u>APPROVED:</u>	
By: _____ DPW Engineer (Authorized Signature)	By: _____ Contractor (Authorized Signature)	By: _____ Mayor Jim Donchess Owner (Authorized Signature)	
Date: _____	Date: _____	Date: _____	

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: July 23, 2020

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: 2020 Sidewalk Program
Change Order No. 1

C. Motion: To approve Change Order No. 1 to the 2020 Sidewalk Program Contract with RWC Enterprises of Nashua, NH for an amount not to exceed \$40,000 funded through the Southeast Quadrant Funds (\$31,000) and Capital (\$9,000). Funding will be through Department: 160 Admin/Engineering; Funds: Trust and Capital; Account Category: 54 Property Services and Activity: Sidewalks.

Discussion: In May a 2020 Sidewalk Program contract was approved to reconstruct approximately 900 feet of sidewalk on the south side of East Hollis Street between CVS and Harbor Avenue. Work includes construction of concrete pedestrian sidewalk, resetting of curb, and ADA compliance improvements at Medical Center Drive.

The purpose of this Change Order No. 1 is to address additional identified issues, including constructing ADA compliant ramps and landings at three adjacent street corners at the East Hollis Street/Harbor Ave/Spruce Street intersection, increasing thickness of sidewalk at the East Hollis Street/Medical Center Drive intersection to protect against damage from trucks, and improving matches to abutting properties through widened sidewalk and back curbing.

A Change Order is still being negotiated. The not to exceed estimate is based on an engineer's estimate of probable cost for extended and new contract items.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: Request to Excavate – Five-year Moratorium – 47 Coburn Ave

D. Motion: To approve the hardship request from Pennichuck Water Works for excavation to repair the water service at 47 Coburn Avenue.

Attachment: Letter from Pennichuck Water Works dated June 17, 2020 with attached map

Discussion: Pennichuck Water Works is requesting that they be granted a Street Opening Permit to repair the water service at 47 Coburn Avenue. This section of Coburn Avenue was paved on August 8, 2018. Pennichuck has attempted to perform the repair from outside of the paved street, but was not successful.

A hardship waiver from the five-year moratorium on disturbing the street after paving has been requested by Pennichuck. Under 285-13 Section A of City Ordinances, such a waiver may be granted by the Board of Public Works. The ordinance in Section G states that “construction shall not be permitted on any street paved within the past five years, except for emergency or hardship purposes only, and only if, at the licensee’s expense, the street is reconstructed...for a minimum of 20 feet beyond either end of the disturbed area...”.

Pennichuck understands that restoration of the disturbed area will need to be completed in accordance with City of Nashua ordinances, should the Board choose to grant this hardship waiver request.



25 MANCHESTER STREET
PO BOX 1947
MERRIMACK, NH 03054-1947

(603) 882-5191
FAX (603) 913-2305

WWW.PENNICHUCK.COM

June 17, 2020

Mr. Joe Mendola
City of Nashua Division of Public Works Engineering Department
9 Riverside Street
Nashua, NH 03062

RE: Proposed Moratorium Excavation – 47 Coburn Avenue

Attn. Mr. Mendola:

Pennichuck Water respectfully requests hardship to complete limited excavation in a moratorium paving area at 47 Coburn Avenue. The disturbance would entail an excavation approximately 5' wide by 5' long at this location. The work to be performed is in response to a low volume/pressure issue. Due to an issue with its water service, this property has an available flow rate of just 8 GPM with a residual of 11 psi, which is well below standard. We have already attempted to resolve the issue by excavating outside of the roadway but have determined that we must repair/replace the service's connection to the main. Coburn Avenue was surveyed for any work that needed to be completed prior to its most recent paving, such as leak repairs, service replacements, gate box or gate repairs. Any work that needed to be completed that was uncovered by the survey was finished prior to the paving work. Unfortunately, the pressure problem associated with this service only developed in the past month and is such that it must be addressed as soon as practical to ensure proper water flow is available to this residence. Pennichuck Water understands that restoration of the moratorium paving area disturbed will need to be completed according to City of Nashua ordinances, which include both paving cutbacks and grind and inlay restoration.

Regards,

A handwritten signature in black ink, appearing to read 'M. Judkins'.

Michael Judkins

Pennichuck Water



Location on service to be repaired at 47 Coburn Ave

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: Liberty Utilities Repair of Grade 2 Gas Leaks in Streets in 5-year Moratorium Streets

E. Motion: To approve the hardship waiver request from Liberty Utilities for excavation in moratorium streets for Grade 2 leak repairs through Calendar Year 2020.

Attachment: Letter from Liberty Utilities dated July 15, 2020

Discussion: In the attached letter, Liberty Utilities is requesting that a process be developed to streamline repairs for Grade 2 leaks in newly paved streets. Under 285-13 Section A of City Ordinances, such a waiver may be granted by the Board of Public Works. The ordinance in Section G states that “construction shall not be permitted on any street paved within the past five years, except for emergency or hardship purposes only, and only if, at the licensee’s expense, the street is reconstructed...for a minimum of 20 feet beyond either end of the disturbed area...”.

Repairs required for Grade 2 leaks in the past have been deemed hardships as compared to Grade 1 leak repairs which are emergencies. Public Utilities Commission (PUC) regulations states a Class I leak “represents an existing or probable hazard to persons or property, and requires immediate repair within 24 hours.” The PUC states a Class II leak “is recognized as being non-hazardous at the time of detection, but requires scheduled repair within 6 months or before the end of the calendar year based on probable future hazard of any degree...”.

Historically, Liberty Utilities has been required to request waivers from the Board for Grade 2 leaks on an individual basis, and the Board has routinely unanimously approved such requests, understanding the importance addressing them in the interest of public safety and in accordance with PUC regulations.

Liberty’s proposal is to have the Board grant an annual approval for all Grade 2 leak repairs in moratorium streets (in accordance with City ordinances), with regular reporting to the Board of where such repairs have been made. We believe this will streamline the leak repair process, and keep the Board fully informed about where repairs are occurring, while reducing the time the Board spends on review of Grade 2 leaks in moratorium streets. By reviewing and granting the Grade 2 leaks hardship request on an annual basis, the Board will have an opportunity assess each year that that the process is working satisfactorily (or not).

All other gas main work in moratorium streets will continue to be brought to the Board for independent review.



Liberty Utilities

July 15, 2020

Mr. Daniel Hudson
City of Nashua Division of Public Works Engineering Department
9 Riverside Street
Nashua, NH 03062

RE: Moratorium Excavation for Grade 2 Leaks

Attn. Mr. Hudson:

Liberty Utilities respectfully requests hardship to complete limited excavation for Grade 2 leaks found in moratorium paving areas for the remaining of the 2020 calendar year. The work to be performed would be in response to Grade 2 leaks discovered since the previous winter. The New Hampshire Public Utilities Commission requires that Grade 2 leaks are repaired within six months and in the same calendar year of their discovery.

Every year, the City provides a proposed list of streets to be paved. Each street on the City's paving list are leak surveyed prior to the beginning of the paving season, and any leaks found at the time are repaired. Unfortunately, Liberty does discover leaks on streets after they are paved and within the limits of the moratorium. Liberty understands that restoration of moratorium paving areas disturbed will need to be completed according to City of Nashua ordinances which include both paving cutbacks as well as grind and inlay restoration.

On an annual basis, Liberty Utilities will bring this request to repair Grade 2 leaks in moratorium streets to the Board of Public Works for approval. An annual approval for Grade 2 leak repairs in moratorium streets will allow Liberty to acquire street opening permits from the Engineering Department via the standard permitting process as an alternative to presenting each individual leak to the Board. Liberty will work with the City Engineering Department to provide the Board with a monthly update summarizing completed Grade 2 leak repairs. All other gas main work in moratorium streets will continue to be brought to the Board for independent review.

Best Regards,

Brad Marx
Liberty Utilities

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: July 23, 2020

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: Sewer Main Repair – Reed Court at Canal Street

F. Informational: Sewer Main Repair on Reed Court at the intersection of Canal Street

Discussion: As part of the 2020 Sewer Replacement Project, the collapsed sewer in Reed Court was replaced. A previous video inspection of the brick sewer in Canal Street showed no structural issues at the connection at Reed Court. Canal Street was paved in September 2019 and the portion of the Reed Court sewer pipe in Canal Street was planned to be left in place. Unfortunately, this pipe was found to have collapsed and in need of emergency replacement, resulting in a new pavement patch in Canal Street approximately 10 feet by 15 feet. Final restoration of this area will include milling and paving 20 feet beyond either end of the excavated area, per City Ordinance.



THE CITY OF NASHUA

Division of Public Works

Wastewater Department

"The Gate City"

Board of Public Works Meeting of July 23, 2020 Wastewater Department

Agenda

- A. Motion:** To approve Amendment #2 to the contract with Waldron Engineering of Exeter, NH in an amount not to exceed \$19,568.90 for construction administration services for the Energy Recovery Upgrade Project. Funding will be through:
Department: 169- Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrades.
- B. Motion:** To approve Change Order #7 to the Energy Recovery Upgrade contract with Methuen Construction Company of Plaistow, NH in an amount not to exceed \$39,315 for various mechanical, instrumentation and electrical modifications to the energy recovery room. Funding will be through: Department: 169- Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrade Project.
- C. Motion:** To abolish one Operator III position and create one Operator II position at the Wastewater Treatment Facility.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: David L. Boucher, Superintendent
Wastewater Department

Re: Energy Recovery Upgrades – Construction Phase Services

A. Motion: To approve Amendment #2 to the contract with Waldron Engineering of Exeter, NH in an amount not to exceed \$19,568.90 for construction administration services for the Energy Recovery Upgrade Project. Funding will be through: Department: 169- Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrades.

Attachment: Waldron Engineering Contract

Discussion: The Nashua Wastewater Treatment Facility is undergoing an upgrade of its energy recovery system. Work began in the summer of 2019 and Waldron Engineer was awarded the construction phase services contract in the amount of \$76,762. As work progressed on the project, it was realized the construction work was more complicated and took longer to install than realized. Waldron requested Amendment #1 to the contract in the amount of \$24,933.74 for additional work related to unknown utilities, associated RFI and change order reviews, and related activities. The new contract value following CO1 came to \$101,695.74.

Amendment #2 is for additional time need for the consultant services as a result of the construction taking approximately 7 months longer than anticipated. Part of the delay can be attributed to the complexity of the project but also due to Covid-19 that resulted in the delays to the contractor's ability to get work done. Amendment #2 is for \$19,568.90 bring the total contact amount to \$121,264.64. The total contract amount is still very reasonable equating to only 6% of the contract value whereas most other project have construction services costs of 8 – 10% of the construction contract value.

Amendment No. 2
to
Construction Phase Engineering Services

Between

City of Nashua, New Hampshire
And
Waldron Engineering & Construction, Inc.

This Amendment Dated _____ is attached to and made part of the **CONTRACT** between **City of Nashua, New Hampshire** and **Waldron Engineering & Construction, Inc.** dated January 17th, 2019 for Construction Phase Engineering Services.

The Additional scope is to provide engineering services for the – Attached scope of work dated 7-8-2020

Payment will be made in accordance with the original agreement based on hours and rates by labor category with mark-up and incidental expenses in accordance with the attached fee, as modified for this amendment

The original contract is hereby amended as follows:

That the dollar amount in Section III, Paragraph A, Item 2, on page 3 be amended to read:
“One Hundred and Twenty-One Thousand and Two Hundred and Sixty-Four and 64/100 (\$121,264.64)”

That the dollar amount in Section III, Paragraph B, Item 2, on page 3 be amended to read:
“Thirty-Nine Thousand and Five Hundred and Thirty-Seven and 90/100 (\$39,537.90)”

I.

ENGINEERING SERVICES CONTRACT
For Construction Phase for Energy Recovery Upgrade

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at _____ County, New Hampshire, the day, month, and year first above written.

ENGINEER:

By: _____
(Authorized Representative*)
Date: _____

OWNER:

By: _____
(Authorized Representative*)
Date: _____

APPROVED: **

DEPARTMENT OF ENVIRONMENTAL SERVICES
Water Division

By: _____
(Authorized Representative)
Date: _____

- * Signatures should be supported by appropriate document.
- ** It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.

ENGINEERING DESIGN PHASE CONTRACT
For Professional Services for Energy Recovery Upgrade

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COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF	Form Approved DES 02/06
--	----------------------------

PART I - GENERAL	
1. GRANTEE / LOANEE City of Nashua, New Hampshire	2. GRANT/LOAN NO.
3. NAME OF CONTRACTOR OR SUBCONTRACTOR Waldron Engineering & Construction, Inc.	4. DATE OF PROPOSAL July 8th , 2020
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 37 Industrial Drive, Exeter, Suite G-1, NH 03833	6. TYPE OF SERVICE TO BE FURNISHED Engineering Services

PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Project Manager	11	74	\$814	
Lead Engineer	19	52	\$988	
Staff Engineer	120	32	\$3,840	
Lead Designer	0	40	\$0	
Staff Designer	0	33	\$0	
Technician				
Clerical	8	21	\$168	
DIRECT LABOR TOTAL:				
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	X BASE =	ESTIMATED COST	
	190%	\$5,810	\$11,039	
INDIRECT COSTS TOTAL:				\$16,849
9. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION			\$1,035	
(2) PER DIEM				
TRAVEL COSTS TOTAL:				
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)			ESTIMATED COST	
	QTY	COST		
EQUIPMENT SUBTOTAL:				
c. SUBCONTRACTS			ESTIMATED COST	
SUBCONTRACTS SUBTOTAL:				
d. OTHER (Specify categories)			ESTIMATED COST	
OTHER SUBTOTAL:				
e. OTHER DIRECT COSTS TOTAL:				\$1,035
10. TOTAL ESTIMATED COST				\$17,884
11. PROFIT				\$1,684.90
12. TOTAL PRICE				\$19,568.90

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: David L. Boucher, Superintendent
Wastewater Department

Re: Energy Recovery Upgrade – Methuen Construction Change Order #7

B. Motion: To approve Change Order #7 to the Energy Recovery Upgrade contract with Methuen Construction Company of Plaistow, NH in an amount not to exceed \$39,315 for various mechanical, instrumentation and electrical modifications to the energy recovery room. Funding will be through: Department: 169- Wastewater; Fund: Wastewater; Activity: Energy Recovery Upgrade Project.

Attachment: Summary of PCO Items for Change Order #7

Discussion: The energy recovery upgrade project involves upgrading all the major components in the energy recovery room with new generators, piping, heat exchangers, pumps, controls and associated electrical components. The contract with Methuen Construction was originally in the amount of \$1,787,378. Change orders 1 thru 6 added \$124,210.27 to the contract value bringing the new contract amount to \$1,911,588.27.

Change order #7 consists of 9 additional items from the contractor (PCO 18, 21, 22, 23, 25, 27, 28, 29 and 30. PCO's 21, 22, 25 occurred as a result of generator supplier Milton CAT requiring changes to construction after the project was bid. PCO 23 is an item required by Eversource before electricity can be supplied back to the grid (after the project was bid). PCO 18 and 24 occurred as a result of the Wastewater Plant changing the location of the gas skid. PCO24 has been denied and is considered covered by PCO018. The remaining PCOs, 27, 28 and 29 are justified as these items that were not in contract and/or unexpected field conditions encountered during construction. PCO30 is to have the Contractor's integrator provide SCADA setup for the new controls. Originally that was going to be done in-house, but the electrician that was going to do the SCADA setup no longer works for the City. Waldron has lowered the amounts requested in many of these PCO's for various reasons as described in the backup material. The new contract value following approval of these change orders will be \$1,950,903.27.

Summary of PCO Items for Change Order 7

Energy Recovery Upgrades project

MC PCO	Description	MC COST	Amount Allowed by Waldron	Comments
PCO18	Fuel Blending Skid relocater	10108	6652	not enough deduct on original skid
PCO19	Chimney Stack support	3126	0	was "as equal" to specs thfr no payment
PCO20	Fuel train gas vents	6714.78	0	MC did not read plans correctly on where vent pipe is to terminate at designated location
PCO21	Install Oil Mister	5648.38	3936	Waldron recommend 1/2 assessed costs
PCO22	Piping relocation for generators	1837.55	891	Assessed at 1/2 value of work since flex hose installation on generator was foreseeable work
PCO23	Install wiring T7 to switchgear	5171.4	5171	required by Eversource
PCO24	Blending skid vents	9749.52	0	should have been part of PCO018; not clear any extra piping req'd due to skid relocation
PCO25	Fuel train fabrication	2743.06	2743	justified since Milton CAT equipment required changes to pipe fabrication
PCO25	Natural Gas Emission Testing	6725	0	Denied by Waldron-within scope of work
PCO27	Recoring Stack 2	1109	1109	Approved by Waldron
PCO28	Electrical costs due to damage wires	17168	736	Extra electrical cost should be expected when walls and/or floor was demoed as shown on plans
PCO29	Upgrade SCADA HMI Interface	13452.26	10454	Justified as originally to be done by NWTf; but assessed at fair market value of work
PCO30	Reconnect gas pressure transmitter to new control panel	7707.75	7623	Justified as tranmitter is existing but was not connected Requires coring hole thru wall to new control panel location

Total for CO7: \$39,315.00

MC = Methuen Construction
 PCO=Proposed Change Order

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020

From: David L. Boucher, Superintendent
Wastewater Department

Re: Abolish one Operator III position; add one additional Operator II position.

C. Motion: To abolish one Operator III position and create one Operator II position at the Wastewater Treatment Facility.

Attachments: Operator III and Operator II Job Descriptions

Discussion: The current Operator III and Operator II positions include a lot of overlap in duties and responsibility. With the current contract requiring us to designate shifts based off of job classifications, the Operator II's and III's are separated and not treated equally. We would like to use this opportunity to abolish the Operator III position and add one additional Operator II position, in an effort to get all operators to a single job description.

ORIGINAL

GRS, AFSCME

FOR HR ONLY: _____
JOB CODE#: 1513
EXEMPT: _____
NON-EXEMPT: X

CITY OF NASHUA
POSITION DESCRIPTION FORM

POSITION TITLE: Operator II - WTF	REPORTS TO (title): Operations Foreman
DEPARTMENT: NWTF	DIVISION: Public Works
DATE: May 1, 2009	REVIEWED BY (title): Superintendent of Wastewater

1. POSITION PURPOSE - Please briefly state the position's purpose and role. Please limit the response to the allotted space.

This position performs all duties and assignments related to the daily operations of a 16 MGD wastewater treatment facility. These duties may include sample collection, equipment operation, grit removal, chemical preparation, process review, maintenance of buildings, machinery and grounds, odor control system operation, SCADA review and operation, sludge dewatering and conditioning, tank cleaning, assistance to maintenance personnel as required, chemical feed adjustments, secondary by-pass operation, anaerobic digester operation, calibration of process equipment, process control, etc.

2. ORGANIZATIONAL RELATIONSHIPS

Who assigns work to this position?	Title: Operations Foreman	Department: NWTF
Who reviews performance of incumbent?	Title: Operations Foreman	Department: NWTF

Are there other positions that report to the same position? Yes No
If yes, please list the job titles. (Attach a separate sheet if necessary)

Operator III	Operator I, Certified	
--------------	-----------------------	--

Do any positions report directly to the incumbent of this position? Yes No
If yes, please list the titles.

--	--	--

3. JOB DIMENSIONS - Indicate the significant financial data ONLY IF incumbent has budgetary responsibilities within the scope of this position. These should include dollar amounts and any other measure specific to this position. Use current fiscal year figures.

Current fiscal year's budget: N/A
Total employees supervised: _____
* Overtime eligible: _____
* Overtime ineligible: _____

Other financial information (please specify type and amount):

Merrill L. 11/19/09
AFSCME 365

4. SPECIFIC DUTIES (cont.)

b. List the duties performed on a PERIODIC basis (e.g., WEEKLY, MONTHLY, ANNUALLY), emphasizing those that would be considered essential or fundamental to the job (i.e., those functions for which the job exists). In the last column, indicate how frequently this duty is performed (e.g., WEEKLY, MONTHLY, ANNUALLY).

JOB DUTY	FREQUENCY
Operates grit removal equipment	Weekly
Transports grit, screening and trash to the landfill	Weekly
Grit removal from anaerobic digester	Quarterly
Tank cleaning	Bi-annually
Receives deliveries of chemicals and equipment from vendors	Weekly
Responds to odor complaints and checks odor equipment for normal operation	Occasional
Operates by-pass system and performs required testing and complete forms	Occasional
Works with maintenance crews or departments as required	Occasional
Takes and responds to calls from the general public	Occasional
Inputs process data into a computer as required	Intermittent
Performs snow removal duties	As Assigned
Performs other related duties	As Assigned

c. List the duties performed on an INTERMITTENT or OCCASIONAL basis. Those duties are likely to be infrequent or incidental (they could be performed by others without altering the underlying reason this job exists). In the last column, indicate how frequently this duty is performed.

JOB DUTY	FREQUENCY

5. WORKING RELATIONSHIPS

List by title the positions this position has most frequent contact with. What is the frequency and nature of these contacts?

Within division/department	Frequency	Purpose
Operations Foreman	Daily	Supervision/Coordination/Information
Operator III, Operator I, Certified	Daily	Work together on operations
Mechanic 1 st Class	Weekly	Work together on projects/maint.

Outside the division/department (Including School Dept)

N/A		

mce

6. CONFIDENTIAL DATA

a. Does this position work with information, processes, or data that are, or would be, sensitive or damaging to individuals or the City if made public or not properly safeguarded?

YES [] NO [X]

b. If yes, what kind of information is it (i.e., investigative, financial, etc.)?

7. PROBLEM SOLVING AND DECISION MAKING Describe problems the incumbent of this position solves and decisions made by this position (give examples).

a) Determines amount of chemical feed and makes adjustments to equipment. Adjusts equipment such as thickeners and biosolids dewatering equipment. Adjusts process control parameters.

Describe problems or decisions, which the incumbent of this position refers to others for help (give examples).

b) Process problems, sampling problems, equipment malfunctions, proper procedures, etc.

8. REVIEW OF WORK

Does the incumbent of this position have to submit any work in progress for review and approval? If so, what and to whom is it given?

Plant checks, laboratory analysis results, equipment logs, etc.

9. SUPERVISION OF OTHERS' WORK

Check those supervisory responsibilities that are a part of this job:

- Instructional tasks: Instructing, Reviewing work, Maintaining standards, Allocating personnel, Selecting new employees, Transferring/promoting employees, Discipline, Discharge, Salary increase.
Administrative tasks: Assigning work, Planning work of others, Coordinating activities, Acting on employee problems.
Approval tasks: Recommend? Approve? for various actions.

10. EDUCATION AND TRAINING

a. How much formal education is necessary to do this job (check one):

- Less than high school
High school
High school, plus 1 year schooling (checked)
Type coursework: Wastewater process
High school, plus 2-3 years schooling
Type coursework:
Associate Degree (2 years) Major:
College degree (4 years) Major:
College degree plus other schooling
Type coursework:

m2c

- b. List additional specialized courses, subjects, or training that are necessary but not available through high school or college:

Must possess a Grade II NH Operator Certificate. Must obtain a CDL-B driver's license within six (6) months of acceptance of this position.

- c. How much similar or related work experience is necessary for a person starting this job (check one):

- 6 months or less 5 to 8 years
 6 months to 1 year more than 8 years
 1 to 3 years other (specify): _____
 3 to 5 years

- d. How long should it take an employee with the necessary education and experience (as shown above) to become familiar enough with the details of the job to do it reasonably well (check one)?

- 2 weeks or less 1 year
 3 months 2 years
 6 months other (specify): _____

11. MACHINES, TOOLS, AND EQUIPMENT

List the machines, tools, equipment, electronic devices, and/or software the incumbent of this position is required to use in performing this job. Indicate the frequency of their use (e.g., C-continually, F-frequently, or O-occasionally):

MACHINE, TOOL, EQUIPMENT, ELECTRONIC DEVICE, OR SOFTWARE	FREQUENCY
pH Meter, Chlorine residual analyzer	F
Gas Meters	F
Wastewater Sampler	F
Lawn Mowers, Trimmers	O
Gravity Belt Thickener, Filter Press	F
Hand Tools	C
Computer	O

12. MENTAL EFFORT

- a. Reasoning development. Indicate the level of mental reasoning necessary to perform this job (check one):

- Follow one- or two-step instructions; routine, repetitive task.
 Carry out detailed but involved written or verbal instructions; deal with a few concrete variables.
 Follow written, verbal, or diagrammatic instructions; several concrete variables.
 Solve practical problems; variety of variables with limited standardization; interpret instructions.
 Logical or scientific thinking to solve problems; several abstract and concrete variables.
 Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts.

MSE

b. Mathematical development. Indicate the level of mathematical development necessary to perform this job (check one):

- Simple addition and subtraction; copying figures, counting, and recording.
- Add, subtract, multiply, and divide whole numbers.
- Arithmetic calculation involving fractions, decimals, and percentages.
- Arithmetic, algebraic, and geometric calculations.
- Advanced mathematical and statistical techniques such as calculus, factor analysis, and probability determination.
- Highly complex mathematical and statistical techniques such as calculus, factor analysis, and probability determination; requires theoretical application.

c. Language development. Indicate the level of language development necessary to perform this job (check one):

- Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing.
- Ability to file, post, and mail materials; copy data from one record to another; interview to obtain basic information such as age, and occupation; guide people and provide basic direction.
- Ability to transcribe dictation; make appointments and process mail; write form letters or routine correspondence; interpret written work instructions; interview job applicants.
- Ability to compose original correspondence, follow technical manuals, and have increased contact with people.
- Ability to report, write, or edit articles for publications; prepare deeds, contracts, leases, or mortgages; prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data.

13. **PHYSICAL EFFORT**

a. Indicate the physical activity required to perform this job (check one):

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light work ('X' all that apply):

- i. Exerting up to 20 pounds of force occasionally
- ii. Exerting up to 10 pounds of force frequently
- iii. Exerting a negligible amount of force constantly to move objects (If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.)

mle

Medium work ('X' all that apply):

- i. Exerting up to 50 pounds of force occasionally
- ii. Exerting up to 20 pounds of force frequently
- iii. Exerting up to 10 pounds of force constantly to move objects

Heavy work ('X' all that apply):

- i. Exerting up to 100 pounds of force occasionally
- ii. Exerting up to 50 pounds of force frequently
- iii. Exerting up to 20 pounds of force constantly to move objects

Very heavy work ('X' all that apply):

- i. Exerting in excess of 100 pounds of force occasionally
- ii. Exerting in excess of 50 pounds of force frequently
- iii. Exerting in excess of 20 pounds of force constantly to move objects

b. Indicate the visual requirements necessary to perform this job (check all that apply):

- Far vision: Clarity of vision at 20 feet or more
- Near vision: Clarity of vision at 20 inches or less
- Mid-range vision: Clarity of vision at distances of more than 20 inches and less than 20 feet
- Depth perception: The ability to judge distance and space relationships, so as to see objects where and as they actually are
- Color vision: Ability to identify and distinguish colors
- Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point.

c. Indicate the physical activity necessary to perform this job (check all that apply):

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility emphasized. This factor is important if the amount and kind of climbing requires exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending and downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of lower extremities and back muscles.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Crawling: Moving about on hands and knees or hands and feet.

mje

- Reaching:** Extending hand (s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
- Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arms as in grasping.
- Grasping:** Applying pressure to an object with the fingers and palm.
- Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which workers must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing:** Perceiving the nature of sounds with no less than a 40-db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. Ability to receive detailed information through verbal communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions:** Substantial movements (motions) of the wrists, hands and/or fingers.

14. **WORKING CONDITIONS:**

Indicate any disagreeable job conditions to which the incumbent of this position are exposed and the frequency (e.g., C-continually, F-frequently, or O-occasionally) of this exposure. For each condition or environmental factor, indicate the nature or reason for such exposure. Write "not applicable" if no disagreeable conditions exist.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE/REASON OF EXPOSURE	FREQ
DIRT	Grease, Rust, Dust and Biological Contaminants	C
NOISE	Machines, Power Tools, Blowers, Compressors	F
TEMPERATURE EXTREMES	Indoor/Outdoor - All Seasons	O
DAMPNESS	Sewage, Wastewater Sprays, Rain	C
VIBRATIONS	Rarely	O
EQUIPMENT MOVEMENT HAZARD	High/Low Speed, Heavy, High Torque	O
DANGEROUS CHEMICALS/ SOLVENTS	Processing Chemicals, Caustics, Acids, Oxidizing Agents, Petroleum Products	F
ELECTRICAL SHOCK	Exposure to up to 34,000 volts	C
SIGNIFICANT WORK PACE/ PRESSURE	Emergency responses	O
OTHER (specify)	Hazardous Gas Exposure	C
	Exposure to objectionable odor	F

WSE

15. SUPERVISOR COMMENTS:

NOTE TO SUPERVISOR: Your signature below indicates that you have reviewed the above position description. Do not erase or change any of the respondent's answers. If you want to make revisions, enter them in RED pencil in the appropriate spaces. If needed, use additional sheets, numbering your comments to match the items in questions. These items will be reviewed with you before a final position description is prepared.

Approved by: Mario Belue Title: WASTEWATER TREATMENT 10/13/09
(Immediate Supervisor)

Approved by: [Signature] 10-13-09 Title: Director, DAW

How many employees under your supervision perform the same job described above?

Comments of supervisor:

Approved by: _____ Title: _____

Approved by: _____ Title: _____

16. EMPLOYEE COMMENTS:

The signature below indicates that you have reviewed the above position description.

Employee Signature: _____ Title: _____

Comments of Employee:

MSR

ORIGINAL

GR5, AFSCME

FOR HR ONLY: _____
JOB CODE#: 1514
EXEMPT: _____
NON-EXEMPT: X

CITY OF NASHUA
POSITION DESCRIPTION FORM

POSITION TITLE: Operator III - WTF	REPORTS TO (title): Operations Foreman
DEPARTMENT: Wastewater	DIVISION: Public Works
DATE: May 1, 2009	REVIEWED BY (title): Superintendent of Wastewater

1. POSITION PURPOSE - Please briefly state the position's purpose and role. Please limit the response to the allotted space.

This position is accountable for performing all daily functions related to the overall operation of a wastewater treatment facility. Be able to make calculated assessments of plant processes.

2. ORGANIZATIONAL RELATIONSHIPS

Who assigns work to this position?	Title: Operations Foreman	Department: NWTF
Who reviews performance of incumbent?	Title: Operations Foreman	Department: NWTF

Are there other positions that report to the same position? Yes No
If yes, please list the job titles. (Attach a separate sheet if necessary)

Operator II	Operator I, Certified	
-------------	-----------------------	--

Do any positions report directly to the incumbent of this position? Yes No
If yes, please list the titles.

--	--	--

3. JOB DIMENSIONS - Indicate the significant financial data ONLY IF incumbent has budgetary responsibilities within the scope of this position. These should include dollar amounts and any other measure specific to this position. Use current fiscal year figures.

Current fiscal year's budget: N/A
Total employees supervised: _____
* Overtime eligible: _____
* Overtime ineligible: _____

Other financial information (please specify type and amount):

Margaret Curran 11/19/09
AFSCME 365

4. SPECIFIC DUTIES (cont.)

b. List the duties performed on a PERIODIC basis (e.g., WEEKLY, MONTHLY, ANNUALLY), emphasizing those that would be considered essential or fundamental to the job (i.e., those functions for which the job exists). In the last column, indicate how frequently this duty is performed (e.g., WEEKLY, MONTHLY, ANNUALLY).

JOB DUTY	FREQUENCY
Maintains aeration System	As Needed
Evaluates process and equipment performance	As Needed
Conducts sludge processing	As Needed
Receives chemical deliveries	As Needed
Assists Laboratory personnel with routine analysis and gathering of samples	As Needed
Assists Maintenance personnel in plant or at pump stations	As Needed
Operates Roll-Off Truck	As Needed
Performs snow removal duties	As Assigned
Performs other related duties	As Assigned

c. List the duties performed on an INTERMITTENT or OCCASIONAL basis. Those duties are likely to be infrequent or incidental (they could be performed by others without altering the underlying reason this job exists). In the last column, indicate how frequently this duty is performed.

JOB DUTY	FREQUENCY

5. WORKING RELATIONSHIPS

List by title the positions this position has most frequent contact with. What is the frequency and nature of these contacts?

Within division/department	Frequency	Purpose
Operations Foreman	Daily	Job Assignment
Operator II and Operator I, Certified	Daily	Work Assistance
Superintendent	As Needed	Wastewater Process
Laboratory Supervisor	As Needed	Lab Tests/Acting Foreman Duties
Maintenance Foreman	As Needed	Wastewater Process
Electrical Diagnostic Technicians	As Needed	Assist on upgrade of SCADA
Collection System Foreman and Crews	As Needed	Assistance

Outside the division/department (Including School Dept)

N/A		

6. CONFIDENTIAL DATA

a. Does this position work with information, processes, or data that are, or would be, sensitive or damaging to individuals or the City if made public or not properly safeguarded?

YES NO

MLG

b. If yes, what kind of information is it (i.e., investigative, financial, etc.)?

7. **PROBLEM SOLVING AND DECISION MAKING** Describe problems the incumbent of this position solves and decisions made by this position (give examples).

a) Chemical dosages, overall operation of process performance.

Describe problems or decisions, which the incumbent of this position refers to others for help (give examples).

b) Process changes, shutting down major process components such as clarifiers, aeration tanks, etc., solving mechanical problems with equipment

8. **REVIEW OF WORK**

Does the incumbent of this position have to submit any work in progress for review and approval? If so, what and to whom is it given?

9. **SUPERVISION OF OTHERS' WORK**

Check those supervisory responsibilities that are a part of this job:

- | | |
|--|--|
| <input type="checkbox"/> Instructing | <input type="checkbox"/> Assigning work |
| <input type="checkbox"/> Reviewing work | <input type="checkbox"/> Planning work of others |
| <input type="checkbox"/> Maintaining standards | <input type="checkbox"/> Coordinating activities |
| <input type="checkbox"/> Allocating personnel | <input type="checkbox"/> Acting on employee problems |
| <input type="checkbox"/> Selecting new employees | |
| <input type="checkbox"/> Transferring/promoting employees (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) | |
| <input type="checkbox"/> Discipline (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) | |
| <input type="checkbox"/> Discharge (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) | |
| <input type="checkbox"/> Salary increase (Recommend? <input type="checkbox"/> Approve? <input type="checkbox"/>) | |

10. **EDUCATION AND TRAINING**

a. How much formal education is necessary to do this job (check one):

- Less than high school
- High school
- High school, plus 1 year schooling
Type coursework: _____
- High school, plus 2-3 years schooling
Type coursework: Wastewater Operations, Basic Biology, Chemistry, Math, Maintenance, Computer knowledge courses. _____
- Associate Degree (2 years) Major: _____
- College degree (4 years) Major: _____
- College degree plus other schooling
Type coursework: _____

b. List additional specialized courses, subjects, or training that are necessary but not available through high school or college:

Must possess a Grade III NH Operator Certificate. Must accumulate 2 C.E.U.'s of Wastewater related credits every two years to retain certification. Must obtain a CDL - B driver's license within six (6) months of acceptance of this position.

c. How much similar or related work experience is necessary for a person starting this job (check one):

- 6 months or less
- 6 months to 1 year
- 1 to 3 years
- 3 to 5 years
- 5 to 8 years
- more than 8 years
- other (specify): _____

d. How long should it take an employee with the necessary education and experience (as shown above) to become familiar enough with the details of the job to do it reasonably well (check one)?

- 2 weeks or less
- 3 months
- 6 months
- 1 year
- 2 years
- other (specify): _____

11. MACHINES, TOOLS, AND EQUIPMENT

List the machines, tools, equipment, electronic devices, and/or software the incumbent of this position is required to use in performing this job. Indicate the frequency of their use (e.g., C-continually, F-frequently, or O-occasionally):

MACHINE, TOOL, EQUIPMENT, ELECTRONIC DEVICE, OR SOFTWARE	FREQUENCY
Belt Press, D.O. Meters, PH Meters, Cl ₂ other Lab Equipment, Various Hand Tools	Continually
Computers, printers, MS Word, Excel	Frequently
Cell Phones, Multi-Line Telephones, 2-Way Radios	Frequently
Fax Machine, Copy Machine	Occasionally
Roll-Off Truck	Occasionally
	Occasionally

12. MENTAL EFFORT

a. Reasoning development. Indicate the level of mental reasoning necessary to perform this job (check one):

- Follow one- or two-step instructions; routine, repetitive task.
- Carry out detailed but involved written or verbal instructions; deal with a few concrete variables.
- Follow written, verbal, or diagrammatic instructions; several concrete variables.
- Solve practical problems; variety of variables with limited standardization; interpret instructions.
- Logical or scientific thinking to solve problems; several abstract and concrete variables.
- Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts.

b. Mathematical development. Indicate the level of mathematical development necessary to perform this job (check one):

- Simple addition and subtraction; copying figures, counting, and recording.
- Add, subtract, multiply, and divide whole numbers.
- Arithmetic calculation involving fractions, decimals, and percentages.
- Arithmetic, algebraic, and geometric calculations.
- Advanced mathematical and statistical techniques such as calculus, factor analysis, and probability determination.
- Highly complex mathematical and statistical techniques such as calculus, factor analysis, and probability determination; requires theoretical application.

c. Language development. Indicate the level of language development necessary to perform this job (check one):

- Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing.
- Ability to file, post, and mail materials; copy data from one record to another; interview to obtain basic information such as age, and occupation; guide people and provide basic direction.
- Ability to transcribe dictation; make appointments and process mail; write form letters or routine correspondence; interpret written work instructions; interview job applicants.
- Ability to compose original correspondence, follow technical manuals, and have increased contact with people.
- Ability to report, write, or edit articles for publications; prepare deeds, contracts, leases, or mortgages; prepare and deliver lectures; interview, counsel, or advise people; evaluate technical data.

13. PHYSICAL EFFORT

a. Indicate the physical activity required to perform this job (check one):

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light work ('X' all that apply):

- i. Exerting up to 20 pounds of force occasionally
- ii. Exerting up to 10 pounds of force frequently
- iii. Exerting a negligible amount of force constantly to move objects (If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.)

Medium work ('X' all that apply):

- i. Exerting up to 50 pounds of force occasionally
- ii. Exerting up to 20 pounds of force frequently
- iii. Exerting up to 10 pounds of force constantly to move objects

Heavy work ('X' all that apply):

- i. Exerting up to 100 pounds of force occasionally
- ii. Exerting up to 50 pounds of force frequently
- iii. Exerting up to 20 pounds of force constantly to move objects

Very heavy work ('X' all that apply):

- i. Exerting in excess of 100 pounds of force occasionally
- ii. Exerting in excess of 50 pounds of force frequently
- iii. Exerting in excess of 20 pounds of force constantly to move objects

b. Indicate the visual requirements necessary to perform this job (check all that apply):

- Far vision: Clarity of vision at 20 feet or more
- Near vision: Clarity of vision at 20 inches or less
- Mid-range vision: Clarity of vision at distances of more than 20 inches and less than 20 feet
- Depth perception: The ability to judge distance and space relationships, so as to see objects where and as they actually are
- Color vision: Ability to identify and distinguish colors
- Field of vision: Ability to observe an area up or down or to the right or left while eyes are fixed on a given point.

c. Indicate the physical activity necessary to perform this job (check all that apply):

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility emphasized. This factor is important if the amount and kind of climbing requires exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending and downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of lower extremities and back muscles.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending legs and spine.

- Crawling:** Moving about on hands and knees or hands and feet.
- Reaching:** Extending hand (s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
- Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arms as in grasping.
- Grasping:** Applying pressure to an object with the fingers and palm.
- Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which workers must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing:** Perceiving the nature of sounds with no less than a 40-db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. Ability to receive detailed information through verbal communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions:** Substantial movements (motions) of the wrists, hands and/or fingers.

14. WORKING CONDITIONS:

Indicate any disagreeable job conditions to which the incumbent of this position are exposed and the frequency (e.g., C-continually, F-frequently, or O-occasionally) of this exposure. For each condition or environmental factor, indicate the nature or reason for such exposure. Write "not applicable" if no disagreeable conditions exist.

WORKING CONDITION/ ENVIRONMENTAL FACTOR	NATURE/REASON OF EXPOSURE	FREQ
DIRT	Grease, Rust, Dust and Biological Contaminants	C
NOISE	Machines, Power Tools, Blowers, Compressors	F
TEMPERATURE EXTREMES	Indoor/Outdoor - All Seasons	O
DAMPNESS	Sewage, Wastewater Sprays, Rain	C
VIBRATIONS	Rarely	O
EQUIPMENT MOVEMENT HAZARD	High/Low Speed, Heavy, High Torque	O
DANGEROUS CHEMICALS/ SOLVENTS	Processing Chemicals, Caustics, Acids, Oxidizing Agents, Petroleum Products	F
ELECTRICAL SHOCK	Exposure to up to 34,000 volts	C
SIGNIFICANT WORK PACE/ PRESSURE	Emergency responses	O
OTHER (specify) Gas	Hazardous Gas Exposure	C
Odor	Exposure to objectionable odor	F

15. SUPERVISOR COMMENTS:

NOTE TO SUPERVISOR: Your signature below indicates that you have reviewed the above position description. Do not erase or change any of the respondent's answers. If you want to make revisions, enter them in RED pencil in the appropriate spaces. If needed, use additional sheets, numbering your comments to match the items in questions. These items will be reviewed with you before a final position description is prepared.

Approved by: Mario Belen Title: WASTEWATER TREATMENT 10/13/09
(Immediate Supervisor)

Approved by: [Signature] 10-13-09 Title: Director, DPW

How many employees under your supervision perform the same job described above?

Comments of supervisor:

Approved by: _____ Title: _____

Approved by: _____ Title: _____

16. EMPLOYEE COMMENTS:

The signature below indicates that you have reviewed the above position description.

Employee Signature: _____ Title: _____

Comments of Employee:



THE CITY OF NASHUA

Division of Public Works

Administration Department

"The Gate City"

Board of Public Works Meeting of July 23, 2020 Administration

Agenda

- A. Motion:** To accept the City of Nashua COVID-19 Return to Work Policy & Temporary Policy on Emergency Leave due to Coronavirus (COVID-19), effective July 6, 2020.
- B. Informational:**
 - i. **Budget Transfers – June 2020**
 - ii. **Director's Report**

City of Nashua, Public Works Division

To: Board of Public Works

Meeting Date: July 23, 2020

From: Lisa Fauteux, Director Public Works
Administration

Re: COVID-19 Return to Work Policy & Temporary Policy on Emergency Leave due to
Coronavirus (COVID-19) – July 6, 2020

A. Motion: To accept the City of Nashua COVID-19 Return to Work Policy & Temporary Policy
on Emergency Leave due to Coronavirus (COVID-19), effective July 6, 2020.

Attachments: COVID-19 Return to Work Policy & Temporary Policy on Emergency Leave due to
Coronavirus (COVID-19) – July 6, 2020

Discussion:



City of Nashua, New Hampshire

COVID-19 Return to Work Policy

1. POLICY

This policy applies to City of Nashua employees and includes return to work requirements and procedures for employees returning to work amid the COVID-19 pandemic.

As part of resuming business operations, it is the City's goal to introduce a phased approach return, which is based upon the level of disease transmission in the community and readiness to protect the health and safety of employees and citizens.

2. PROCEDURES

An email, including educational material, should be sent to all employees informing them of the COVID-19 Return to Work Policy.

Employees at each City building will be required to arrive through a designated point of entry before starting their assigned work shift. Signage should be posted at all designated entries alerting employees entering the building of the screening process and the requirement of wearing a mask upon entering the building.

Prior to entering, a health screening process will be administered by a designated *Interviewer/Temperature Taker* and overseen by the *Screening Unit Lead*. This process will consist of a series of health questions related to COVID-19 as set forth by the City of Nashua Public Health Department, including a temperature check for each employee.

Any employee who experiences respiratory like illness or COVID-19 related symptoms should stay at home, notify their supervisor and self-monitor. The employee should consult with their health care provider, Telehealth, urgent care or seek testing through one of their public testing options.

Administrative Roles

Screening Unit Lead

- a. Serves as a positive ambassador for health screening initiative.
- b. Ensures compliance with health screening procedures.
- c. Ensures that health screening process and staffing are in place; supports staffing as needed.
- d. Meets with "screened out" employees.
- e. PPE Requirement: Masks



City of Nashua, New Hampshire

COVID-19 Return to Work Policy

Interviewer/Temperature Taker

- a. Responsible for administering questions and taking temperatures of employees.
- b. This would be accomplished via pre-established questions and “no touch” thermometers.
- c. PPE Requirement: Masks

Step by Step Screening Process

Employees will be screened upon entrance into the designated screening area and will be expected to wear a face covering and practice social distancing by remaining 6 feet away from other employees within the screening area.

COVID-19 Screening Process Questions and Temperature Check

- a. Have you been in close contact with a confirmed or suspected case of COVID-19?
- b. Have you had a fever or felt feverish in the last 72 hours?
- c. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
- d. Are you experiencing any new muscle aches or chills?
- e. Have you experienced any new change in your sense of taste or smell?
- f. Are you experiencing any digestive symptoms such as diarrhea, loss of appetite, nausea or abdominal pain?
- g. Temperature Check

Interviewer/Temperature Taker

- a. If an employee answers yes to any of the questions above then the employee must be “screened out” by referring the employee to the Screening Unit Lead.
- b. Communicate to employee that you are now going to take their temperature; take temperature.
- c. If temperature is 100.4 F or greater, employee must be “screened out” by referring the employee to the Screening Unit Lead.
- d. If the employee has a confirmation reading above 100.4 F, but the employee feels fine, the Interviewer/Temperature Taker will provide a 2nd thermometer reading. If the 2nd reading is above 100.4 F, and the individual feels fine, the individual should STILL be “screened out” by referring the employee to the Screening Unit Lead.

Screening Unit Lead

- a. Will reference “COVID-19 Stay Home Script” and utilize the Public Health Department as a resource when needed.
- b. Will meet with all employees that have been “screened out” to answer questions and determine if the employee needs to be instructed to leave premises and consult with their primary care physician, telehealth, urgent care or seek testing through one of the public testing options.



City of Nashua, New Hampshire COVID-19 Return to Work Policy

- c. Will alert via the "COVID-19 Return to Work Alert Form" the division director, supervisor and Human Resources that an employee has been sent home.

Screened Out Employee

- a. After being "screened out," the employee should go home and consult with their health care provider, telehealth, urgent care or seek testing through one of the public testing options.
- b. The employee should follow all medical recommendations and stay in communication with their direct supervisor.
- c. Employees should reference the City's Temporary Policy on Emergency Leave Due to COVID-19 that was approved by the BOA on June 23, 2020 and the Governor's Safer at Home Guidance: <https://www.covidguidance.nh.gov/>

Hygiene Practices

Good hand hygiene and proper disinfection practices are habits that will aid in the prevention of contracting COVID-19.

- a. Employees who share workstations will sanitize the area at the beginning of their shift, frequently throughout the day and at the end of their shift.
- b. Employees who share a vehicle will sanitize steering wheel, controls, door handles, etc. at the beginning of their shift, between multiple drivers and at the end of their shift.
- c. Departments will be responsible for area cleanings and wiping down shared workspace equipment after each use during working hours.
- d. Alcohol-based hand sanitizer will be made readily available for both staff and citizens at entrances, exits, checkout locations and other commonly used areas within City facilities.
- e. Employees must wash their hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- f. Employees should clean hands:
 - i. Before and after work shifts.
 - ii. Before and after work breaks.
 - iii. After blowing nose, coughing or sneezing.
 - iv. After using the restroom.
 - v. Before and after eating or preparing food.
 - vi. After putting on, touching or removing cloth face covering.
 - vii. Before and after smoking or vaping.



City of Nashua, New Hampshire

COVID-19 Return to Work Policy

Personal Protective Equipment (PPE) - Cloth Face Coverings

When PPE is properly worn, removed, and discarded it is effective in protecting both the persons who wears it and those with whom that person comes into contact.

- a. Employees are required to wear a face covering over their mouths and nose in all common areas of the building, including upon entry. *If you are unable to wear a mask for medical reasons contact your Human Resources Department.*
- b. Employees must wear a face covering over their mouth and nose whenever they are within six feet of a member of the public and should wear a face covering over their mouth and nose whenever they are within six feet of a co-worker.
- c. While sharing a vehicle, employees must wear a face covering over their mouth and nose.
- d. Employees wearing face coverings shall not touch their face or adjust their face covering without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized again.
- e. The City will provide each employee with at least two face coverings, with documentation on washing procedures. Thereafter, employees will be responsible for any additional face coverings.

Social Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19.

- a. To the greatest extent possible, employees shall observe “social distancing” which is keeping a distance of at least 6 or more feet between one another at all times (i.e. remote worksites, physical spacing, virtual meetings, etc.).
- b. Employees are discouraged from using each other’s phones, desks, offices or other work tools and equipment. If it is unavoidable and an employee uses another employee’s desk, phone or other work tools and equipment, that employee is responsible for disinfecting all items used.

3. TRAINING

Employee safety training per Centers for Disease Control and Prevention (CDC) guidelines will be available from the Risk Management Department and Community Services Department.

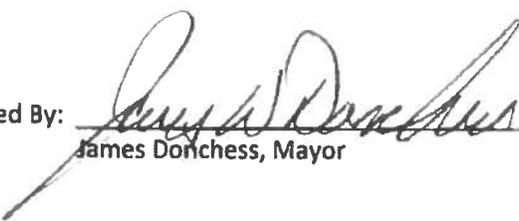
The City of Nashua at its option, may change, delete, suspend, or discontinue part or all of the policy, at any time without prior notice.



City of Nashua, New Hampshire

COVID-19 Return to Work Policy

Effective Date: July 6, 2020
Policy: COVID-19 Return to Work Policy
Revision Date: N/A
Supersedes: N/A
Policy #: COVID19-3

Approved By:  Date 6/24/20
James Donchess, Mayor



Temporary Policy on Emergency Leave due to Coronavirus (COVID-19) – July 6, 2020

Starting Monday, July 6th, new workplace safety policies enable the City to begin a phased approach to reoccupying City Hall and other administrative buildings. The Temporary Policy approved by the Board of Aldermen on March 16 is discontinued effective Sunday, July 5th.

Quarantine

Effective July 6th, any employee who should quarantine in accordance with the Families First Coronavirus guidelines "(pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis" should do so; the City will continue to pay that employee regular wages without requiring them to use any personal leave time. Quarantined employees may be required to perform work remotely as directed by their supervisor to the extent they are able to do so.

Child Care

Effective July 6th, the City of Nashua will comply with the Families First Coronavirus Response Act (FFCRA), which provides "two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor."

Further, for employees that the City has employed for at least 30 days, the City will provide "up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19."

Effective Date

This policy will be effective July 6th, 2020 regardless of contractual obligations or lack thereof. City administration will work towards approval by each employer board and union. The Mayor is authorized to set an end date for this temporary policy.

Effective Date: July 6, 2020

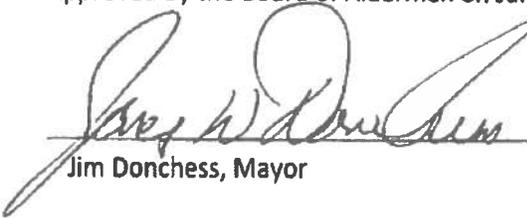
Policy: Temporary Policy on Emergency Leave due to Coronavirus (COVID-19) – July 6, 2020

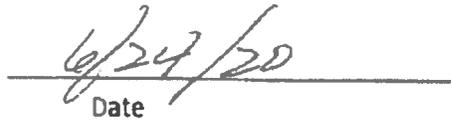
Revision Date: N/A

Supersedes: Temporary Policy on Shutdowns and Emergency Leave due to Coronavirus Disease
COVID-19 – March 16, 2020

Policy #: COVID19-2

Approved by the Board of Aldermen on June 23, 2020,


Jim Donchess, Mayor


Date

July 14, 2020

**CITY OF NASHUA
REPORT OF DEPARTMENTAL BUDGET TRANSFERS
FISCAL YEAR 2020**

<u>DATE</u>	<u>ACCT UNIT</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
DEPARTMENT 177 - PARKS & RECREATION					
04 DEPARTMENTAL BUDGET TRANSFER					
TRANSFER # 311 VEHICLE PARTS					
06/17/2020	77.1.690	61799	VEHICLE PARTS & SUPPLIES		500.00
06/17/2020	77.1.655	55660	FIELD DAY & FIREWORKS	500.00	
				500.00	500.00
TRANSFER # 318 P&R VEH REPAIRS & MAIN					
06/19/2020	77.1.650	54141	WATER	10,000.00	
06/19/2020	77.1.690	61799	VEHICLE PARTS & SUPPLIES		10,000.00
				10,000.00	10,000.00
TOTAL FOR ADJUSTMENT CODE 04 - DEPARTMENTAL BUDGET TRANSFER				\$10,500.00	\$10,500.00

TOTAL FOR DEPARTMENT 177 - PARKS & RECREATION	\$10,500.00	\$10,500.00
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Board of Public Works Meeting of July 23, 2020

Department Report

Engineering Department

- **2019 Pipeline Assessment Project.** Cleaning and video inspection work by the Ted Berry Company is almost complete, with only a few sewer pipes left to inspect.
- **2020 Sewer Rehabilitation (Lining).** Kenyon Pipeline Inspection is continuing to clean, video inspect, and line aging sewer pipes throughout the City under a change order that extended their 2019 contract through 2020.
- **2020 Sewer Replacement.** SUR Construction West of Winchester, NH continues to replace aging sewer mains on Main St, Amherst St and Orange St. Much of this work is being done at night to minimize disruption to traffic.
- **Integrated Plan.** A meeting is being scheduled with Hazen and Sawyer to rank the criterion for comparing alternative projects, which will be used to evaluate and properly balance the financial needs for wastewater and stormwater management.
- **CMOM Implementation.** Engineering consultant Hazen and Sawyer continues to assess the condition of the wastewater collection system using CCTV inspection and make recommendations for rehabilitation of sewers in need of repair. Discussions of how to migrate GIS edits made to the wastewater database continues.
- **MS4 Stormwater Permit.** Gathering of data to be included in the Annual Report due in September has begun. A Stormwater Coalition meeting was held on July 9th.
- **2019 Paving Program (Arterial/Major Roads).** Allds St has been milled and base paved and is anticipate to be completed following sidewalk reconstruction. Brox has also started work on the South Main Street Roundabout sidewalks. The sidewalk work should be completed by the end of the month replacing severally cracked sidewalk panels and making the sidewalk ADA compliant.
- **2019 Paving Program (Local/Residential Roads).** Sunshine Paving has completed the base contract with the exception of Lincoln Ave, which was delayed due to utility conflicts. Ridge Rd, Conant Rd and Skyline Dr are now complete and less than a mile remains on the carryover work. Punch list items are being addressed on completed streets.
- **2020 Paving Program (Contracts 1 & 2).** Sunshine Paving has opened 68 of the 102 streets on the 2020 paving schedule and has final paved 49 of them. It is anticipated that the remaining 19 opened streets will be paved by the end of July, pending favorable weather. Based on length of roadway completed Contract 1 is approximately 67% complete and Contract 2 is approximately 36% complete.
- **2020 Pavement Preservation Program.** A contract has been awarded to Indus Inc. to perform approximately 34 miles of crack sealing this year. It is anticipated work will start in mid-July.
- **Federal Aid Paving Project.** A no cost change order to construct ADA ramps at Exits 6 and 7 has been approved by the NHDOT. The work is anticipated to begin in late July.
- **2020 Asphalt Testing.** S.W. Cole continues to perform plant testing of asphalt mixes and laboratory testing of pavement cores to ensure compliance with paving program specifications.

- **2020 Sidewalk Program.** Sidewalk reconstruction by RWC Enterprises has begun. A Change Order No. 1 is being negotiated to address additional identified issues, including constructing ADA compliant ramps and landings at three adjacent street corners at the East Hollis Street/Harbor Ave/Spruce Street intersection, increasing thickness of sidewalk at the East Hollis Street/Medical Center Drive intersection to protect against damage from trucks, and improving matches to abutting properties through widened sidewalk and back curbing.
- **Charlotte Ave Elementary School SRTS.** Scope of work includes the construction of traffic calming and pedestrian safety improvements, including vertical granite curb, concrete and bituminous sidewalks, closed drains, and signs. Bids are due July 15th with fall construction planned.
- **Long Term Transportation Project Planning.** The Engineering Department works with the Traffic Department and Community Development to identify and plan future transportation projects. Engineering provides technical advice to help secure project funding through the Nashua Regional Planning Commission (NRPC) and NHDOT. The NRPC is currently soliciting new projects for inclusion in the FY 2023 to FY 2032 Ten Year Transportation Plan.
- **Atherton Ave Park (Soccer Fields Project).** Engineering is providing survey, design, and layout for two small soccer fields to replace existing baseball and softball fields. Parks & Rec is managing the project and construction is anticipated to be performed by the Streets Dept.
- **Greeley Park Boat Ramp.** Engineering is providing survey, layout, stormwater management inspections, and construction administration support for this project. Parks & Rec. is managing the project with construction support from the Streets Dept. The concrete boat ramp is complete, providing a new access to the Merrimack River.
- **Canal Street Bridge Repairs.** Substructure concrete repair project will be advertised late in the year for construction next year. River depth data continues to be gathered to address concerns that contractors had about potential flow conditions during construction.
- **Private Development.** Plan reviews include resubmittal or newly submitted: Fairgrounds Middle School at 27 Cleveland St site access and parking modifications, 122 Manchester St four detached single family buildings, 6-8 High Pine Ave parking lot expansion, 210 DW Highway at Adventure Way gas station, 367 Amherst St gas station, 4 Blackstone Drive gas station, 546 Amherst St retail units at existing SNHU, 438 Main Dunstable Rd 1 to 2 subdivision.
- **Utility Coordination.** Engineering continues to work on a daily basis with various utility companies, and formally meets on a bi-weekly basis, to coordinate the timing and location of water, gas, and electric utilities improvements throughout the City.
- **Construction Inspection.** Multiple smaller land development projects are in construction and being inspected. Sewer installation is being inspected for conformance to City specifications. Liberty Utilities in particular, has several crews working throughout the City to repair leaking gas mains and to replace aging infrastructure in anticipation of future City roadway work.
- **Survey Work.** Recent survey work includes: 35 Spring Street for survey of church frontage for a new homeless shelter, East Hollis sidewalk project from Main Street to Harbor Avenue, 31 Monza Road for retaining wall on Bennington Road, continued work at Greeley Park for layout of the new roadway to the boat ramp, Trestle Brook benchmark for new sewer pump station, 13 Damon Drive driveway as-built, Gilson Road drainage as-built, Eastbrook Drive

drainage as-built, 14 Massasoit Road right-of-way for trash pickup, and Hutchinson Street at Carver Street for a fence issue.

- **Street Opening Permits.** Engineering issued 101 Street Opening Permits in the month of June 2020.
- **Encumbrance Permits.** Engineering issued twelve Encumbrance Permits in the month of June 2020. A method to consolidate the notification process to City departments about detours around work areas is being developed.
- **Sewer Permits.** Engineering issued three sewer permits in the month of June 2020. Collection of associated fees is being coordinated with the City Treasurer's office while Engineering is working remotely.

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. We cleaned the diffusers in Aeration basin #4 and removed the grit; the basin is ready to go back online. Operations worked with contractors to shut down and startup systems for the primary upgrade. We had two rain events that the operators ran successfully.
- **Maintenance.** Maintenance has continued preventative maintenance at the Treatment plant and the 13 outlying Pump stations. The mechanics replaced failed hypo lines in the bypass vault and Hypochlorite tank containment area. Raw sewage pump #2 was taken offline and the mechanics have begun replacing the base for it. The electricians began wiring in our back up press polymer skid. Exhaust fans on top of the Blower building were replaced and rewired by the mechanics and electricians.
- **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. We continued CCTV work on June and March for engineering. Collections technicians investigate various sinkholes and depressions on Lovell, Biscayne, and Manchester St. The Collections operators and technicians investigated a blockage at 7 Berwick St. and discovered a buried manhole that was full of debris. The contractor uncovered the manhole and we cleaned it and flushed out the sewer line. We also continue to clean and maintain the city's culverts on a monthly basis.
- **Laboratory:** The Laboratory continues daily analyses for permit compliance and process control. The monthly QC checks for June have been completed and results are acceptable. The laboratory received partial test results thus far, for the full scan SQC sampling done on June 15, 2020 and those results are within our limits and on file. The results for the ERA proficiency tests conducted in June are acceptable and the report is on file. The staff is preparing for Quarter 3 Bioassay sampling and waiting for results from the Bioassay conducted for Q2 on June 16, 2020. The laboratory continues to conduct supplemental test for the 20 year Facility Plan. The Laboratory has been in the process of working with RMI to renew our Mass DEP Approval of Suitability (AOS).

- **Energy Recovery Upgrades:** Methuen Construction has completed most of the work on this project. There are several change order items awaiting approval that also need completion. The project has been delayed a few weeks pending completion of the remaining work.
- **Water Booster Station Upgrades:** The new water booster station building is now complete, running and providing potable water to the plant. TBuck has some remaining punchlist items related to electrical work to complete before project close-out.
- **Primary Tank Upgrades:** Methuen Construction has completed all the work in primary tank 5 which is currently being tested. They will work on tanks 4 next. They have installed the new control panel for the water booster pumps in the Pump Building. They are coating the effluent weir in the primary sludge tank 1 which should go online by mid-July.
- **Pump Station Upgrades:** DeFelice has completed the installation of the new pump stations at Newton, Gillis and Fulton. The wet wells have been installed at Watson and National. Gorman Rupp is still finalizing the packaged suction-lift pump stations at Watson and National before delivery to DeFelice. Work at Trestlebrook is nearly complete. Still awaiting response back from Eversource and Consolidated Communications on when to complete the field survey of where to install fiber optics on power poles. Fiber optics is to be used for communication and alarm monitoring at each pump station from SCADA control at the plant. Currently a cellular service is being used to monitor the new pump station, but it is not compatible with SCADA.
- **Wet Weather Screening Upgrades:** Waterline Industries has completed the demo of the east train rake arm, and are holding off demo of the west train till closer to the arrival date of the new screens and rakes. They have installed the overhead extensions for the existing hoist which will allow the hoist to center over each of the 2 influent chamber vaults.

Parks & Recreation Department

- **Holman Stadium.** The stadium opened for the Silver Knights home opener on July 2nd. The game reached the maximum ticket sales number and everyone seemed to be practicing the social distancing guidelines.
- **Stellos Stadium.** The Stadium is ready for play. There have been no activities due the Covid 19 issue. We are hopeful that school activities will begin in August.
- **Summerfun.** The 2020 events have been cancelled through the end of July. We will continue to look at other events in late summer and through the fall and will work together to make the best decisions possible.
- **Downtown.** The Main Street beds are receiving extra attention to try and help with the outdoor dining. We have modified our maintenance times so we can be finished before the lunch crowds come.
- **Playgrounds.** The playgrounds were opened on June 15th and signage was added to remind visitors about distancing. The life guards have been working on a schedule going to the various playgrounds playing games with the children.
- **Youth / Adult Sports.** On June 15th the department has started to issue permits for games. Permits include a sign off explaining the current rules and guidelines. Activity has started with games being played for baseball, softball, horseshows, pickle ball and tennis.
- **Field renovations.** While the sports seasons are not occurring there is one opportunity that we are taking advantage of. All of the fields at Mine Falls Park, Main Dunstable, Charlotte Ave and North Common have been aerated, top-dressed rolled and seeded. They should be in

very good shape for the hopeful fall season. We have also started the renovations for the field at Haines Street.

- **Projects.** Work continues at the following locations;
 - ❖ Greeley Park Boat Ramp work has been completed aside for a few punch list items. It is open for use.
 - ❖ The playground sanitizing stations have started to be installed.
 - ❖ The Atherton Ave field development is moving forward. The area has been surveyed and we are currently looking at grading plans.
 - ❖ The Rotary Pool Filter replacement project has been completed.
 - ❖ The Tolles Street Public Gardens project will begin construction this fall.
 - ❖ We are working on a material list for the Lincoln Park improvements scheduled for later this year.
 - ❖ Bicentennial Park, Los Amigos Park, Belvedere Park and Mass Ave have all received extensive pruning and maintenance.
- **Summer Camps and Pools.** We have released our condensed summer camp offerings and are marketing them to residents. Most camp are sold out.
- **Tree Work.** We are up to date with our tree work.

Street Department

- **Street Department completed tasks**
 - 4 catch basin repairs
 - 2 manhole repairs
- **Asphalt Repairs**
 - Street department crews continue to fill pot holes city wide as the weather permits.
- **Traffic**
 - 7 traffic signal problems were responded to and fixed.
 - Numerous electrical issues involving street lights have been addressed.
 - 6 street signs were replaced, repaired, investigated with no action required.
- **Fleet**
 - Preventative maintenance and repair of the fleet is ongoing daily.
 - Solid Waste equipment and vehicles are repaired daily.
 - Solid Waste truck #76 is having its engine swapped out.
 - New Hampshire state inspection has started for the year with a completion date of 9/30/2020.
 - State Inspections at 33% as of July 15th.
 - Streets construction equipment has been serviced and repaired.
 - Parks equipment is being repaired and serviced, blades sharpened.
 - Solid Waste compactor #52 is at Milton Cat for refurbishment ETA 7/17/20.
- **Weld shop**
 - Parts are being fabricated to replace rotted out brackets and hangers for the fleet.
 - Floor boards on some of the older trucks are being repaired to pass inspection.

- Rot issues with truck bodies is being repaired.

Solid Waste Department

- **Solid Waste Department:**
 - There were 296 bulky pick up requests and 236 metal item pick up requests made in June.
- **Recyclables Shipped in June 2020:**
 - 421 tons of single stream recycled materials.
 - 240 tons of scrap metal sold.
 - 21 tons of E-waste.
 - 7 tons textiles and books.
 - 1600 gallons of used motor oil.
 - 150 gallons of used antifreeze.
 - 429 appliances evacuated of CFC's.
 - 2 boxes rechargeable batteries.
 - The charge for single stream recycling for June is \$77.95/ ton.
- **Recycling Bins & Carts:**
 - 107 Recycling carts were sold in June.
 - 14 Recycling bins were given out to 8 residents. 4 were new residents.
 - 26 Trash carts distributed.
 - 31 Trash carts repaired.
- **Permits Sold for 2020:**
 - 11,200 Residential Permits.
 - 703 Commercial Permits.
- **Curbside Collection:**
 - 1976 tons MSW.
 - 349 tons Recycling.
 - 452 tons Soft Yard Waste.



THE CITY OF NASHUA

Division of Public Works
Administration Department

"The Gate City"

Board of Public Works Meeting of July 23, 2020 **Personnel**

Agenda

- A. Motion:** To accept the retirement of Patrick Jordan, Groundsman I, effective September 5, 2020.
- B. Non-Public Session**

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: July 23, 2020
From: Nicholas Caggiano - Superintendent
Parks and Recreation Department
Re: Retirement of Patrick Jordan

A. Motion: To accept the retirement of Patrick Jordan, Groundsman I, effective September 5, 2020.

Attachments: Retirement Letter and Acceptance Letter

Discussion: Mr. Jordan started working for the City of Nashua 32 years ago in 1988. He had previously worked at the Street Department before transferring to the Parks and Recreation Department. Patrick's primary duties were to care for Main Street and the inner city parks and public spaces. He has kept his areas in very good condition for many years. He has served the residents of Nashua well. I wish Patrick all the best in his well-deserved retirement.



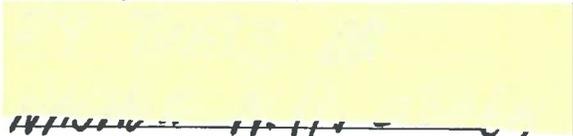
City of Nashua

Board of Public Works Retirement System
229 Main Street
Nashua, NH 03060

Treasurer's Office (603) 589-3194
Human Resources (603) 589-3230
Treasurer's Office Fax (603) 589-3228

****FOR SERVICE RETIREMENT OR RESIGNATION USE ONLY****

Name: PATRICK J JORDAN

Address: 

Date: July 6th 2020

Note: To avoid delays in processing your request, your retirement date must be at least 45 calendar days from today's date.

Please accept this letter as the formal notification of my retirement or resignation (Please circle one) from the City of Nashua. My last day of employment will be September 4, 2020
(Date)

I understand I must submit this letter to the Department Superintendent and the Human Resources Department. Additionally, I understand I must contact the Pension Administration firm Hooker and Holcombe at 1 866-495-3548 to file for retirement benefits or I can begin the process through the portal found at www.pensionedge.com. If I have any questions about this process, I may call the Office of the Treasurer or the Human Resources department at the phone numbers listed above. P.J. (Initial)

Sincerely,

(Signature)

Accepted by:

Department Superintendent, Division of Public Works

Director of Human Resources, or designee

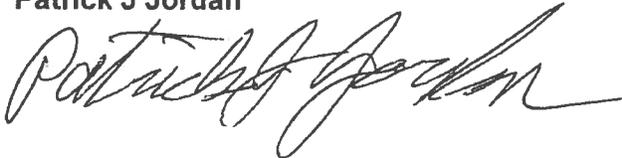
July 6, 2020

RE: Patrick J Jordan/Retirement

This letter is to inform you that September 4, 2020 will be my last day of work.

Respectfully

Patrick J Jordan

A handwritten signature in black ink that reads "Patrick J Jordan". The signature is written in a cursive style with a long horizontal stroke at the end.

Received
7/6/2020

A handwritten signature in black ink, appearing to be initials or a name, possibly "R. G.", written in a cursive style.