

BUDGET REVIEW COMMITTEE

AUGUST 23, 2021

7:00 p.m. or immediately after the Special Board of Aldermen public hearing Aldermanic Chamber and Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/84067820533?pwd=VFc5djhRcm85dWlGRElUTmYlaUFmdz09>  
Meeting ID: 840 6782 0533 Passcode: 246802

Join by telephone: 1-929-205-6099  
Meeting ID: 840 6782 0533 Passcode: 246802

*If for some reason you cannot connect to Zoom, please contact us at (603) 589-3329 and they will help you with connectivity. The public may also view the meeting via Channel 16.*

---

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS – RESOLUTIONS

**R-21-158**

Endorsers: Mayor Jim Donchess  
Alderman Jan Schmidt  
Alderman-at-Large David C. Tencza  
Alderman June M. Caron  
Alderman Skip Cleaver  
Alderman-at-Large Lori Wilshire

**ESTABLISHING AN EXPENDABLE TRUST FUND FOR RECREATION FACILITIES FOR EAST SIDE OF NASHUA, FUNDED BY APPROPRIATIONS, AND MAKING A SUPPLEMENTAL APPROPRIATION OF \$750,000 INTO THE EXPENDABLE TRUST FUND**

**R-21-159**

Endorsers: Mayor Jim Donchess  
Alderman Patricia Klee  
Alderman Richard A. Dowd  
Alderman Thomas Lopez

**RELATIVE TO THE TRANSFER OF THE FY2022 ORIGINAL ADOPTED BUDGET CONTINGENCY FOR GRANTS AND CORRESPONDING OFFSETTING REVENUE INTO A NON LAPSING GRANT FUND**

**R-21-160**

Endorsers: Mayor Jim Donchess  
Alderman Jan Schmidt  
Alderman Skip Cleaver

**RELATIVE TO THE SUPPLEMENTAL APPROPRIATION OF \$250,000 INTO EXPENDABLE TRUST FUND ESTABLISHED FOR THE BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY**

**R-21-162**

Endorsers: Mayor Jim Donchess  
Alderman Richard A. Dowd

**RELATIVE TO THE RE-APPROPRIATION OF FISCAL YEAR FY2022 ESCROWS**

NEW BUSINESS – ORDINANCES

**O-21-067**

Endorsers: Alderman-at-Large Ben Clemons  
Alderwoman-at-Large Shoshanna Kelly  
Alderman Linda Harriott-Gathright  
Alderman-at-Large Lori Wilshire  
Alderman-at-Large Michael B. O'Brien, Sr.  
Alderman Patricia Klee  
Alderman Thomas Lopez  
Alderman-at-Large David C. Tencza  
Alderman Jan Schmidt  
Alderman-at-Large Brandon Michael Laws  
Alderman Skip Cleaver

**RECOGNIZING JUNETEENTH AS A CITY HOLIDAY AND REVISING THE HOLIDAY SECTION OF THE  
UNAFFILIATED EMPLOYEES PERSONNEL POLICIES**

TABLED IN COMMITTEE

GENERAL DISCUSSION

PUBLIC COMMENT

REMARKS BY THE ALDERMEN

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT



## RESOLUTION

**ESTABLISHING AN EXPENDABLE TRUST FUND FOR RECREATION FACILITIES FOR EAST SIDE OF NASHUA, FUNDED BY APPROPRIATIONS, AND MAKING A SUPPLEMENTAL APPROPRIATION OF \$750,000 INTO THE EXPENDABLE TRUST FUND**

### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-One*

**RESOLVED** by the Board of Aldermen of the City of Nashua that pursuant to RSA 31:19-a, the City of Nashua hereby establishes an expendable trust fund for recreation facilities for the East side of Nashua, funded by appropriations, and appoints the Mayor as the agent to expend. Any balance remaining in the expendable trust fund at each fiscal year end will not lapse or be closed out to the General Fund, but will remain in this expendable trust fund. For purposes of this legislation and the expendable trust fund it is creating, the "East side" of Nashua is defined as the area bordered by the Nashua River to the North, Main Street to the West, Salmon Brook to the South and Merrimack River to the East.

**FURTHERMORE, BE IT RESOLVED** by the Board of Aldermen of the City of Nashua to appropriate \$750,000 from Unanticipated Revenue - Department # "118 Other General Government", Account #45103 – Sale of City Owned Land/Buildings."

**LEGISLATIVE YEAR 2021**

**RESOLUTION:**

R-21-158

**PURPOSE:**

Establishing an expendable trust fund, funded by appropriations, and making a supplemental appropriation of \$750,000 into the expendable trust fund

**SPONSOR(S):**

Mayor Jim Donchess

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:**

Establishes a restricted fund to account for appropriations designated for a specific purpose. Proposed current year appropriation reduces year end general fund surplus. Future appropriations to this fund are through the annual budget process.

---

**ANALYSIS**

This legislation establishes a non-lapsing expendable trust fund. RSA 31:19-a, I provides for an annual accounting and report of the activities of the trust.

This legislation also appropriates \$750,000 into the new expendable trust fund. The funds are part of the proceeds from the sale of City land on Bridge and Sanders Streets (see R-19-148). There should be notice and a public hearing. A two-thirds vote is required under Charter Sec. 56-b for an item or amount not in the mayor's budget. A roll call is required under Charter Sec. 49.

---

**Approved as to account  
structure, numbers,  
and amount:**

**Financial Services Division**

By: /s/ John Griffin

**Approved as to form:**

**Office of Corporation Counsel**

By: /s/ Celia K. Leonard

Date: August 3, 2021



## RESOLUTION

**RELATIVE TO THE TRANSFER OF THE FY2022 ORIGINAL ADOPTED BUDGET CONTINGENCY FOR GRANTS AND CORRESPONDING OFFSETTING REVENUE INTO A NON LAPSING GRANT FUND.**

### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-One*

**RESOLVED** by the Board of Aldermen of the City of Nashua that the FY2022 Original General Fund adopted budget be revised to transfer \$77,411,477 from Department 194 "Contingency", "Contingency for Grants" and \$77,411,477 from Department 194 "Contingency", "Revenue from Grants" in the amount of \$77,411,477 into a non-lapsing fund.

This transfer is pursuant to State of New Hampshire RSA 32:7, VI which states amounts that are appropriated from moneys anticipated to be received from a state, federal or other governmental or private grant, the appropriation shall remain non-lapsing for as long as the money remains available under the rules or practice of the granting entity.

Passage of this resolution will reduce the General Fund adopted appropriations to \$291,026,961 with estimated revenues of \$64,979,022 including estimated state funding for education in the amount of \$32,839,691 and will increase the non-lapsing Grant Funds adopted appropriations to \$77,411,477 with estimated revenues of \$77,411,477.

**LEGISLATIVE YEAR 2021**

**RESOLUTION:** R-21-159

**PURPOSE:** Relative to the transfer of the FY2022 Original Budget Contingency for Grants and corresponding offsetting revenues into a Non Lapsing Grant Fund.

**SPONSOR(S):** Mayor Jim Donchess

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:** There is no fiscal impact to this legislation as it is transferring appropriations and an equal amount of revenues into a non-lapsing grant fund

---

**ANALYSIS**

The intent of this legislation is to reduce the amount of the General Fund adopted budget and place the funds into a non-lapsing fund as the appropriations are subject to external restrictions.

This transfer is pursuant to State of New Hampshire RSA 32:7, VI which states amounts that are appropriated from moneys anticipated to be received from a state, federal or other governmental or private grant, the appropriation shall remain non-lapsing for as long as the money remains available under the rules or practice of the granting entity.

Charter Sec. 53 permits the Board of Aldermen to transfer any unencumbered appropriation balance or any portion thereof from one department, fund or agency to another.

NRO § 5-130, H provides that “when proposed legislation to transfer or reappropriate a particular appropriation or portion thereof has had its first reading, such funds shall not be expended or transferred while the legislation is pending”.

---

**Approved as to account  
structure, numbers,  
and amount:**

**Financial Services Division**

By: /s/ Rosemarie Evans

**Approved as to form:**

**Office of Corporation Counsel**

By: 

Date: August 5, 2021



## RESOLUTION

### RELATIVE TO THE SUPPLEMENTAL APPROPRIATION OF \$250,000 INTO EXPENDABLE TRUST FUND ESTABLISHED FOR THE BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY

*In the Year Two Thousand and Twenty-One*

**RESOLVED** by the Board of Aldermen of the City of Nashua to appropriate \$250,000 into the expendable trust fund established by amended resolution R-21-116 for the Business and Industrial Development Authority from Unanticipated Revenue - Department # "118 Other General Government", Account #45103 – Sale of City Owned Land/Buildings."

**LEGISLATIVE YEAR 2021**

**RESOLUTION:**

R-21-160

**PURPOSE:**

Relative to supplemental appropriation of \$250,000 into expendable trust fund established for the Business and Industrial Development Authority

**SPONSOR(S):**

James W. Donchess

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:**

This resolution reduces FY2022 surplus by \$250,000 through the supplemental appropriation into the BIDA Expendable Trust Fund

---

**ANALYSIS**

This resolution appropriates \$250,000 into the expandable trust fund established for the Business and Industrial Development Authority. The funds are part of the proceeds from the sale of City land on Bridge and Sanders Streets (see R-19-148).

Charter Sec. 53 permits specific non-budget, supplementary appropriations. There should be notice and a public hearing. A two-thirds vote is required under Charter Sec. 56-b for an item or amount not in the mayor's budget. A roll call is required under Charter Sec. 49.

---

**Approved as to account  
structure, numbers,  
and amount:**

**Financial Services Division**

**By:** /s/ John Griffin

**Approved as to form:**

**Office of Corporation Counsel**

**By:** /s/ Celia K. Leonard

**Date:** August 3, 2021





## RESOLUTION

RELATIVE TO THE RE-APPROPRIATION OF FISCAL YEAR FY2022 ESCROWS

### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-One*

**RESOLVED** by the Board of Aldermen of the City of Nashua that the sum of \$5,262,014.25 as outlined in the attached FY2022 Escrow Requests document be re-appropriated as FY2022 Escrows in compliance with procedures established in NRO 5-130 and recorded in a manner consistent with previously established accounting procedures. The sources of said escrows shall be FY2021 unexpended appropriations as follows:

<b>General Fund Operating Budgets – Unlike (Within Specific Departments)</b>	<b>\$1,145,014.25</b>
<b>General Fund Operating Budgets – Unlike (Other or Multiple Departments)</b>	<b><u>4,117,000.00</u></b>
<b>Total</b>	<b><u>\$5,262,014.25</u></b>

The approved funds will be utilized only for the purposes set forth in the attached FY2022 Escrow Requests document. Prior to final passage, if the final FY2021 departmental and/or line item balance is determined to be less than any individual escrow request, then the lesser amount will be the amount actually escrowed.

City of Nashua  
Fiscal Year 2022 Escrow Unlike Requests  
Requiring Board of Aldermen Approval

R-21-162

8/5/2021

Line No.	Fund	Dept Number	Department Requesting the Escrow	FROM Department	Original Budgeted Purpose	Explanation For Escrow Request	Escrow Request Amount
<b>General Fund Operating Budgets - Funding within Specific Departments</b>							
1	1000	122	IT	School	Salaries & Wages	To fund the costs associated with budgeting and planning software	\$ 150,000.00
2	1000	129	City Buildings	City Buildings	Property Services	To fund Building & Grounds Maintenance	12,000.00
3	1000	160	Admin & Engineering	Admin & Engineering	Salaries & Wages	To fund the STEP Grant matching funds	113,000.00
4	1000	161	Streets	Streets	Salaries & Wages	To fund the Street Dept Garage Door Replacement	130,000.00
5	1000	161	Streets	Streets	Salaries & Wages	To fund the cost of Infrastructure Improvements	75,000.00
6	1000	161	Streets	Streets	Property Services	To fund the cost of Fiber - Traffic Cabinet Communications	75,000.00
7	1000	166	Parking Operations	Parking Operations	Salaries & Wages	To fund the cost of Parking Interns	7,370.00
8	1000	177	Parks & Recreation	Parks & Recreation	Other Services	To fund the cost of Sports Tournament Travel	2,000.00
9	1000	177	Parks & Recreation	Parks & Recreation	Salaries & Wages	To fund the cost of Disc Golf	30,000.00
10	1000	177	Parks & Recreation	Parks & Recreation	Other Services	To fund the cost of conferences & seminars	3,000.00
11	1000	177	Parks & Recreation	Parks & Recreation	Salaries & Wages	To fund the cost of the Stonehouse Roof Replacement	150,000.00
12	1000	191	School	School	Multiple Purposes	To fund the cost of a School District legal matter payment	200,000.00
13	1000	191	School	School	Multiple Purposes	To fund the cost of common area maintenance for Brentwood School	14,000.00
14	1001	177	Parks & Recreation	Parks & Recreation	Capital Improvements	To repurpose a prior year escrow to fund city wide playground improvements	56,644.25
15	1001	177	Parks & Recreation	Parks & Recreation	Capital Improvements	To repurpose a prior year escrow to fund city wide ballfield improvements	127,000.00
16							
17			<b>Subtotal</b>				<b>\$ 1,145,014.25</b>
18							
<b>General Fund Operating Budgets - Funding from Other or Multiple Departments</b>							
20	1000	126	Financial Services	School	Multiple Purposes	To transfer funds to CERF	\$ 2,700,000.00
21	1000	126	Financial Services	Debt Service	Debt Service	To transfer funds to CERF	300,000.00
22	1000	150	Police	Debt Service	Debt Service	To transfer funds to the Police Overtime ETF	100,000.00
23	1000	170	Hydroelectric	Debt Service	Debt Service	To fund the cost of the Hydro Interconnection Agreement	100,000.00
24	1000	170	Hydroelectric	Library	Multiple Purposes	To fund the cost of Jackson Falls Fish Ladder Replacement; ARPA match	240,000.00
25	1000	181	Community Development	Planning	Salaries & Wages	To fund the cost of cell phone stipends for employees	7,000.00
26	1000	181	Community Development	Hydrants	Hydrants	To fund the cost of matching funds for NHDOT grant for Lock Street - Engineering	90,000.00
27	1000	181	Community Development	Debt Service	Debt Service	To provide matching funds for ARPA - Upgrade of Heritage Railtrail East	240,000.00
28	1000	181	Community Development	Library	Multiple Purposes	To fund the cost of FY2022 Your Voice, Your Choice	50,000.00
29	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of real estate consulting	25,000.00
30	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of conferences and seminars	10,000.00
31	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of an Elm Street Middle School Study	75,000.00
32	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of a Millyard Study	105,000.00
33	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of an Affordable Housing Study	25,000.00
34	1000	183	Economic Development	Contingency	General Contingency	To fund the cost of a West Pearl Street Design	50,000.00
35							
36			<b>Subtotal</b>				<b>\$ 4,117,000.00</b>
37							
38			<b>Total Proposed Unlike Escrows</b>				<b>\$ 5,262,014.25</b>

**LEGISLATIVE YEAR 2021**

**RESOLUTION:** R-21-162  
**PURPOSE:** Relative to the re-appropriation of Fiscal Year 2022 escrows  
**SPONSOR(S):** Mayor Jim Donchess

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:** The escrows shown on the attached worksheet are department requests for unlike purposes. The proposed unlike escrow amount of \$5,262,014.25 represents approximately 1.9% of the FY2021 Adopted General Fund Operating Budget. Note that any approved escrows decrease surplus at fiscal year's end.

---

**ANALYSIS**

This resolution authorizes the re-appropriation of FY2022 escrows for the stated amounts and purposes, in compliance with procedures established in NRO 5-130. The sources of said escrows are FY2021 unexpended appropriations. The approved funds will be utilized only for the purposes set forth in the attached FY2022 Escrow Request document. If, prior to final passage, the final FY2021 departmental and/or line item balance is determined to be less than any individual escrow request, then the lesser amount will be the amount actually escrowed.

Charter Sec. 53 permits specific non-budget, supplementary appropriations. There should be notice and a public hearing. A two-thirds vote is required under Charter Sec. 56-b for an item or amount not in the mayor's budget. A roll call is required under Charter Sec. 49.

---

**Approved as to account  
structure, numbers,  
and amount:**

**Financial Services Division**

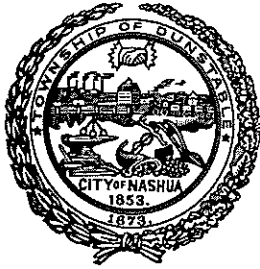
**By:** /s/ John Griffin

**Approved as to form:**

**Office of Corporation Counsel**

**By:** /s/ Steven A. Bolton

**Date:** August 5, 2021



## ORDINANCE

### RECOGNIZING JUNETEENTH AS A CITY HOLIDAY AND REVISING THE HOLIDAY SECTION OF THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES

#### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-One*

**WHEREAS**, the federal government recently recognized June 19 as a national holiday known as “Juneteenth”, to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans, and to commit together to eradicate systemic racism that still undermines our founding ideals and collective prosperity.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Aldermen of the City of Nashua that the City of Nashua recognizes June 19 as a city holiday known as Juneteenth.

**FURTHERMORE, THE CITY OF NASHUA ORDAINS** that Part I “Administrative Legislation,” Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-6 “Merit system for personnel administration pursuant to Charter §86-a” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

**“§ 50-6. Merit system for personnel administration pursuant to Charter §86-a.**

- A. The “City of Nashua Unaffiliated Employees Personnel Policies”, dated ~~July 1, 2020~~ January 1, 2022, is hereby adopted. These personnel policies are the merit system for personnel administration required by Charter §86-a.”

The proposed changes to the “City of Nashua Unaffiliated Employees Personnel Policies” currently dated July 1, 2020, are as follows:

In Section III “Benefits”, Subsection A “Holidays”, delete the struckthrough language and add the new underlined language as follows:

“A. **Holidays**

~~Eleven (11)~~ Twelve (12) holidays are observed by the City (plus Presidential Election Day every fourth year); ~~eight (8)~~ nine (9) are standard holidays and three (3) are selected annually by the Mayor. The City shall publish an annual schedule of holidays no later than December 1<sup>st</sup> of the preceding year.

- |                        |               |
|------------------------|---------------|
| New Year’s Day         | Labor Day     |
| Martin Luther King Day | Veterans’ Day |
| Memorial Day           | Thanksgiving  |
| <u>Juneteenth</u>      | Christmas Day |
| Independence Day       |               |

Employees shall be paid their regular rate of pay for each holiday. Part-time employees normally scheduled to work twenty (20) or more hours per week will be paid holiday pay on a pro-rated basis if the holiday falls on a day that they were normally scheduled to work.

Non-exempt employees who work on a holiday will be paid holiday pay plus one-and-one-half times their base hourly rate for hours worked. Exempt employees who work on a holiday may use holiday compensatory time within sixty (60) days of the holiday. Nashua Fire Rescue Deputy Chiefs who work on a holiday will be paid ten and a half (10.5) hours of holiday pay at their base hourly rate in addition to their regular pay.”

These changes to the Unaffiliated Employees Personnel Policies shall take effect on January 1, 2022.

**LEGISLATIVE YEAR 2021**

**ORDINANCE:** O-21-067

**PURPOSE:** Recognizing Juneteenth as a City Holiday and revising the Holiday section of the Unaffiliated Employees Personnel Policies

**ENDORSER(S):** Alderman-at-Large Ben Clemons  
Alderswoman-at-Large Shoshanna Kelly  
Alderman Linda Harriott-Gathright  
Alderman-at-Large Lori Wilshire

**COMMITTEE  
ASSIGNMENT:**

Personnel/Administration Affairs Committee  
Director of Financial Services Division  
Human Resources Department  
Personnel Advisory Board  
Mayor

**FISCAL NOTE:** The daily cost of the Unaffiliated payroll is approximately \$45,000.

---

**ANALYSIS**

This legislation makes June 19, "Juneteenth", a city holiday, and amends the Holiday section of the existing "Unaffiliated Employees Personnel Policies", to add Juneteenth as an additional paid holiday for unaffiliated employees starting in 2022.

Under NRO 50-3, the merit plan may be amended by ordinance. For all amendments introduced by the Board of Aldermen, the views of the Director of the Financial Services Division, the Human Resources Department, and the Personnel Advisory Board with the Mayor shall be sought with respect to each amendment or change.

---

**Approved as to form:**

**Office of Corporation Counsel**

By: Douglas Clarke

Date: 7 July 2021