

REPORT OF THE FINANCE COMMITTEE

MARCH 3, 2021

A meeting of the Finance Committee was held on Wednesday, March 3, 2021, at 7:00 p.m. via teleconference.

Mayor Jim Donchess, Chairman, presided.

Mayor Donchess

As Chairman of the Finance Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04 and subsequent extensions, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was 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 by telephone, with additional access possibilities by video or other electronic means:

To access Zoom, please refer to the agenda or the City's website for the meeting link.

To join by phone dial: 1-929-205-6099

Meeting ID: 851 7675 0841 Passcode: 628446

The public may also view the meeting via Channel 16.

We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at City Hall and Nashua Public Library.

If anyone has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049 and they will help you connect.

In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

The roll call was taken with 7 members of the Finance Committee present: Alderman Patricia Klee, Alderwoman Elizabeth Lu, Alderman Linda Harriott-Gathright, Alderwoman-at-Large Shoshanna Kelly, Alderman-at-Large Brandon Michael Laws, Alderman-at-Large Michael B. O'Brien, Sr., and Mayor Jim Donchess.

Also in Attendance:

David Fredette, Treasurer/Tax Collector
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Jeff LaFleur, Superintendent Solid Waste

ROLL CALL

Alderman Klee

I am here, I can hear the proceedings, I am at my home due to the restrictions of the pandemic.

Alderwoman Elizabeth Lu

I am here alone and I can hear the proceedings.

Alderman Harriott-Gathright

The Clerk is alone, I can hear the proceedings.

Alderwoman Kelly

I am here, I am alone and I can hear everyone.

Alderman Laws

I am here, alone and I can hear everyone.

Alderman O'Brien

I am present, I can hear the proceedings and I am alone.

Mayor Donchess

I am not present because I am socially distancing and I am in the room alone. Thank you Madam Clerk.

PUBLIC COMMENT - None

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager

Re: General Engineering Service Contract Change Order in the amount of \$31,000 funded from account 53107 Architect & Engineering Services

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE CHANGE ORDER #1 TO THE ENGINEERING SERVICES CONTRACT FOR THE CITY OF NASHUA'S ACTIVE AND CLOSED LANDFILLS WITH SANBORN HEAD AND ASSOCIATES OF CONCORD, NH, IN THE AMOUNT OF \$31,000.00. FUNDING WILL BE THROUGH DEPARTMENT: 168 SOLID WASTE; FUND: SOLID WASTE; ACCOUNT CLASSIFICATION: 53 PROFESSIONAL AND TECHNICAL SERVICES, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Thank you and I believe Mr. LaFleur is here?

Jeff LaFleur, Superintendent Solid Waste

Yes I am, thank you Mayor; Jeff LaFleur, Superintendent of Solid Waste. This change order is requested because of some rules and added reports that we had to do for DES. As you know, when DES makes a change we have to hire an engineer and go through all of our paperwork and make sure everything is right. There was a list submitted with this, if you'd like me to go through it I could. Just a few of them, the big ones that these charges are going towards is – renew the Four Hills Groundwater Management Permit. We have to actually file for the groundwater report, they changed some of the regulations on that because of PFAS, so we had to resubmit that. Our Federal Greenhouse Gas Report was changed also because of some changes at DES. Another big one was we had to review and comment on the draft of our new Title V which is our air permit for the landfill.

Mayor Donchess

Alright any questions or anyone from the Committee or the Board.

Alderman Klee

Mr. Mayor?

Mayor Donchess

Yes, Alderwoman Klee?

Alderman Klee

Thank you. So just more for the public because I can see it in the document, Mr. Lafleur, this \$31,000.00 is very specific to these remaining scope items, these reports and so on that you had to do. The Administrative cost of these is the \$31,000.00 that you are asking for the change order, is that correct?

Mr. LaFleur

Exactly. Thank you.

Alderman Klee

It is nothing specific to the actual program but just these added additional requirements that the DES put on us, is that correct?

Mr. LaFleur

Yes exactly. I usually budget a certain amount each year for our engineering through Sanborn Head and these are above and beyond because of DES Regulations and Changes.

Alderman Klee

Thank you.

Mayor Donchess

Anyone else? Alright, Madam Clerk would you please call the roll?

A viva voce roll call was taken which resulted as follows:

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman Laws, Alderman O'Brien, Mayor Donchess	7
Nay:	0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Multi Year Software Maintenance Agreement in the amount of \$4,860 funded from account General Fund Prior Year Escrow, 54407 Software Maintenance

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE 3-YEAR RENEWAL REQUIRED FOR THE CONTINUED OPERATION OF LOGICMONITOR IN THE AMOUNT OF \$4,860 ANNUALLY FOR 3 YEARS FOR A TOTAL OF \$14,580. FUNDING WILL BE THROUGH DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: GENERAL FUND – SOFTWARE MAINTENANCE - PRIOR YEAR ENCUMBRANCE, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Alright, I believe Ms. Kleiner is here on this.

Kim Kleiner, Director of Administrative Services

Director Kleiner

Good evening, so LogicMonitor is a program that we currently have within the City. It monitors our entire IT Infrastructure. It is cloud based and it puts all of the information regarding our various infrastructure, all of our servers, all of our programs into one dashboard to allow IT to monitor everything. It is a system that has worked very well and has allowed our IT Staff to keep on top of any performance issues or security issues or things that we may have within the large IT Infrastructure within the City. It is a 3-year contract which is the main reason that it is flowing to you and it will require BOA approval. And as Alderwoman Gathright said it is \$4,860.00 a year.

Mayor Donchess

Alright any questions or comments?

Alderman Klee

Mr. Mayor?

Mayor Donchess

Alderwoman Klee.

Alderman Klee

Thank you so much. Ms. Kleiner, just for clarification, the \$4,860.00 is per year and not the total 3 years. Is that correct?

Director Kleiner

Correct. It is per year for a total of \$14,580.00 for the life of the contract.

Alderman Klee

And, OK that answered my question. Thank you.

Mayor Donchess

Anyone else?

Alderwoman Lu

Yes, Alderwoman Lu please?

Mayor Donchess

Alderman Lu?

Alderwoman Lu

Thank you. And this is something that we are just renewing that we have purchased in the past, is that right?

Director Kleiner

Yes, that is correct. We have had it for a number of years. The latest dating back, I think, to 2016 that I could find. It does provide these comprehensive dashboards, as you can imagine, with an IT Infrastructure the size of the City, the various servers, the various programs; it is important to keep all this information in one place on a dashboard that can easily be read so that we can stay ahead of any performance issues that there may be.

Alderwoman Lu

Just a follow up, please?

Mayor Donchess

Yes, of course.

Alderwoman Lu

Just because we saw a really large contract last meeting for a whole suite of software items. And I am just curious why this was not included in that. Was that a different vendor or something?

Director Kleiner

Yes. So we generally bring contracts as they come up for renewal, so you would see different items within the year. They wouldn't all necessarily be at the same time and it is by vendor.

Alderwoman Lu

OK thank you.

Mayor Donchess

Anyone else? Madam Clerk, could you please call the roll?

A viva voce roll call was taken which resulted as follows:

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright,
Alderwoman Kelly, Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM FEBRUARY 12, 2021 TO FEBRUARY 25, 2021, BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

GENERAL DISCUSSION

Alderwoman Lu

I had a couple of questions I hoped to ask.

Mayor Donchess

Please go ahead.

Alderwoman Lu

Thank you. Just looking at a couple of things, I wondered about, I was curious about the revenues, it is related to the Finance Committee. The property taxes as of December 31st were 100% collected. Is the December payment the second payment of the year or do we just get a lot of people that pre-pay. December is final payment?

Mayor Donchess

December is the final payment, but I don't think we collected 100%. I mean we collected a high percentage but not 100%. David ...

Alderwoman Lu

Well I think so according to the property taxes on December 31st. But, you know what, I've been wrong before I'll tell you that, in fact, in the last two meetings I've been in. So I'll go back and look.

Mayor Donchess

I can say we are usually in the 95% but never at 100% there's always someone who does not pay.

Alderwoman Lu

And are we collecting, are we getting our rents from Court Street property regularly?

Mayor Donchess

Ms. Kleiner can probably answer that. We suspended the rents for the non-profits for a time because of COVID; they really even couldn't use the space. But where are we with that at this point, Ms. Kleiner? You're on mute; I don't know if you can the answer the question now or you need to get back to us.

Director Kleiner

Yes, Mayor you are correct we did suspend rents due to COVID. Renters were not allowed to use the City building. We issued that information in the Court Street report that we sent the Board about three weeks ago and we included that on why we would have a shortfall for Fiscal '21. They are back now and we are collecting rents. The only issue now is that we have not allowed rental of the theater which we generally collect revenue for. We estimate, hopefully, looking at resuming that in September.

Alderwoman Lu

OK thank you, I had not noticed that in the past. Just one last question, in terms of the monthly reports, I know toward the end of last Fiscal Year the reports, well how frequently after the last month do they typically come out, because we are into March and we don't have January's. And I was just trying to get a sense of the flow that's typical.

Mayor Donchess

Which report are you asking about?

Alderwoman Lu

The monthly reports, you know, the monthly financials?

Mayor Donchess

Ms. Kleiner or Mr. Griffin, are you on?

Director Kleiner

I do not believe Mr. Griffin was able to – Mr. Fredette may know.

Alderwoman Lu

It's something I came across this afternoon. I could shoot an email over to CFO Griffin. Thank you.

Mayor Donchess

That's something we could get back to you on.

Alderwoman Lu

Thank you.

Mayor Donchess

Anyone else? If not, public comment. Is there any member of the public who would like to address the Committee?

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

POSSIBLE NON-PUBLIC SESSION

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE GO INTO NON-PUBLIC SESSION BY ROLL CALL PURSUANT TO RSA 91-A:3,II

(A) THE DISMISSAL, PROMOTION, OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE DISCIPLINING OF SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM OR HER, UNLESS THE EMPLOYEE AFFECTED (1) HAS A RIGHT TO A MEETING AND (2) REQUESTS THAT THE MEETING BE OPEN, IN WHICH CASE THE REQUEST SHALL BE GRANTED; and

(C) MATTERS WHICH, IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF ANY PERSON, OTHER THAN A MEMBER OF THE PUBLIC BODY ITSELF, UNLESS SUCH PERSON REQUESTS AN OPEN MEETING. THIS EXEMPTION SHALL EXTEND TO ANY APPLICATION FOR ASSISTANCE OR TAX ABATEMENT OR WAIVER OF A FEE, FINE, OR OTHER LEVY, IF BASED ON INABILITY TO PAY OR POVERTY OF THE APPLICANT

SECONDED BY ALDERMAN KLEE

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

Yea:	Mayor Donchess, Alderman O'Brien, Alderwoman Kelly, Alderman Laws, Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright	7
Nay:		0

MOTION CARRIED

The Finance Committee went into non-public session at 7:20 p.m.

The Finance Committee came out of non-public session at 7:42 p.m.

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE SEAL THE MINUTES OF THE NON-PUBLIC SESSION BY ROLL CALL UNTIL SUCH TIME AS THE MAJORITY OF THE COMMITTEE VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVED, BY ROLL CALL

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

Yea:	Mayor Donchess, Alderman O'Brien, Alderwoman Kelly, Alderman Laws Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright	7
Nay:		0

MOTION CARRIED

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN BY ROLL CALL

A viva voce roll call was taken which resulted as follows:

Yea:	Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman Laws, Alderman O'Brien, Mayor Donchess	7
Nay:		0

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:44 p.m.

Alderman Linda Harriott-Gathright
Committee Clerk