

A special meeting of the Board of Aldermen was held Monday, March 16, 2020, at 7:00 p.m. in the Auditorium at City Hall, 3rd floor.

President Lori Wilshire presided; City Clerk Susan K. Lovering recorded.

Prayer was offered by City Clerk Susan K. Lovering; Alderman Patricia Klee led in the Pledge to the Flag.

The roll call was taken with 13 members of the Board of Aldermen present: Alderman Laws and Alderman Jette were recorded absent.

Mayor James W. Donchess and Corporation Counsel Steven A. Bolton were also in attendance.

DISCUSSION

Coronavirus (COVID-19)

President Wilshire

I am going to turn this over to the Mayor for discussion on the Coronavirus, COVID-19. Mayor?

Mayor Donchess

Well thank you Madam President for calling this meeting tonight and thank you everybody for attending. We all are going to talk to you about the City's response as we have planned it for the response to the Coronavirus outbreak, COVID-19. I am proposing that you pass a couple measures tonight which I will detail in a minute. But first, I want to thank the group of people that work for the City that have been formulating the City's Plan for some weeks now and have led our response to the COVID-19 virus. We, of course, have on the front lines is Director Bobbie Bagley of Public Health who has been working with the hospitals and thinking through the issues, the health issues that we might be facing over the coming weeks and months. She has done a great job, along with Director Justin Kates of Emergency Management. He's been thinking about what to do, in terms of exactly how to respond and how the City should react for a number of weeks now from his position in Emergency Management. The same with Director Kim Kleiner, who has been thinking through many of the issues that we need to do with technology and personnel and many of the other issues that we are going to need to face as we move forward with respect to the City's response.

I want to thank them and all of the other people who have worked hard; the Police Department, the Fire Department, the hospitals. Everybody has been involved in talking this through. Of course we want to take this very seriously. We already have one case in Nashua which was discovered the end of last week and was confirmed over the weekend. Director Bagley has been on top of this case. It is someone who traveled internationally, came home, was back for a couple of days before reporting symptoms; then was tested and diagnosed within a couple of days, then on Sunday received a diagnosis. She has been investigating this case, talking with the family and trying to determine who else might have been at risk or who else could have been exposed. But fortunately the person with the virus did not travel much around the City. So you will hear more about that from Ms. Bagley.

Also, of course, we have seen what happened in China and Italy and you all heard on the media how important it is that we try to extend the curve, meaning reduce the number of cases that come initially during the spike, so that we can enable our health care system to treat the people who need treatment and so that the healthcare system will not be overwhelmed by an influx of many, many cases at the same time. You've seen what actions that have been taken at the State level, first in terms of ordering

that the schools transition into remote learning and today that bars and restaurants only serve take-out starting tomorrow.

Now specifically the steps that we are suggesting that we take, and you will hear more in detail from the Directors, is that we want to limit access to City Hall beginning Wednesday the 18th, and so it would be closed to the public and only people working for the City would be involved here. Secondly, then starting on Friday the 20th, we propose that non-essential employees work remotely, that they not come in, that they work remotely as directed by their supervisors. Essential employees would be required to report to work and Justin Kates and others have been working over these weeks to define which are the essential services and which are not. And that's all in writing, but the obvious essential services, of course, are the Public Safety, Police and Fire and also from Public Works, the Treatment Plant employees, we've got to run the Waste Water System as well as certain members of the Street Department who would be picking up the garbage and doing other tasks. Also people within City Hall who are required to make payroll and pay everybody that are working and a few other functions which Ms. Kleiner can discuss.

We are proposing that you pass, and I will show you specifically, a Policy that enables us to allow people if they are sick to be out of work without using sick time so that there is no, to discourage people from coming in when they are sick. That's one of the ways that the virus gets spread; is people feel they have to come to work when they are sick. Also if people, as a result of the School closing, have childcare issues and they can't come in, we are proposing that they be allowed to work remotely or stay away without having to use vacation or sick time. Again, to help the City and the employees get through this crisis.

Specifically the Policy that we are asking you to pass is attached to the Memo from me of March 16th, it is the second page and it is entitled, "Temporary Policy on Shutdowns and Emergency Leave". We are also asking you to pass, under suspension, a Resolution that would transfer funds. Ms. Kleiner can discuss the need for more funds related to technology and the licenses that are needed for remote work as well as the servers that are required to support many people working remotely. That is the first element of Resolution R-20-024. That is \$100,000.00. You did appropriate \$50,000.00, but as they are getting into this, this is going to cost more than \$50,000.00. Secondly, United Way is trying to put together an emergency fund for the non-profits and has asked a number of institutions for \$5,000.00, a relatively small fund, but still a fund together to support the non-profits while demands on them are increasing. So this Resolution proposes that we honor the request of United Way and contribute along with some other institutions to that emergency fund.

Finally, of course, we still face issues with our public schools. The Governor and the Educational Commissioner announced Sunday that there are transitioning to remote learning. A lot of questions about how that might work; a number of families do have the capability, computers and the like, Internet to have the kids learn remotely. But many families do not. When the Commissioner was asked, "Well how does that work for people who don't have computers"; he said analog learning, analog connection. And I thought, "Well what does that mean". And when I asked the Superintendent that question, that means paper. Analog means paper, not computers. So certainly there are some issues that need to be worked through there if we possibly can do that. So we are going to be talking with the School Department about how that might be accomplished.

Also, for the remote learning for young kids, really may not be realistic. How can a second grader really learn over the Internet, reading and the like? A question that I haven't yet put to our City Attorney, but I will, I'm not asking him to answer now, but simply to come back with some thoughts on it later on. Is some of this an unfunded mandate which would require reimbursement under the State Constitution by the State of New Hampshire?

In any event, those are some of the issues, some of the things we have been dealing with. But rather than talk further, I would first go to Director Bagley on the health front and then to Director Kates on the Emergency Management and all of the organization that he has been involved and then to Director Kleiner regarding the need for the funds and how this would be used to enable remote working. So thank you Madam President.

President Wilshire

Thank you. Director Bagley.

Bobbie Bagley, Director of Health and Community Services

Thank you, Mayor, and thank you Board of Aldermen. We do face a serious health threat at this time with the COVID-19 virus. The last time we did a presentation was on March 13th and at that time in the United States the number of cases that we had were 1,629 and today which is the 16th there are 4,464 cases. So this is a virus that is spread very, very quickly and very easily. In the State of New Hampshire on Friday we had 7 cases and today, on Monday we have 17. And so, again this is a virus that spreads very, very quickly and very, very easily. It is a virus that also when certain population groups, populations over the age of 60, our population of individuals that have underlying health conditions are impacted tremendously by this disease.

Younger people and people who are fairly healthy, if they come into contact with this virus may have mild symptoms and may not even know that they are carrying the COVID virus. The actions that we are taking with social distance is very important. The actions that we are taking with individuals who are sick and asking them to stay at home, it is very, very important. The action, as simple as it is, of telling people to wash their hands, and cover their cough, and don't touch your face and don't touch your mouth and don't touch your eyes. These are all very, very important Public Health measures to stop and to contain and to mitigate the spread of this virus.

What we are doing in Public Health right now is we are trying to push that message out as much as we can through social media, through the radio, through newspaper, on our web site. As much as we can get this information out, we are going to do that. We also want to make sure people are informed as they can be with the changing and the ever-evolving changes that we are seeing with this virus. So although it seems like, you know, we are hearing about this every day, every day, every day, we think this is really important because we need people to take this seriously. We do an update once a week on the numbers as the State puts out a daily update on what they are seeing and the changes that are occurring across the State.

As the Mayor mentioned, we had our first case reported to us in Hillsborough County, a Nashua resident on Sunday. I have been investigating that case. Usually with the COVID virus, the expectation or the average of how many people will get infected when one person is affected is about 2.5. But that depends on your situation; if you are in a large crowd and someone is sick and they don't know it but they are coughing or they are sneezing and they are not covering that cough and they are not covering that sneeze and they are in a large room, they are going to spread that infection to a large number of people. So these measures may seem to be extreme, but they are very, very important. Again, we don't want to put at risk the most vulnerable populations in our community because from what we have seen with what happened in China and what is happening across the world, in Italy and Europe, the elderly population is impacted by this greatly. What we are seeing in the State of Washington, with the number of individuals that have died there, the majority of them have been older adults that have compromised or underlying health issues.

We have to also think about individuals that have Diabetes, Heart Disease, Asthma, people that are on Chemo, any kind of immune compromising disorder is going to put individuals that suffer from those disorders at greatest risk. So we appeal to our community, we want people to be socially responsible. We want individuals to think, not just about their protection, but the protection of others and take these measures seriously and enact the preventative measures that we need to on a daily basis. I don't know if folks have any other questions about the case that was reported, of what information can be shared? I will address those as confidentially as I can.

Alderman O'Brien

Thank you. Director Bagley, from what I heard on the National News and everything, there was the recommendation and is it still current that one – if they think they are infected or suffering symptoms, the worst thing that they could do is actually show up at the ER where they could contaminate or perhaps shut down the whole hospital for a short period of time. So would it not be best and should we iterate that to the public, if they feel that they are contaminated, to contact their primary care physician or another immediate care facility and go through the screening process before showing up to the Emergency Room.

Director Bagley

Yes Aldermen, that is exactly what we need for people to do. If people are sick and they have symptoms, they should not go to their doctor's office; they should not be in the emergency room. They do need to call first so they can have a screening done over the telephone and that provider will give them further directions on what may need to happen. And so that the hospitals can also be prepared if they do come into the hospital.

Mayor Donchess

You might mention the public service line that you are attempting to set up.

Director Bagley

Yes at this time there's a couple of things that we are looking to do over at the Health Department. The Public Health Nurses have been trained to actually do the sample collection so that we can increase testing and will offer testing from a mobile site. We are also looking to set up a phone line so that we can take questions and answers from individuals in our community. The State has been overwhelmed since the first case in New Hampshire that was diagnosed in January and as they continue to go up. Those numbers, if you think about the number of cases that there are, there are hundreds of calls that they get on a daily basis of individuals that are really concerned about their risk for this infection. So we do plan to set up a call line or a call center so we can take questions and answers from individuals.

Alderwoman Kelly

Thank you. I wanted to ask about testing. I know Alderman O'Brien talked about specifically getting screened first. But I want to know if we have more information on how many tests are available and are we ruling it out or is it better that we just keep ourselves in quarantine.

Director Bagley

So the State continues to get test kits from the CDC. I heard today that there were a number of tests that came in. Last week we heard that there were 250 tests that the State has and so as they continue to produce the reagents, we continue to get more and more tests. There is a very strict criteria still in place for testing. If an individual can describe to their provider what their risk factors were, so for instance travel; no longer just travel to China or travel to Europe, travel to any other place where we are seeing the numbers are spreading in the community. So folks are asked that question. Folks are also asked questions about their symptoms; and so if they've had a fever or if they have a cough, any relation to having traveled or if they have been in direct contact with someone that has been diagnosed as a positive person with COVID 19. If they meet that criteria they will be tested.

If individuals also are over 60 or if they have underlying health conditions and they've been in contact with someone, they are also going to be tested. Right now we ordered 30 kits so we can do at least 30 tests. We plan to start doing those activities by Wednesday and the State will give us tests as we have need of them.

Alderman Kelly

I know there's been, maybe I'm just confused, but I wanted to know if there is any cost. I know at some point at the National level they said, "Absolutely not, we are going to make sure that's taken care of". But I just don't know where we are with that.

Director Bagley

So for the kits that we have received, the collection kits we have received those are free, those are free. I do know that if people have health insurance and they go into their private practitioners' offices or if they go into the ED, their health insurance will be charged. I don't believe that if a person is required to get testing that those individuals will be turned away if they can't afford to pay for it.

Alderman Klee

Thank you. We had learned up in the State House last week in our marathon meeting, that the insurance, the head of the insurance department had contacted all insurance companies and said that there would be no co-pays, no anything for those that are insured, so that they are completely covered, but again, like you said, those that do not have insurance, I don't know. But all private insurance companies are going to pick up all ED costs, all hospitalization if any as well as all primary care cost.

Alderman Cleaver

Director Bagley thank you. About a week ago, ten days ago you had proposed Ward Meetings that we arranged, Ward Communication Meetings, and I was wondering if that was still in the plan?

Director Bagley

No we have actually sent out a message that all of the events that we had planned for our Community Health Assessment, we had a lead conference that was planned; we've cancelled all of those events

for the next 45 days. So you should be receiving an e-mail from me because we just sent that e-mail out today. So those will all be postponed.

Alderman Tencza

You said if you have mild symptoms call, in your professional medical opinion, what are mild symptoms? I think a lot of people, there's so much information out there. I've read that up to, you know, unless you have pneumonia; don't call, if you are relatively healthy person otherwise and under the age of 60. So at what point should people call or present to their doctor?

Director Bagley

So again if a person has traveled to places in our country where COVID-19 has spread in the community, whether those symptoms are you know a slight fever or 100.4, headache, the case I am investigating right now has very, very mild symptoms. Their case is travel-related and so because the person had traveled and then presented with these symptoms, that's why that person was screened. The person feels pretty good right now, had a high fever for a couple of days, had some diarrhea but right now that person feels fine. That person has to remain in isolation for the next 14 days no matter how well they feel at this point, because they can still spread the infection in the community.

And so some symptoms are going to be very, very mild; in children they may have a little runny nose, they may have a very slight fever, they may not have too many symptoms at all. But they can also carry the virus that they've come in contact with it. And then there are others that will have very severe outcomes as a result of this viral infection if they have any immunocompromising situation in their body where their immune system is weakened.

President Wilshire

So a question about that, if a young person has it and has very mild symptoms that you wouldn't consider Coronavirus, but they can carry that virus and pass it on to someone else?

Director Bagley

Yes, they can.

President Wilshire

Oh good to know, thank you.

Alderman Schmidt

One of the issues that they are finding down in Massachusetts is it is actually moving through the community these days. It isn't about your travel anymore, it is about you running into somebody who is just at the beginning of the symptoms, doesn't know it yet and goes out into the community. I know it's really, really important for people to stay in their homes right now. What can you tell us about how long it'll have to be confined?

Director Bagley

So if we think about what we have seen with China, they had their first case in December and we are now in March. 80% of the individuals who were infected with the Coronavirus in China have now recovered. It is 2 ½ months and there are still some cases and so if we even look at some of that data, the people or the numbers that we know about are those that actually had the opportunity to get tested. So there are probably quite a few that were not tested either because they didn't have access to healthcare or they couldn't afford to pay for it. And so for the numbers that we are seeing, there are probably many others that we don't know about. But we also see that in 2 ½ months there's been an 80% recovery rate of those who were diagnosed. So I think as the Mayor described, the things that we are doing with our mitigation is to try and flatten that curve. So for instance if we get a spike, there's a bell curve that looks like this and this is what you saw in China, you just say it just peak up like that, you saw it just peak up in Italy. With the steps that we are trying to put in place, we want to flatten it out so we want to spread a little bit longer over time, but we just cannot afford to have the kind of surges that we've seen in some of these other countries, because we just don't have the capacity with our workforce, we won't have the capacity with our First Responders. We don't have the capacity, even right now, with our State being able to manage the volume of calls that they are getting. They are at work until 12 and up until after midnight just taking calls and trying to go through the numbers of investigations that they are doing. So we want to spread this out so that it remains manageable for us here in Nashua and the Greater Nashua area.

Alderman Schmidt

And our hospitals are prepared for this?

Director Bagley

Our hospitals right now are prepared as they can be, we are not prepared for a surge. We won't have enough ICU rooms if we need to have, you know, people in ICU especially in those most vulnerable populations. We don't have enough negative air pressure rooms and the emergency rooms are on the floor, if we have a spike in this area, we just don't have that.

Alderman Dowd

I've heard differing stories on when they think this is going to peak. At one point they thought it was going to be in May but in the Globe, I guess they are epidemiologists, they say it is going to last well through the summer. How does that impact a lot of things that we are doing right now? Are they going to be in place for that long or do we not know?

Director Bagley

That's an unknown. Unfortunately Alderman Dowd, that's an unknown.

Mayor Donchess

One thing I didn't mention is what we are proposing is that these policies remain in effect until at least April 3rd which corresponds with the school closings or the remote learning ordered by the State of New Hampshire and that we re-evaluate at that time. I'll let Ms. Bagley finish.

Director Bagley

It is hard to predict, but again I think the measures that we are taking, I think it is going to be very helpful for us in our area.

Alderman O'Brien

Thank you, Madam President, just a point of order if I may. Just a reminder to the fellow Aldermen that I think these microphones are basically, they have to be in front of you if you are off to the side then the public may not hear you. I know there is 17 of us and very few microphones, so feel free to share. I think it does go with some distancing so we should be alright so, thank you Madam President.

President Wilshire

Director Bagley, what is the incubation period? So if someone was say in Washington State during February vacation, the last week of February, would that like it's three weeks out. The incubation period should be over by then?

Director Bagley

The incubation period is between up to 14 days and that's why from the first on-set of symptoms we are asking people to quarantine for 14 days if they've been in contact with someone that has the virus.

President Wilshire

Thank you.

Alderwoman Lu

Director Bagley can you just talk about where we will find the telephone number when you get that set up?

Justin Kates, Emergency Management Director

The information line?

Alderwoman Lu

Will it be a number that's currently ...

Director Kates

Yeah so, we will publish that within the next probably few days, once we get the set up. One of our

concerns is that 211 has experienced a substantial overload of calls. 211 is a professional call center, we are setting up something using city phones and volunteers. So that's one concern; the second is Manchester has done a similar initiative and also they become pretty overwhelmed. So we want to make sure it is right before we set it up. So we will make sure to publicize as far as wide when we do get it set up.

Alderwoman Lu

Thank you.

President Wilshire

Anyone else have questions for Director Bagley?

Alderman Lopez

I mean how can people help is I think a question a lot of people have on their minds, if you are making a call center can you get like 49 volunteers to help or is there a role for the public that they can offer something or even a way for you to receive offers of help and then screen them and then figure out who is helpful?

Director Kates

So I will talk a little bit more about this on my section but this is going to be an all of community response. The City Government is not going to be able to handle this, we've identified that the State Government is unable to handle this and frankly, the Federal Government is also unable to handle this. So just alone here within the City, one of the things we discussed this morning was our organizational structure for this response. The Mayor's Office, Cheryl has offered to take on some of the responsibilities related to volunteers and donations management. So each City Department even if it is sort of outside of their typical scope, they are doing some strange things that they wouldn't do day-to-day. So that is one of the things that we are looking at for volunteers and donations management.

The ideas that we have seen that we have leveraged in previous disasters have been around having some sort of intake form; what types of skills do you have, and then being able to triage those based on the need that we have. We have already seen in some of these States, the use of volunteers for everything ranging from helping to set up digital classrooms through delivering meals and those types of activities. So it is going to be, just that alone is going to be a massive undertaking.

Director Bagley

If I may, we are also looking to recruit individuals in our medical reserve corp and also in our Community Emergency Response Teams, so through the CERT. We also are looking at the opportunity that we will have with some of our universities where some of the college students are right now not in school. They can also help with some of the things that we are going to need. Just today, I had to make a delivery to a home with food. And so we are going to need that, if our numbers continue to go up and we have people that we are asking to stay home and isolate, we are going to need to have that set of volunteers help with delivering food and other things that people may need if they can't go out into the community.

President Wilshire

Director Kates, you are up.

Director Kates

Thank you. So I just wanted to start off with a couple of simple comments just to set the stage here. In many cases in the career of an Emergency Manager they deal with some sort of catastrophe, you know, we've seen disasters that are very large in scale. We think of the common ones; 911, Hurricane Sandy, Hurricane Katrina. When you look at the scope and the magnitude of a disaster like that, it is typically regional in nature. There's only been one example that I can recognize where we've had a National Disaster Declaration and that was for Hurricane Katrina and the only reason that that took place was because of the massive exodus of people who evacuated the Gulf Coast to every State in the Country. So it wasn't even that those States were being impacted by the disaster, it was just the fact that there was a massive evacuation.

In this case, every Emergency Manager across the Country is dealing with this crisis; every City Department, County Department, State Government and then the Federal Government is dealing with this crisis. We have so many different mechanisms ranging from the Emergency Management Assistance Compact where we can move resources across State lines to help each other out during a disaster, Mutual Aid among local communities. None of that works right now because everybody is being impacted by this disaster. So what we have in the community is what we have. We have to leverage not just those City resources, but also the Community Resources.

The other thing I just wanted to just mention before I explain what the City is doing regarding the responses, the importance of information sharing. One of the things that we have been challenged with over the past few weeks is while the City has been working remarkably well together with all the Division Directors, the Department Heads, it has been unbelievable the amount of collaboration even just the work between what Public Health and Emergency Management has been doing. We quickly, early on identified Public Health takes the lead on the Public Health Response and Emergency Management initially was focused on supporting and assisting with identifying the critical Government functions that needed to continue during this incident.

We are in a moment now where we are getting these reports from the State, from the Federal Government which we are learning about as Government Professionals, at the same time citizens are. So when we hear an announcement that we are shutting down schools on the 5th, guess when I found that out? It was at the same time everybody else did. It presents a lot of challenges for us as a local government to be able to react quickly and try to adapt to those types of conditions. So I will say the key statement is we have to work together as a City. If we can work together and we have to share information, we are going to be in much better shape than if we don't because we are not able to rely on the State and Federal Government to assist with that.

So just a brief overview of what we've done so far. We have been working on this initiative over the past few weeks now really focused on ensuring that the City Departments have all of the resources that they can possibly get to enable some ability to function during this crisis. So they have gone through a process, an exercise with our team to identify what are those essential functions within their organization? What are the things that they need to do in order to make those essential functions occur? So whether that be supplies, staffing, access to some sort of an information technology system, all of that needed to really be documented so that we could provide recommendations on what functions needed to continue if we had to curtail services.

This weekend we finalized all of those plans with the Division Directors, regarding what types of functions they would be able to continue, whether it be at a facility like the Waste Water Plant or providing services out in the community that are essential like Fire or Law Enforcement all the way through what types of services can continue but may be able to continue from somebody's home. As you can imagine, it is very challenging to enable somebody to work from home when that is not a policy that we currently within the City. We are not like the Federal Government where many workers can work from home; we are not like the private sector where many workers can work from home. So trying to make something like that work on the fly is remarkable. It is remarkable the work that the Administrative Services Division has done, and IT to make this a reality. And we still are working through the final steps and we will get there. But just the progress that we have made has been unbelievable and I can just say we wouldn't have done it unless there was a crisis of this magnitude.

So as I mentioned, we have been working on this for a number of weeks. Over the weekend, I worked with Bobbie to really determine what our future organizational structure is. While Public Health has been the lead up to this point, one of the things that we did over the weekend was we established a unified command. And the reason for that is because there are going to be a number of major issues, major problems that we are going to be dealing with in the coming weeks, coming months. Everything ranging from the distribution of medications and food all the way through economic recovery and how we are going to deal with the fallout from today's action, which was necessary, to ensure that community organizations, businesses, have the resources that they need to reopen after this crisis.

So one of the things that we did was establish that Unified Command, we also tasked five Task Forces that we are working to try and build out and develop a plan for. Two of them have been things that we have been working on for the past few weeks, the first being the Municipal Continuity Task Force. That Task Force is focused around keeping our City Services up and running. The second Task Force is the one that Bobbie has been leading for the past few weeks which is the Public Health Response Task Force and that is focused around current issues, which is you know the contact tracing, the testing that is going to be done all the way through future actions that are expected hopefully through maybe vaccinations and those types of activities; so all of that is within that Task Force. And three others that we recently added; the first one being school issues; so we have worked to integrate the School Department's efforts into the City response. We had a call with Dr. Mosley this morning so that we have a direct contact with the School District to enable us to share resources with them and then identify when they have concerns, can we request those things through the State Emergency Operations Center.

The fourth Task Force is Economic Recovery. So there have been some efforts to provide services to business, the Small Business Administration as an example has authorized economic injury loans for businesses similar to what we would find after a natural disaster or something like that. But there are likely to be more programs and initiatives that are going to come out of this to assist businesses larger and small. We need to have our game plan as to how those types of services will be continued. That Task Force will also be responsible for looking at supply chain issues. So one of our concerns is around Supermarkets, Pharmacies and enabling them to get back up and running if possible, that is something that we need to be planning for now even though grocery stores and pharmacies are completely open. We need to be thinking in the future rather than thinking about what is going to happen tomorrow.

The last one that we've identified as a Task Force is Community Distribution. And so in this case we are looking at what types of efforts would need to be done by the City to partner with some of the work that is being done with the United Way right now around the distribution of supplies and other necessary things within the community. So we work to identify who might be a resource in that case and we've also talked to Community Development about leading that Task Force even though that's not something they do day-to-day, they don't distribute supplies in the community. But they do have

experience with transportation systems, the transit system, figuring out what types of community-based organizations we have here in the City that can assist through Urban Programs or there might be some opportunity to make that work.

We have virtual operations center, Virtual Emergency Operation Center established, which all of the City leadership as well as other key stakeholders across the community like our hospitals and some of the non-profits are on. And what we are using that for is a way to share information among all those players is to actions that are being taken, announcements that are being made and also requests. So if somebody has something like a question that comes up about “where do we get this” or “how do we do this” we will triage that request within the Emergency Management Team and send that to the right Department.

The other thing that we are working on and we have a meeting tomorrow morning to discuss getting it formalized is a coordinated effort among all of our Public Relations and External Affairs folks within the City. So we have a number of folks that are tasked to that day-to-day within the City and because this is sort of an all hands on deck type of response that we are dealing with, we are going to leverage those communications professionals, the External Affairs / Public Relations folks to help communicate, provide press releases, social media updates to all those community stakeholders. So it is a one voice across the City rather than every Department kind of doing their own thing.

I just will close with one thing that I think is important for the Board of Aldermen to be aware of, but yet I don't have all the answers and I'm not sure when I will. There was a Disaster Declaration, National Disaster Declaration through the Stafford Act, to enable reimbursements related to the COVID-19 response and they are focused around what types of actions the City is taking to respond to the crisis. There is still a lot of unknowns around the use of that funding related to losses, so say you know if we had a loss related to revenue within the City due to this, if we were using it to pay employees that couldn't work, there are still a lot of unknowns on whether this can be used for those types of things. However, we do know that actions that are being taken by our Fire Department, our Police Department, Public Health you have your own set of money that's coming in from the State; but all of those Departments are taking a critical role in responding to this crisis. We will be able to be reimbursed 75% for that incident so that's something that we have asked all the City Departments to ensure that they are maintaining the documentation because if you have ever been through a FEMA reimbursement process, the one thing you know is you have to have all of your back-up documentation, or else you are not going to get the check.

We also have to ensure we are following all of our procurement rules and requirements or else they can take the money back from us when they realize that we didn't follow the rules. So it just important for all of you to be familiar with, that is something that we are considering when it comes to the type of actions that we are taking as a City, whether we would be reimbursed or not. It does help us with some of the decision making, because during some disasters we don't know if we are going to get a disaster declaration, so we are a little leery about whether we are going to put a massive investment in something, whether we are hiring a large number of staff to support something. Well in this case, we know that it's there and that we can use for this response.

We are working with Administrative Services as well as all of the other Divisions on finalizing the implementation plan for our continuity, you know, the plan that was discussed by the Mayor earlier this evening around Wednesday being close off to the public. And then Friday having our operations curtailed to only those essential employees that need to come in and serve as like a skeleton crew to make sure that transition has worked well. That is something that I think really supports what Public Health needs, what our Community Health needs and will enable an approach for us to leverage employees as part of the disaster response for the City. So I'll take any questions.

President Wilshire

Thank you. Alderwoman Kelly and then Alderman Dowd.

Alderwoman Kelly

Thank you, you were very thorough and I appreciated that. I have a couple of questions; I know you said, rightly so, that communication and sharing communication is going to be very key; we are at the front lines talking to people daily. They have questions, so question one – I heard you say emergency management will triage. Is that where we should start if someone reaches out to us with a question or a need?

Director Kates

Yes so what we want to do is we will want to send any requests from you know the public any requests about questions related to the incident to our Joint Information Center. The Joint Information Center is really that operation where there's the Mayor's Office, the PIO, Public Information Officer from Public Health, the other Public Affairs/Relations folks from all the other City Departments. That way they can identify who has the best answer for that specific question. And that for right now, send it to Emergency Management but we do have an e-mail address that doesn't come to mind because we just set it up today that we will use to have the public that has a question about some sort of issue in the community, reach out to the PIO's from those organizations. Media as well, and all those would go through that funnel, and we will have all that information up on the City Web Site once the e-mail address is finalized and ready for the public.

Alderwoman Kelly

Thank you, my second question was how information will be shared with the Board of Aldermen. Will it just be put up on the web site? Will we get memos when things change because I know it is changing pretty quickly but also making sure we have the right information?

Director Kates

Sure, so one of the things that we can do and this is another function of that Joint Information Center, is any of our key updates, we can send that easily to the distribution list for the Board of Aldermen, so that way you are clued in to what is going on. We can easily do that and make sure that that happens. The other thing that I would mention is that it is important to stay tuned regarding social media posts, so make sure that you are following Public Health, Emergency Management, but also our State and Federal Counterparts, because again, I'll be honest with you, that's how we are finding out a lot of things. You know? People are asking about the whole bar closing thing and I'm like, well, I'm looking on the Governor's Web Site and the Executive Order is not up there, yet it was on Twitter. So definitely, really make sure that you are following social media for these official accounts to ensure that you know what is taking place here during this response. It is evolving quickly and so they are trying to use tools like social media to get the information out as quickly as possible.

President Wilshire

We do appreciate being involved in updates. Thank you.

Director Kates

Absolutely.

Alderman Dowd

Last Friday I asked Senator Shaheen, this is sort of new and reactionary, the Federal, State and Local levels and I asked her if somebody was recording lessons learned and see what works and what doesn't work and keep a playbook so if it happens again we don't have to re-invent the wheel. So do we have somebody locally that is tasked with keeping track of what we are doing, what works, what doesn't work, so if does happen again, we will be ahead of it instead of behind it?

Director Kates

Yeah so that's something that we do not do well as a profession. I'm sure you see we have disasters all the time and it seems like if you look at the news, we have the same issues, every single time. To me, I have a passion for lessons learned and continuous improvement. We actually have a person that was with us in our Emergency Operation Center today that was keeping a log of some the critical issues that we were dealing with. One of the things that we do after the event is and this not uncommon, this is not something that our office only does. If we do after action report, postmortem, the idea is to take all those lessons learned and document them. The challenge is, that we all fail at, is to ensure that those lessons learned have corrective actions and that we resolve them as they progress forward. But then also that our successors are aware of those same issues as well as our counterparts elsewhere across the country.

One of the things that we've been doing is monitoring what is going on in other jurisdictions, we have a number of colleagues and we are using that to adjust some of our tactics and what things we are doing as an organization. We are stealing a lot of things from our jurisdictions where we will see something like a sample press release that they are using and saying, "hmm... actually rather than us wasting two hours' worth of our time drafting something new, can we leverage this and adjust it for the City of Nashua". So we have been doing it kind of both ways, documenting things that we can share with our partners here within the City but also our partners outside of the City in the future. But then also taking information, lessons learned, from other places that are actually in a much worse state than we are in right now and trying to adapt them before it becomes much worse here in the City.

Alderman O'Brien

Thank you, Director, as you know in my past life, we've worked together.

Director Kates

Yeah, we did.

Alderman O'Brien

Nothing as serious as this thankfully. But my time on the job I remember the other one the Bird Flu, but anyways, I am glad what we are doing, it makes prudent sense, shutting down, limited access to City Hall, to schools. But I am concerned about our First Responders and that's the Police and that's

the Fire. They cannot pick and choose on the calls that they receive; they cannot because of the nature of their duty enforce the six-foot rule that we have heard about. We should maintain that boundary in dealing with people. If we are isolating City Hall and other things, I do know there's, I would hope that everybody in the City would be on their best behavior and nobody gets arrested, but I don't think we are in that utopic place right now.

However, are we looking at our First Responders to limit the access such as the Fire Stations? It has got to be bad enough going on these particular calls. And should we also look at the casual exposure of these two integral facilities, Police and Fire, and as well, we do have some other programs that are out there such as where people come into the Fire House for a Safe Station Environment. I'd hate to see that program suffer, but are not some of those people some our less healthy than some of our other citizens? So you know, I haven't heard anything really, and I know you are speaking in general terms and I don't mean, if I am getting too specific, I apologize. But to me, those are very big concerns to me, and are we at least with those Division Heads working to come up with a plan with this?

Director Kates

Sure so I'll mention a couple of things. I am going to let the Police and the Fire Department; I think later they are talking a little bit about what types of actions they are doing and they can talk about some of the specifics. And I'll also let Bobbie talk a little bit about some of the work that her folks have done to provide them with almost like a decision matrix so that they have a better indication of the call that they are going to, whether they need to take some additional precautions or not.

So one of the things that we did do as part of that continuity review when we went with all the Divisions, we included some of the Divisions that don't report to the Mayor but we wanted to ensure that we had them coordinated just the same way that we would with any of our City Divisions. So Fire and Police were heavily involved in that and provided some insight related to the types of activities that they need to continue. Some of them are very obvious, but we were able to work through and identify some that are not really critical for us to continue through this crisis and helps to reduce the burden and likelihood that their personnel are going to be in a dangerous situation. You know, things like burning permits, those are the types of activities that we can curtail through this crisis.

One of the other things that has come up considerably that we have been working through and working to try to identify some ability to try and get this stuff to the City is personal protective equipment. So we know that is one of the global concerns right now; it is not just even a City, State or Federal concern; it's the lack of personal protective equipment for responders. There's been a lot of efforts from the CDC to enable some provisions for other types of personal protective equipment to be used by personnel and I know that that information has been pushed out and that's enabling us to provide service when we've got situations where there might not be the N95 Respirator that provides the best level of protection. There are also efforts now related to how we would approach that type of a response. Can we get information about how to keep that person outside, rather than inside if possible? So those are behavior changes that we hope to have implemented in all the First Responder Communities across the Country and I think that is something that we are seeing.

I will let Bobbie talk a little bit about some of the work that she did to assist the Fire and Police Departments around identifying calls that come in and how to triage whether that person might be somebody at risk for the Coronavirus.

Director Bagley

Thank you, Justin. So when we think about our Public Health Infrastructure and our Public Health System, Police and Fire, as well as our municipality and our school, all are part of that system. So you know we have to think about the all on deck, all hands-on deck approach with this and we also need to make sure that we can protect all those hands that are on deck. So we did work over the weekend with creating a flow chart that would help prevent exposure to infectious respiratory diseases. In working with both the Chief of the Police Department and the Chief of the Fire Department and some of the folks that were there, we went through and developed a process of questions that would allow for the Officers and the Fire Fighters to be safe in their encounters. And you are right, so they can't pick and choose and they can't say, "No I'm not going there" because that's a part of our job as protecting, preserving and serving the public.

So there's a flow chart that was developed. Chief Carignan came up with a set of four questions that are based off the screening things that we have for healthcare professionals. And we just created this flow chart that helps the officers and the firefighters. Sorry I'll pass that around that way. And so you know it was preempted also by dispatch, these questions being asked ahead of time so that the officers and the firefighters and AMR know what they are going into when they are going on the scene. So this set of questions here just allows for them to again reiterate these certain questions: Do you have a fever greater than 100.4 or are showing signs of symptoms of a lower respiratory illness such as a cough, shortness of breath. And if there is a "yes" to that or an affirmative to that question, then we want the fire fighter or the officer to put on their surgical face mask that they can use.

If they have come into close contact with an individual who has a laboratory confirmed COVID-19 diagnosis in the past 14 days, if the person answers "yes" in that encounter, then we are asking them to maintain social distancing as much and as long as they possibly can, because at some point in time, they do have to get closer to the individual. And then also there's a question, "Are you physically able to meet the responder outside". And so if the individual can come outside, then the responders do not have to go inside of an apartment or into a house. If they can, the person will come outside, if they can't, then we want again, for officers and our fire fighters to use the personal protective equipment that they have as they are interacting with the individual.

And then it just goes on of how to dispose of those gloves, the mask and again washing hands afterwards, in-between each encounter. These are things that we are taught; I trained as a Fire Fighter, probably under you Alderman, probably under Chief Rhodes as well. And so these are things that we are taught initially and it doesn't hurt for these reminders to be there, because again we want to make sure that our Fire Fighters and our Police Officers are protected at all stages.

Alderman O'Brien

And you express a very point; so when a provider, AMR or a Fire Fighter or the Police Officer asks you to step outside and I just want the public to know this, under these extreme circumstances, they are not being rude, they are asking it for their particular safety as well as the patient's particular safety. We would hope that our citizens would be compliant as that matter of safety to those requests.

Alderman Dowd

Just a quick thing, I know you are probably doing this but it seems like in Washington, they've lost the ability to do it. When people call in and you are going to have other people assisting you, if they ask the same question, they should always get the same answer. Because if you start getting different

answer, social media will blow that up in a heartbeat, so even if you have to write down, "here's the official response answer" for the people that help you, it would go a long way. Because like I said, if it gets out in different answers, people are going to pick up on that and then they won't trust the call in.

Director Kates

Sure. So one of the things that we had talked about today, again we've done a lot of this stuff, we've just never done it to this massive scale. We've set up call centers before related to natural disasters, so if we've got a major Nor'easter that comes through the City, we've had a line set up where people can call in and report non-emergency related things, "I've got a tree down in the middle of the road here" or "I need a bottle of oxygen re-filled at my property". Those types of things, things that we don't want people calling 911 for. The challenge that we recognized during those incidents going back to the whole Lessons Learned/Continuous Improvement, if you have to have a shared document, shared location where everybody who is answering a phone in the City can see that one location. So that way, the messaging that goes out, that question and answer is the same regardless.

So Public Health has already started to develop some of the like frequently asked questions related to the health side of things. As we start seeing some of the consequences that are non-public health-related like, "I need food", "I need things ..." that are outside of the scope of COVID-19, we are going to add those types of things to our canned responses that we are providing back to citizens and it will all be in one central location so that way if they call Public Health or if they call the Mayor's Office or if they call Public Works as an example, they all have the same information to be able to provide back to the residents.

Alderman Dowd

So Lesson Learned from the Middle School Project that would cut down on some of your calls is to have a place where people can go look at frequently asked questions and then they won't have to call in and ask you again. You can grow that list as you get more questions and more answers.

Director Kates

Exactly.

Alderman Klee

Actually that was my comment and my question, these shared documents and frequently asked questions, they will be accessible by the public?

Director Kates

Yes, we would want the same information that we are pushing out via the phone to be the same information that's on the web. So it all has to be on the same platform and that's the concept behind the Joint Information Center. So having all of the folks who do external relations with the community all have to be in sync on the messaging that they are pushing out. Even something as simple as if we send out a Press Release, we need to have all those players review it first so that way there's not something that's not correct in there that goes out and then we have to send out a separate Press Release from the other Department to explain those things. So as much as possible we want to have

streamlined communications with just one direct avenue for the media to get information or the public to get information.

Alderman Klee

Follow up, thank you I really do appreciate that and I want to comment to the Department of Public Health. That one page that you have on the COVID-19 I have shared that and I have gotten a lot of really good responses. Thank you for all the information that you have on it, you have the CDC information, the one-page information that explains what is and what are the symptoms thereof, it's been very helpful. Thank you. So that really goes a long way.

Alderman Lopez

Do you have plans for making sure that information can be disseminated to people who are deaf or people who are speaking different languages?

Director Kates

Yeah so that was one of the concerns that we had brought up at our leadership meeting this morning was to ensure that any of the materials that are put out there can be done in multiple languages. IT did go through a process to ensure that the translate function on the web site is functioning properly and is working. They also sent us sort of like a fact sheet to enable us to let the public know about that type of information and we pushed that out through our Joint Information Center.

The thing that the Joint Information Center will help us to do is to leverage the resources that we have in other Departments to do translation services because as an example, our office doesn't have that capability if we send out a Press Release. I can't translate those things. So the School Department has some of those capabilities, Public Health has some of those capabilities, so we can share the wealth to ensure that any of that kind of stuff, regardless of whether it is specific to that Department or not, can use those same services.

Kim Kleiner, Administrative Services Director

Good evening, just to build off of that, so everybody knows if you go to the City's Web Site through Google, Google Translation, and that point was raised today just to build off of that. So where we are, we have started working with Director Kates and Director Bagley what seems like weeks ago now but probably not that long. Originally the Mayor came to you and asked you for \$50,000.00, so let's start there. That really was Phase I. We needed those funds in order to purchase supplies in order to have overtime and some temporary help to keep City Hall clean, not only City Hall, all of our City Buildings, Public Health Building, that was really Phase I. To keep the residents and the employees that are in our buildings safe. So we thank all of our City employees for working hard, cleaning their surfaces, cleaning their areas. We thank our City Building Staff for going over and above. That was that first Phase.

So now as we look to move to the Second Phase and we look to have people work remotely like Director Kates said, that is challenging in a municipality. You've seen much more of it in the private sector. So currently, we have over 100 employees that have access to Citrix and for those of you that don't know what Citrix is, Citrix is a software that allows you to dial in remotely and access our City Systems. So whether it be Kronos our payroll system or whether it be Lawson our financial system

our purchasing system, that Citrix Remote Desktop allows you to do that. So we had 100 people that had access. We had 20 licenses, which at that time fit us because most commonly the people that you would see using this capability was your Division Directors or employees that had reasons that they might need to sign on during the night or weekends. It doesn't fit in a situation like this where we will need essential employees to be able to access systems while working remotely from home.

So what we needed to do was to purchase additional licenses, but that caused a challenge in itself because we didn't have enough servers to put these licenses. So we have to purchase additional servers, roughly \$25,000.00 in cost plus the additional Citrix licenses, roughly another \$26,000.00 in cost. So that's two big pieces right there. Then we have our phone system. So in order for people to be able to answer their phones and not have people in the building, our IT Department has identified what they call "soft phones". So the phone will, instead of ringing to a desk here, it will ring to the employee's phone, should it be their cell or their home phone at home. But the public will think they are calling the same phone that they always called here at the City. So we have to purchase those licenses.

Another challenge, we didn't have the hardware and the laptops and the Chromebooks and like for all of our City employees to be able to sign out. Generally employees that have had laptops and Chromebooks and things like that are the Board of Aldermen, Division Directors, so we needed to order additional laptops and Chromebooks, which I will tell you right now are going at a premium because everyone else is buying them as well. So today we purchased two Chromebooks, 20 laptops and our IT Director is working on more. There's going to be more challenges, so as we look to have people working remotely, our IT Department is also working on increased security in what we call "two authentication" so there is some software purchases that he will need to make there, just to strengthen our security. We are in a good spot but whenever you have this amount of people accessing remotely, it is a good thing to look at. And we have a very dedicated team and a very experienced team on that.

There's a number of challenges with having people work remotely. There are payroll challenges. So right now everybody in the City has some supervisor that approves their timecards through Kronos. We are looking at the Payroll Department to really look at paying people pay to schedule so that we don't need all those people to remotely dial in and approve timecards. What that will do is that might mean some adjustments down the line, but really when you are working this remotely you don't want to have so many people having to tax the system. The other thing is purchasing, we are working to make sure that should there be an emergency request, or some items that the Police Department or the Fire Department or the DPW who are actively working need that we can make sure that those are met and that we can make those purchases and make them as quickly as possible for them. So we are working with our Purchasing Department, we are working with HR and Payroll and we are working with IT.

The other Department that has really stepped up and is taking a big role is Risk. So as we look to close City Buildings, that means access to the buildings and that's where Risk comes into play. So they will be dealing with setting up employees that do have access to continue to come into the building and making sure that our public does not have access to come into the building until we are ready to provide our services again. So you will see on your desks this evening, there is a Press Release that went out that we did make an addendum to our contract on the revaluation. This was approved by the DRA and interior inspections for the revaluation have been temporarily suspended effective immediately. The other part that we have already worked on is there are no performances being held at Court Street. So we took that as of last Friday, we asked all of our tenants at Court Street to suspend any performances. That's working along with the social distancing put out by the CDC.

Also Arlington Street Community Center was closed as of Friday. So the Community Center generally follows Nashua School Systems and they did that in this case as well and reached out to all their community partners. So we continue to work with Director Kates on who the essential personnel are as well as the other Division Directors. They are reaching out and Director Kates this afternoon put out a cry to the Division Directors to let us know who these personnel are so we can work on building access, we can work on soft phones, we can work on Citrix, remotely access, those are going to be key things that we need to work on in the next upcoming two days to make sure that essential services can be done remotely and that we can continue to serve our Departments and our Divisions as well as the general public.

Alderman Clemons

Thank you for that, I have a few questions. Obviously with closing the buildings there comes a couple of things that came to mind. How are we handling the City Clerk's Office for vital records and things like that that people might need as well as the Motor Vehicle Department?

Susan Lovering, City Clerk

Vital checks will be assisting with the on-line Vital Records. They can also drop it off by mail as always and we will make arrangements to go to the drop box and take precautions to be able to pick those up, mail them back, or process in line and drop them in the mail.

Director Kleiner

Just to add to that, we do have a few essential staff members that will be in the building. We will continue picking up mail at the Post Office and sorting that, looking at it to see if there is essential mail that needs to be scanned to a Division Director. We have the drop box out front, we will be asking people to use that Drop Off Box and we will make sure that the individual departments get any documents that they need from that drop off and we will still get deliveries, your FedEx, your UPS, things like that, we have already worked that out through our side entrance and secure access.

Alderman Clemons

What about the Motor Vehicle Department?

Director Kates

One of the things that we did when we went through our exercise to identify if there have been any changes to the Division's Essential Functions is we also asked them this time to provide any statutes, ordinances, any requirements in charter that they have to perform some sort of a function. Many of the challenges we are dealing with right now, Motor Vehicles being one of them, is related to the State Operations. We have to ask for an addendum to the Governor's State of Emergency to ask for some of these things to be waived. This is the challenge, these things have been actually asked, well let me back me up a little bit, we had a Conference Call with the State, all the Emergency Management folks with the State every – right now Monday, Wednesday, Friday at noon. And so on the Conference Call what ends up happening is they provide an overview of what is going on right now and offer an opportunity for questions. Most of the questions are around "are you going to do this, are you going to do that" and in most cases the questions are "no we don't have any plans to do that right now" and then like an hour later that does happen.

So one of the things that we are trying to do when we are dealing with this exercise is to be proactive so that if there is, whether by an Executive Order as part of that State of Emergency, they are going to cancel certain provisions of State Statutes that require us to do things here within the Community. Or if it's something where there's the ability for the Community to make the decision to cancel those services, we will have everything prepared and ready to go for that. In the meantime, anything where we are required to do it, we have to have some sort of a skeleton crew in the building to be able to pick something up, take all the necessary precautions based on the guidance that Bobbie, the State Public Health and CDC has offered to ensure that our workers are safe.

Alderman Clemons

So my question is this, I have to, my birthday was March 11, I have to register my car, how do I do that.

Mayor Donchess

Well first of all you are a little late.

Alderman Clemons

No I actually I have until March 31st.

David Fredette, City Treasurer

Yes you have to March 31st.

Mayor Donchess

So renewals you can do over mail.

Alderman Clemons

That's my question.

Mayor Donchess

It still will be available.

Alderman Clemons

Is that service going to be open, also from a business point of view, there are still going to be accidents on the road, there's still going to be things like that. People are going to need to purchase cars. How do we service those people in the City?

Mr. Fredette

I'm not really sure how. The renewals can be done by mail or on-line. So boats the same thing, most of the bills we do in the tax office can be paid by mail or on-line, so those areas aren't going to be too big of a problem. The problem we have is with new cars and transfers of titles. We have been trying to get something out of the DMV for the last few days and of course we haven't heard anything. And unless that is waived, we have got a problem, because we have to deal with the person themselves. We need the title; we need a lot of paperwork for those things.

I've talked to Manchester. They closed down their office today at noon. They are actually making appointments with people who have new cars and transfers and need plates. That's how they are doing it, so they are actually meeting the public which is what I am told we are not supposed to be doing. And I believe the City of Concord is doing the same thing, they are making appointments. And we have thousands of people who buy new cars in a year, lots of new cars. We have a problem, that is a real big problem and I'm not sure how it is all going to be handled.

Alderman Clemons

My suggestion is that we can't close, we cannot close that Department altogether because we have to be able to serve people, as much as we can, keep this economy moving.

Mr. Fredette

No we are not closing the Department; we have essential employees.

Alderman Clemons

This says here that City Hall is going to be closed to the public so that's why I am asking the question, "what is the plan".

Mr. Fredette

It is going to be closed to the public but I just said most of these transactions can be done by mail or on-line. But the new cars and the transfers is a problem.

Alderman Clemons

That we don't have an answer to.

Mr. Fredette

No. We need the State to give us a waiver on that but they haven't done that yet.

Alderman Clemons

I mean is the State going to waive people from having to register their new cars that is my question. If we do not have an answer than my suggestion would be that we keep City Hall open so that people can conduct this business. We can't just shut down; we can't just shut that down. How is somebody going to drive their brand-new car?

Director Kleiner

So we have been watching what other towns and cities are doing. All of the town managers have been sharing information via a closed group and every town and every city has this one issue that they are trying to work through. And Director Kates, through Emergency Management, we are trying to get an answer on that. But the majority of services can all be done on-line or by mail. There was some question to the State as to whether people that have temporary plates, if they get pulled over is this going to be an issue, we just haven't gotten answers to that one question yet. We did receive answers today from the Department of Revenue, for instance, on exemptions and credits and things of that sort. The Department said your local Board of Assessors can waive if those documents are late. By Statute they can. So we know information like that and we are learning more and more every day. And it may be, if we have to look, I wouldn't advise appointments when we are looking at not having the public come into the building. That seems kind of counterproductive to me. But the other issue we have is we have 590 people in the City who still get live paychecks. So we are having to figure out how we are going to get these employees their paychecks. And right now the way we have it worked out, is we will bring the School Department District Office the live checks for them and the other live checks will be here and on Thursday an employee will be able to call in and we will bring them out their paycheck from the payroll department. I mean there are things that you wouldn't think of normally that we are having to think of different things and how we service people.

Although I will tell you Director Budreau sent out an e-mail to all of citywide employees, asking employees, please sign up for Direct Deposit if at all possible. Also sign up to have your Direct Deposit slips e-mailed to you, I mean these are things we've said before, but it is not until you get into an emergency situation like this, that it circles back around and you really see the need. So I mean I wouldn't advise, I mean I believe we will come up with a solution. Working with the State to that issue but I don't believe that it is one that should hold off this type of response which is going to ensure that our residents and our employees and our community remains healthy.

Mayor Donchess

Remember that this is just Day 1, you know, so the Governor announced Sunday, made the School announcement, that was yesterday and then only today announced the bar and restaurant. So they are dealing with a lot of issues and there are 240 some Cities and Towns and all the Town Halls and City Halls, certainly all the City Halls and I assume all the Towns have to deal with this same thing. And since what we are doing is consistent with what the State, in terms of the direction they are moving, they are going to have to provide some relief on this because in the end they'd be saying that we have to keep 240 Cities and Towns open which is really inconsistent with their entire direction. So in the end, they are going to have to come up with something or agree to delay as to when people have to register their cars. It is just, again we are just in Day 1 and I believe there will be something worked out over the course of the next week.

Alderman Clemons

Yes, I do have a further question. On the buildings where and forgive me the only two I can think of are the Hunt Building and Court Street where the City has tenants, I don't know if we have any other buildings. Can you name those and what are we doing with those particular buildings?

Director Kleiner

So currently there is Court Street and there is Hunt and then there is the Arlington Street Community Center that our City Buildings currently work on. We are asking tenants of Court Street to vacate as of Friday. And there's a number of reasons there. As we look at essential services and cleaning, we are concerned about keeping those buildings healthy. It takes a lot of cleaning; we don't want masses of people in those buildings if we don't have the essential personnel to keep them cleaned and with this virus there is a lot more cleaning than you would normally think of. And of course as I told you Arlington Street Community Center is already closed.

Alderman Clemons

So my question on that is will, since people are going to be unable to use their offices, are we going to suspend their rent that they have due to the City? And then my second question on that is one of the tenants is Liquid Therapy which is a restaurant. I know that they may decide to take the Governor up on this thing where you can do take out or you can serve. So how is that going to affect that particular business and of course my first question about the rents that we are collecting?

Director Kleiner

So we are working with individual tenants on rent situations. It is more important to us to deal with the safety and the health of our residents. If need be, we can work out a rent situation, we were taking a different approach with Liquid Therapy at the moment and our Risk Department is in active communication with them, should they decide to take up the Governor on the takeout situation.

Alderman Clemons

OK thank you.

Alderman Klee

Yes thank you and thank you for all of your efforts, we do appreciate it. My first question or comment way back in the days of the '80's an '90's, the Federal Government came out and said there would be no more paper checks, they will all be e-checks and they worked with people who didn't have the ability to get accounts, to get accounts and gave them literally 90 days and that was that so just food for thought on that one. The other one is I don't know if any of you can answer this, especially with school closings and trying to do virtual classrooms and so on, my concern is for the library. Is that being shut down? Are people still going to be using the library? Do we have any information on that?

Director Kates

I can talk about the library. So regarding those other buildings that we don't have direct control over, we have asked them to take the same measures and the library is particularly concerning. They provide an essential service to the community, particularly for those that are vulnerable. They are also a location where, unfortunately due to the circumstances, people might not be at work, they are not in school, so you would think "Oh this will be a great opportunity to go to the library and use those resources. But when you think of the library, there's a lot of interaction, it's sort of, it is really the opposite of what we want people to do right now. So we have asked them to take the same measures and we will continue to work with them over the next week to see if we can provide any assistance to them in trying to meet those same types of goals.

Alderman Klee

When you say "take the same measures" are you talking about the essential / non-essential, maybe not have the Children's Reading Program or something of that nature.

Director Kates

Yeah so in the case of the library so when we went through the exercise to identify what the essential functions of the community were, the library had many that we were able to defer after the emergency. One of the big ones that we were looking at was access to the internet, because we are trying to ensure that people can get information about what's going on right now but we still really want to try to prevent people from going inside of buildings and sitting down, touching things, getting in close contact with other people. So in that case, going back to those Task Forces that we had talked about, we may look to identify an alternative to that same mission. So can we set up Wi-Fi hot spots? Can we direct people to the services of Comcast which opened up their Wi-Fi for free during the crisis? So there are other ways that we are trying to get that same level of functionality in the community without having people go into situations where they might be able to contaminate other people or objects without us to be able to keep control of it.

Alderman Klee

And just can I put one more question in, I'm not sure you can answer this, this may be the Mayor and so on. I know when the Mayor spoke at the beginning he mentioned something to the effect of that those employees might not be charged leave and I guess that's my concern about our City Employees that are essential have to be here and how are we going to be dealing with their leave if they don't have enough leave and they've been quarantined, I have some grave concerns about that.

Mayor Donchess

Ok so in the policy that we have presented to you ...

Alderman Klee

That was your second page?

Mayor Donchess

Yes it says in essence “employees who should isolate or quarantine themselves due to a potential exposure or cannot make necessary child arrangements should do so and the City will continue to pay the employee their regular wages without requiring them to use any personal leave time”. But they may be asked to work remotely to the extent they are able to do so and then there’s a link.

Alderman Klee

Thank you so much I appreciate that.

Mayor Donchess

Again we don’t people coming to work who are sick. That is the worst thing that can happen so we want to make it very clear that if you are not feeling well you should stay home and you will not suffer any consequences because of that.

Alderman Klee

Thank you.

President Wilshire

Director Kleiner did you want to add something to that.

Director Ms. Kleiner

So I did. The Mayor asked Legal and HR and Administrative Services to look at this and we did quite a bit of research and watched what other towns and cities were doing. We had a lot of employees reach out to us with great concern as you can imagine. This is very common to how this being dealt with in other communities. So I wanted the Board to know that we are not taking an approach that is far from different of that of other municipalities but we need to keep in mind that our employees are, of course, going through a lot of anxiety as is our whole community is as well. And so for them to find out that their children were going to be home today and they were going to have to stay home, that creates problems in many families, especially families these days who have two working parents. So we are trying to work with our employees and the individual Division Directors are working with their own to make as much arrangements as we can to still have them work remotely if possible and perform some services, but also keep in mind the health of our residents, our employees and their families.

Alderman Klee

Thank you so much I really appreciate it. It just hit me as you were speaking about children being home and thank you very much for doing that. But I also see that we have two representatives of the teachers behind us. The teachers will be doing the remote teaching and so on. Will they be doing it from their homes? Will they be doing it from inside the schools?

Alderman Dowd

So City Hall is closed, the schools are closed. Any consideration been given to the meetings of the Board of Aldermen, the Committees, the Planning Board, the Zoning Board and every other Committee that's in the City. If we are trying to avoid large public gatherings, you know, something has got to be done.

Director Kates

As part of the recommendation that I presented to the Mayor, one of the things that we had discussed was that at a minimum we should be canceling any meeting that doesn't require - is it required by a statute, local ordinance, charter? Any of those types of meetings should be canceled. In those cases where we have a meeting that is required by one of those, an RSA or a local ordinance, one of the things that did come out from the Governor as sort of a guide as part of the State of Emergency Order that went out was around provisions to conduct meetings in compliance with 91A but still dealing with the emergency situation.

I know you guys were talking about it a little before the meeting had started so I don't know what the interpretation is here but I know what the State Emergency Operation Center has been pushing to us is to enable a meeting to still continue. It still must be published. The location must be known by the public but the person who is leading that, the Chairperson of that Committee, could waive the requirements for a quorum. Then everybody else would be able to participate via some sort of remote access. But I don't know what the interpretation is locally as to whether we can continue that or not. But those were the recommendations that were made to the Mayor and I think that would at least prevent as much as possible those types of large gatherings so that we can follow what we are trying to preach across the entire City.

Mayor Donchess

So as we looked at what is really required, if you look at State Law, it is basically the Board of Aldermen and that's a City Ordinance twice a month, Planning Board, ZBA, plus the Finance Committee is really the things that are required by Ordinance or by Law.

Alderman Dowd

So there are six of us on the Board of Aldermen that according to all the guidelines are more at risk than others so we could call in.

Mayor Donchess

Yes.

Alderman Dowd

And can the call-in handle 6 or 7 people.

Director Kates

Most tools can today, yeah. I know that is one of the things that we are talking about with IT is in addition to that specific example is providing the tools out to employees to be able to a lot of remote access.

Mayor Donchess

Could we do a Zoom meeting? Can there be a Zoom meeting?

Director Kates

Zoom or Go To Meeting – is one of the things that IT was looking at.

Mayor Donchess

We are working on that so people could participate remotely.

Alderman Dowd

So the other thing, now that they are getting all these licenses is video teleconference. Industry has been doing it for years and that way, because if you rely on our TV system, you know, that doesn't work.

Director Kates

Sure.

Steve Bolton, Corporation Counsel

The problem I think with these meetings that you are required to have or even meetings you desire to have is they have to be open to the public and you cannot limit the number of people you can't tell them they have to wait so far away that they can't hear you. You can't bring people in one at a time to the Zoning Board or the Planning Board. You have to admit everyone who wants to be admitted. So I don't think it is so much we are worried about all of you or all of us, although we are, but it's the 50 people who may show up from the public because they are concerned that someone wants to put a convenience store next to their house. You know, in a residential neighborhood or that sort of thing and we don't know how to get around that. There is no exception in 91A that would allow you to have a Planning Board meeting and limit the number of people. So even if the whole Planning Board participated by remote Go To Meeting or telephoning in or whatnot, you've still got your 50 or 100 people or whatnot of the public coming in, sitting shoulder to shoulder, in those seats.

Mayor Donchess

So the way to do it is if you can find a way to do it legally is to cancel the meetings altogether.

Attorney Bolton

Get some waivers of some of the deadlines. Planning Boards have 90 days to take action on applications that can be waived by the applicant so we can ask applicants to waive time. They may or they may not. So we will have to deal with those issues, but there is no easy answer presently.

President Wilshire

So do we know if other communities or other cities have done anything with their Aldermanic meetings?

Attorney Bolton

There is only one other City in the State that has Aldermen as we have discussed recently.

President Wilshire

Yes, we have.

Attorney Bolton

There are communities all over the country that are dealing with similar issues and some of them, Massachusetts for example, the Governor down there has made several orders which waive certain aspects of their State Laws that impose certain requirements. Whether our Governor or any other State Official has similar powers, is not entirely clear to me that that exists. These are issues that will have to be dealt with as they come up. I think having one or two meetings a month where you have a chance of having 50 people in the audience is a lot better than having 10 meetings a month where you have 20 or 30 or 50 people in the audience. But the Go To Meeting solution is not the whole solution. As I say it is the audience, the gallery, the public that presents the biggest problem because those 50 people are all sitting close together in these chairs. They will all go home, they all have families, but as I say, 1 or 2 or 3 meetings a month is better than 10 or 15.

President Wilshire

Thank you.

Alderman O'Brien

Madam President, I do have a question for Corporate Counsel if I may.

President Wilshire

You can.

Alderman O'Brien

OK when we came up as the City Charter and when things stepped back in a long-ago era, the business of the City should be conducted in public. But today the public means something totally different. We have our good friends at Channel 16 which are taping this exact meeting right now which is out there to the public. That was never founded or thought about in the original charter and maybe as we address this issue, maybe we should look into something along those lines because it is not like we are behind the closed door. We do make the meetings public, whether the person is actually present or they can have access to live stream and I think Aldermanic Meetings are on a couple times a day. So there is a lot to be said there of the streaming of these meetings.

Attorney Bolton

Of course locally we don't have the power to change this State Statute. But if anyone knows any elected official who goes to Concord on a regular basis.

Alderman O'Brien

And who would Corporate Counsel be thinking of?

Attorney Bolton

This would be something to look into. Obviously, some of these people didn't have enough foresight, but maybe next time it could be gotten right.

Alderwoman Kelly

I have a couple of comments; let's see if I can organize this. I was going to ask the same question Alderman Dowd asked. I was concerned about moving into Budget Season and potentially canceling meetings. So I don't know if you want to speak to that. But I also was concerned about the fact that we don't have our Aldermanic Chamber right now which I assume also gives us some technical issues in terms of being able to call in.

Alderman Dowd

We were scheduling meetings. That's why I mentioned the schools because to me, I don't want to bring 100 people into a school that has been thoroughly cleaned and now you have got to start over again. It doesn't make sense. So we do have some leeway in dates for the Budget. But we would be pushing it for the last date. So we can move some of these meetings off, while we think about how we are going to handle meetings and maybe we can petition the State to see if somebody up there can make a logical decision and you know get a little more clarity. I mean I thought I heard from the Association that they were thinking that if you televise the meeting and you had a call in for public comment to a phone in that meeting, that you could meet some of these requirements. I mean, you know, talking about an emergency well to me this is about as big of an emergency is you can possibly get when you are talking about public health and possibly killing people, I mean you know if we don't do it for that, what the heck would we ever do it for? So I think we need to petition the State and get some clarity and in the interim I am going to push some of the Budget Meetings off.

President Wilshire

Director Kleiner, did you want to jump in on that?

Director Kleiner

So you brought up your Chamber and I wanted to give a little update there. So D.L. King has agreed to work and continue on the Chamber. There are so few of them coming into the building at this point we intend to try to keep that on schedule. But you bring up another point that is important and that is the cleaning of buildings. So as we close we want to work on a thorough cleaning process which means having as few people in the building as we can so that when we do open we've made sure that our buildings are properly cleaned and there's not any question when we open back up to the general public. So while I understand Attorney Bolton's, if we could have as few of meetings as possible, and limit it, especially here in the small room of 208 where you are really compacting people in a limited space.

Alderwoman Kelly

I had two follow ups. One was that I think the State House is closed so I would reach out and ask some of my colleagues what they are doing and how that might reflect us on us.

Alderman O'Brien

We are closed.

Alderwoman Harriott-Gathright

We are closed, we are done.

Alderman Dowd

They sent them all home.

Alderwoman Kelly

And then the only other comment I have and I know I am not super close to a microphone, I have a long list of things that I know this is going to affect and things that we are going to have to touch. So I am wondering how we might meet and address those things. Even if we say we are canceling all meetings, well OK at some time we might need to address rent or utilities or how much the non-profits are getting swamped and how we might be able to help them. So there are going to be things that we are going to have to address as this continues on.

President Wilshire

This is very fluid; I mean there are so many things that we don't know yet.

Alderman Tencza

Thank you Director Kleiner (inaudible) Solutions not going into homes at this time, it explains that once the Health Department approves them to go into homes, they will communicate with the homeowners and set up an appointment to go meet with the homeowner and do interior inspection if the homeowner chooses to do so. Does that also extend to City employees, non-emergency City employees, people whose water heaters are going to break in the next month or so and you know they are supposed to have a follow up inspection done by the Building Department. I'm sure in Public Works for people to have to go into people's homes. Can we say tonight that that's going to be, this policy is going to be extended to those folks?

Director Kleiner

Well I can speak about Assessing. So Assessing right now whether it is Vision Inspectors or our Assessors they will not be doing interior inspections at this point. The State is handling this the same way so the Assessor that work for the Department of Revenue, they have suspended interior inspections and entry into any home as has many municipalities across the State and I will give it over to Justin.

Director Kates

So there are a couple of things that we've determined that we have to continue at least for a period of time that I really don't want to continue but we have to do it. So one of them is building inspections. We are trying to figure out some way to limit the possibility of exposure as they go into a building. I will let Bobbie talk a little bit about how they've come up with a sort of a decision matrix for those employees similar to what they did with the Fire and Police Departments. But again, it still doesn't prevent the exposure and it is something that we want to try and take every precaution possible to ensure the safety of the employees.

The other are that does concern me significantly that we can't stop right now until we get some assistance from the State and Federal Government is the bus service. So FTA has put out guidance to our Transit Department and it is basically like we are not going to give you any guidance at all and that's where it stands. So there are concerns with shutting down a service like transit particularly when we look at para transit, we have identified that as an essential function because we need to get people to medical appointments and those types of activities. But you know how a bus works, there's lots of people on it. They are in close quarters and we want to try and limit those types of activities. So those are some things that we will have to continue at least in the short term until we get some support from the State and Federal Government. And then I'll let Bobbie talk a little about the decision matrix they came up with.

Mayor Donchess

Just on the buses, one issue is that Federal Transit has said that if you stop the buses you cannot pay the drivers. So you know they would go without pay for as long as the buses were not running. There is a lot of Federal Transit money in the system so they pay for the vast majority of it so we have to follow their instructions.

Director Bagley

Well thank you. Just as the idea was to reduce the opportunity for infection or to at least break the chain of infection, this decision tree unlike with Police and Fire where they have to respond and they have to go in and they have to deal with the emergent need of an individual. With this decision tree if certain questions are asked in particular around the fever and the symptoms, if the answer is "yes" then the inspector will postpone an inspection until further notice. If the answer is "no" then they go to the next question which is "have you come into close contact with someone who has a laboratory confirmed COVID-19 diagnosis". If the answer to that is "yes", again they are going to postpone the inspection until further notice. If it is "no", they can proceed with the routine inspection as usual but following some social distancing guidance, that's also written on the sheet as well. Avoid shaking hands or direct contact because as a part of our culture we do tend to greet one another that way as professionalism, but in this case, we want to make sure that that is avoided. Stay at least six feet away from the individual at all times when possible. Minimize what you touch, while conducting the inspection, again avoid touching your own eyes, nose and mouth. After completing the inspection, was your hands at least 20 seconds and use hand sanitizer. So again putting some of those very same, very basic prevention practices in place will help reduce exposure, contact and spread of this infection.

Alderman Clemons

Thank you. So my question was going back to the quorum. We were briefly talking and so I am going to direct it through you to Corporation Counsel. Is it your interpretation that we still need a quorum, a majority of people present to establish a quorum under the State Law?

Attorney Bolton

In most cases, there is an exception requirement so it depends upon the exact circumstances. So why is the meeting being held? What is the urgency of the meeting? If it is a near life or death situation and there has to be a Special Board of Aldermen's meeting and we find out about this eight hours in advance, yeah, I think ;you can provide whatever notice is feasible under the circumstances and have as many as necessary participate remotely. If this is an ordinary, regularly scheduled meeting and most of what is on the Agenda is whether to put up a stop sign on some fairly small neighborhood street, I don't think that's the kind of emergency that is going to allow physical participation of less than a quorum.

Alderman Clemons

So I would just ask the President to think about if we are doing, we have to do meetings, that we take a poll of members to find out, first of all who is going to be at the meeting, what is going to constitute a quorum at that meeting and what is the maximum amount of people based on that that can call in? And then prioritize who it is that can call in. If somebody is sick obviously, they'd be at the top but if somebody is older than I am, then perhaps they would be on the top of the list as opposed to me where I would probably be asked to come in. So I just think that there are some things that we can do to keep business moving along and still follow the State Law. But obviously if we can cancel meetings that would be preferable, but in the event that we have to, let's see if we can work something out.

President Wilshire

OK will do.

Alderman O'Brien

Thank you, Madam President. I would like to retro back a little bit to Alderman Dowd's point. Many of the Aldermen here that share double duty with me up at the State House are reminding the Aldermen and the Mayor and all the listeners, we went to Concord the first day from 9:00 in the morning to 7:00 that night. And then the second day we went to Concord from 9:00 in the morning to 4:00 in the morning. That is something like 30 hours of legislation. Do you think we could come up with something better? Don't hold your breath OK, so just to put it right there.

But my second retro question back, it was stimulated by Alderman Klee in looking at and Mr. Mayor it may be directed to you on the second paragraph of Page 2 of your Proclamation, it says, "Including essential employees". Who are they? Are they the Police and Fire Fighters and if they do self-quarantine, how long should they self-quarantine before they should come back to duty? And that needs to be addressed I think to come up with that parameter if they are to be included into that.

Director Kates

I'm at the standards for quarantine now.

Director Bagley

And so for any one of us if we were to be exposed to COVID-19, the current recommendation for quarantine is 14 days.

Mayor Donchess

And they would be covered by this policy as well.

Alderman O'Brien

They would be covered, OK, thank you. Sorry 35 years on the Fire Department. I'm deaf so I didn't hear exactly how long is the quarantine?

Director Bagley

14 days.

Alderman O'Brien

14 days OK, thank you so much.

Alderman Caron

Thank you. And I know next week we have like three meetings, so I guess we will have to think about how we are going to handle that. But I have a question because we are looking at a Resolution for

\$100,000.00 and Director Kleiner you said that there are 100 employees already able to remotely work from home.

Director Kleiner

So there's 100 employees that have access. There are currently only 20 licenses. So of those 100 employees, only 20 people could sign on remotely.

Alderman Caron

OK so you are trying to expand that. But my question to you is how many more people are you looking that would be able to work from home to be able to sign? Because this is a lot of money and I am just trying to establish, we have more than 200 people that work for the City. So how are you going to choose who is going to be able to do that and how many more are you looking to add to this licensing problem?

Director Kleiner

So there's two parts of it; there's the part of buying the additional server to be able to house the licensing that we need. We would actually like to get to a point where we do buy 80 licenses so that we establish 100 licenses. There may be only some employees that sign on. It's the difficulty in figuring out when people do sign on. You don't want to flood the system and you want to make sure that you have enough capability. So the Division Directors working with Emergency Management, they have figured out and identified who those essential personnel need to be. SO we will work through that matrix of giving out those licenses but had 100 employees that had access, you know, that had signed up when we only had 20 licenses. We got a flood of additional employee requests since we have been doing this exercise. So we really think building ourselves up to that 100 is important, just so we can meet critical functions.

There's the \$25,000.00 for the server, \$26,000.00 for the additional Citrix licenses; then there's another \$1,200.00 to \$1,500.00 in soft phone access. Then they are still doing research on how much the two-way authentication would cost and then there's the cost of just today the 10 Chromebooks and 20 laptops. So right there you are already at about \$80,000.00 and as we look at the additional software, we want to make sure we have money for that without coming back.

Alderman Caron

OK I appreciate that and I am glad to see that your Division Directors are already looking at what employees should be doing this because I am thinking of some departments that really are not, they are essential but they are not essential at this point in time, because let's face it, you are not playing baseball, you are not playing basketball, all of these things are closed off to people. So staff in that particular department, it's not necessary for them to do that. They could actually work in the office for an hour. But I just wanted to establish that \$100,000.00 to make sure that people understood that you may have 100 employees that can go on-line and work from home but not necessarily all at the same time because you only have a limited amount of licenses. Alright, thank you.

Director Kates

So I just want to add two items to that as well. So one of the things as part of the exercise where we determine those essential employees is we also looked for opportunities to streamline the unique operations that we are going to be working under. So as an example, Purchasing; instead of having Division/Department being able to start a requisition and go through a process which they would need access to Citrix for, we are actually going to set it up so that everything goes to Purchasing and they are able to process that. So it is now only one license for that. Same thing for payroll, we are looking to have payroll set up so there is only need for Kronos access. What will end up happening are exceptions people doing overtime because they are involved in the disaster work. They would all process that through that central mailbox and get it done that way. So that has been one thing we have tried to do to limit that.

The other thing I think is important to note about the document that is front of you is about our ability to leverage employees related to other types of disaster activities. So my number one concern is that while we might be dealing with biddy basketball, we could be in need, great need of City employees to take some sort of a part of disaster roles. So we want to have the ability to provide remote access if we get to circumstances where those employees are doing weird things that they wouldn't normally do.

Alderman Caron

Ok thank you, I appreciate that.

Alderwoman Lu

Thank you. I have a couple questions about – first of all, regarding meetings of the four Boards that were mentioned. I wonder if there are ways of adapting to this situation where we can still meet but we support the social distancing. My thoughts are you know, I don't know how many of these four get frequent visitors, I don't go to all of them. The Board of Aldermen, unless it's a public meeting, it is frequently just minimally visited. And for cases like the ZBA, maybe holding more meetings with each meeting involving only one case.

Now, the reason I am thinking this way is, am I right, it is my understanding that although we want to flatten the curve, the nature of this is we are not going to reduce the number of illnesses or the rate of infection but we make it more bearable for the resources to be able to handle it. So because I heard that I am under the impression that we aren't not going to – just really decreasing or increasing social distancing, generally in the City is our goal. But we don't have to eliminate every meeting. So I don't know if I understand that right.

But the other thing I wonder if I understand correctly is that the exposure or that it is carried by people but after two days on a surface, I thought I had read something about how long it survives on the surface. And for that reason I am curious why everything has to be deep cleaned. I'm not against that but I know that's a large expense and I recall having read that there is a certain life ability to survive on a surface. And if the schools are all going to be closed for two weeks, do we really expect there to be a risk after two weeks of no one being in the schools? Thank you.

President Wilshire

Bobbie do you want to address that.

Director Bagley

So there are a couple of different responses to the comments that you have just shared with us or your concerns. If we maintain social distancing and you don't give the virus the opportunity to spread from one person to another, you are reducing the number of cases. That is also how you are flattening that curve as well. With regards to the surfaces there is actually some information about how long the virus does stay on different types of materials. So it can stay, I'll just read from this article that Ren Beaudoin who is our Environmental Health Officer, Deputy Health Officer and Lab Director shared with us at work.

It says, "Overall stability is very similar to HCOV-19 and SARS. They found that the viable virus could be detectable in aerosols up to three hours post air isolation and up to four hours on copper, up to 24 hours on cardboard, two to three days on plastic and stainless steel. SARS exhibited similar half lives in aerosols and medium estimates were 2.7 hours". So it can be on a surface for a while but what happens is that the viability of the virus decreases and so it may not be as infectious but it still can be infection on a surface for a longer period of time. So that's why we want to make sure that we are wiping down surfaces with disinfectant that can kill it.

Alderwoman Kelly

So Manchester is cancelling their meetings and they're moving to remote meetings. There was a Memo put out by the Governor around 6:00 p.m. this evening saying that we can do electronic meetings. I am sure Corporation Counsel and other people will weigh in on this but it says that we can do them remotely but we still have to have some place for the public to interface with us even if that's a room with just a speaker phone in it.

Attorney Bolton

Let me reiterate, that's only a meeting to deal with this emergency. It is not a meeting for ordinary business.

Alderwoman Kelly

OK also a new one I found, that's not how I understood it, but also a new one that I found, but I know that Manchester is going to...

Attorney Bolton

I've read the Memo from the Governor and the Attorney General.

Alderwoman Kelly

All right.

President Wilshire

Does anyone else have any questions for any of the Directors? Seeing none, thank you. Alright well I

guess that ends our discussion on the Coronavirus. I am going to ask without objection to suspend the rules to allow for a communication from Mayor Donchess relative to the Coronavirus Emergency.

Communications

From: Mayor James Donchess
Re: Coronavirus Emergency

There being no objection, President Wilshire suspended the rules to allow for a communication from Mayor Donchess relative to the Coronavirus Emergency.

President Wilshire

I would like to ask for a motion to accept, place on file the communication and authorize the Mayor to execute the temporary policy on shutdowns and emergency leave due to Coronavirus, COVID-19.

MOTION BY ALDERMAN O'BRIEN TO ACCEPT FROM MAYOR JIM DONCHESS THE MARCH 16, 2020 CORONAVIRUS DISEASE 19 EMERGENCY COMMUNICATION AND TO ACCEPT IT AND TO AUTHORIZE THE POLICY

MOTION CARRIED

President Wilshire

I'd also like to suspend the rules to allow for the first reading of Resolution R-20-024 received after the Agenda was prepared.

First Reading of Resolution R-20-024 Relative to the Transfer of \$105,000.00 from Department 192, Debt Service, Account 75200 Interest Expense into Various accounts.

R-20-024

Endorser: Mayor James Donchess

RELATIVE TO THE TRANSFER OF \$105,000.00 FROM DEPARTMENT 192 "DEBT SERVICE", ACCOUNT 75200 "INTEREST EXPENSE INTO VARIOUS ACCOUNTS"

Given its first reading;

President Wilshire suspended the rules without objection to allow for a second reading of Resolution R-20-024.

MOTION BY ALDERMAN O'BRIEN TO RECOMMEND R-20-024 FOR FINAL PASSAGE
MOTION CARRIED

Alderman Dowd

I had one thing first; did we ever find a place for Thursday's meeting? Budget? It was supposed to be at the Police Station but they are using their room for an emergency center. Fire Station?

President Wilshire

177 Lake Street.

Alderman Dowd

Because of the timing, I would like to cancel the Thursday meeting and move the meetings off and I'll consult with Alderman Wilshire and Donna on how we will set up the new schedule.

President Wilshire

OK so Thursday's meeting of the Budget Committee has been cancelled.

Donna Graham, Legislative Manager

Also another point on Monday and Wednesday of next week, we have two public hearings, one for Budget and two for Infrastructure.

President Wilshire

OK well we will get back to you by the end of the week. Thank you.

ADJOURNMENT

**MOTION BY ALDERMAN O'BRIEN THAT THE MARCH 16, 2020, SPECIAL MEETING OF THE BOARD OF ALDERMEN BE ADJOURNED
MOTION CARRIED**

The meeting was declared adjourned at 9:20 p.m.

Attest: Susan K. Lovering, City Clerk



THE CITY OF NASHUA

"The Gate City"

To: Board of Aldermen

From: Jim Donchess, Mayor

Date: March 16, 2020

Subject: Coronavirus Disease COVID-19 Emergency

To the Honorable Board of Aldermen:

Given the exigencies of the emergency we face I, together with the Division of Public Health and Community Services, Office of Emergency Management, and all Division Directors, am considering all necessary precautions that we may wish to institute in the days to come. One of these would be to close City Hall and perhaps other city buildings to the public. Therefore, I request you approve the following:

1. That the Mayor is authorized, at such time and for such duration as he deems necessary, to close City Hall and other city buildings over which the Board of Aldermen or the Mayor exercise jurisdiction, to the public and to institute such substitute access to city services as he deems appropriate. Further, the Mayor is authorized to determine which employees will be urged to remain home, work from home, be on an on-call basis, or continue working.
2. That the accompanying Temporary Policy on Shutdowns and Emergency Leave due to Coronavirus Disease COVID-19 is adopted.

My current intention is that effective Wednesday March 18, many City buildings, including City Hall, should be closed to public access, and that beginning Monday March 23, all but essential employees will be asked to remain home until further notice. I have been working with Division Directors to enact plans for some employees to be able to work remotely.

Thank you for your swift action as we all seek to deal with this emergency in the best interests of all our residents and employees.



Temporary Policy on Shutdowns and Emergency Leave due to Coronavirus Disease COVID-19

Starting Monday, March 23, 2020, most employees will be asked to stay home. Employees may be required to perform work remotely, as directed by their supervisor, and to the extent they are able to do so. Essential employees will be identified by their Division Director and will be required to continue to work. Work may entail continuation of normal duties, it may entail working remotely, or it may entail special assignments that result from the current public emergency. All employees will be paid their regular wages without requiring the use of personal leave time, such as vacation, sick, or earned time.

Effective Monday March 16, any employees, including essential employees, who should isolate or quarantine themselves due to potential exposure to, or the potential presence of, COVID-19, or cannot make necessary child care arrangements, should do so, and the City will continue to pay that employee their regular wages without requiring them to use any personal leave time. Employees who are isolated or quarantined may be required to perform work remotely, as directed by their supervisor, and to the extent they are able to do so. Guidance to help employees decide if they should isolate or quarantine can be found on the City's website @ <https://www.nashuanh.gov/1332/COVID-19>.

This policy will be effective immediately, 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.

Approved by the Board of Aldermen on March 16, 2020.

Jim Donchess, Mayor

Date



THE CITY OF NASHUA

*Administrative Services Division
Assessing Department
229 Main Street, PO Box 2019
Nashua, NH 03061-2019*

*"The Gate City"
603-589-3040
Fax: 603-589-3079*

FOR IMMEDIATE RELEASE: March 16, 2020

Contact: Kim Kleiner, Administrative Services Director

(603) 589-3025

kleinerk@nashuanh.gov

The City of Nashua temporarily suspends Interior Inspections

The City of Nashua continues to actively monitor the Coronavirus Disease 2019 (COVID-19) situation and is committed to the continued health and optimal safety of our residents. Based upon the recommended social distancing protocols established by the Center for Disease Control, the City amended the contract with Vision Government Solutions for the 2020-2022 Full Revaluation and suspended interior inspections effectively immediately.

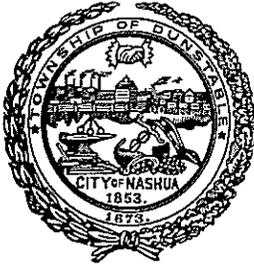
As the data collection continues in Nashua, data collectors will go to each property and will physically inspect the exterior only, to verify the measurements of each building. The data collector will note a building's size, age, condition, quality of construction, improvements, topography, utilities, and numerous other characteristics.

Nashua will continue to suspend all interior inspections, until the Nashua Department of Public Health and local officials have advised that special precautions to limit the exposure of the novel corona virus are no longer necessary.

Once restrictions are lifted, Vision Government Solutions will send a letter to the property owner of properties having received an exterior inspection during this period requesting that the property owner call to arrange for an interior inspection.

If you have any questions about the revaluation process or need additional information, please contact the Assessor's Office at (603) 589-3040. You may also gather more information about the project on a direct link at <https://www.nashuanh.gov/1285/2022-Full-Measure-List-Appraisal-and-Rev> located on the Assessor's page of the City website.

For more information on Coronavirus Disease 2019 (COVID-19), please visit the city website, <https://www.nashuanh.gov/1332/COVID-19>.



RESOLUTION

RELATIVE TO THE TRANSFER OF \$105,000 FROM DEPARTMENT 192 "DEBT SERVICE", ACCOUNT 75200 "INTEREST EXPENSE" INTO VARIOUS ACCOUNTS

CITY OF NASHUA

In the Year Two Thousand and Twenty

RESOLVED by the Board of Aldermen of the City of Nashua that \$105,000 be transferred from Department 192 "Debt Service", Account 75200 "Interest Expense" into the following Departments and accounts.

Dept#	Department	Account	Purpose	Amount
128	Risk Management	68360 – "Loss Prevention"	To provide funding for purchases related to the COVID-19 pandemic	\$100,000
109	Civic & Community Activities	56367-- "United Way"	Contribution to the United Way "Urgent Needs Community Fund"	5,000
			Total:	\$105,000

LEGISLATIVE YEAR 2020

RESOLUTION:

R-20-024

PURPOSE:

Relative to the transfer of \$105,000 from Department 192 "Debt Service", Account 75200 "Interest Expense" into various accounts

SPONSOR(S):

Mayor Jim Donchess

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE:

Reduces fiscal year 2020 surplus appropriations.

ANALYSIS

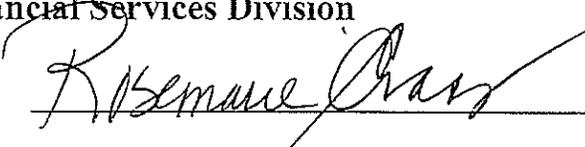
This resolution authorizes a transfer from debt service interest expense in the amount of \$100,000 for the funding of purchases related to the Coronavirus pandemic (COVID-19). This resolution also authorizes a contribution of \$5,000 to the United Way's "Urgent Needs Community Fund", established to support local non-profits who experience extraordinary expenses related to the pandemic.

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

NRO 5-130, H provides that "when proposed legislation to transfer or re-appropriate a particular appropriation or purpose thereof has had its first reading, such funds shall not be expended or transferred while the legislation is pending".

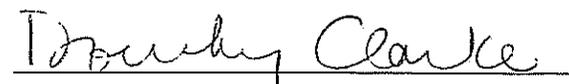
**Approved as to account
structure, numbers and
amount:**

Financial Services Division

By: 

Approved as to form:

Office of Corporation Counsel

By: 

Date: March 16, 2020