

BUDGET REVIEW COMMITTEE

APRIL 7, 2019

A meeting of the Budget Review Committee was held Tuesday, April 7, 2020, at 7:00 p.m. at City Hall in the Auditorium.

Chairman Dowd

The roll call was taken with 7 members of the Board of Aldermen: remotely present: Alderman Clemons, Alderman Schmidt, Alderman Jette, Alderman Wilshire, Alderman O'Brien, Alderwoman Kelly, Alderman Dowd.

Alderman Richard A. Dowd, Chairman, presided.

Also in Attendance:

- Mayor Jim Donchess
- Donna Graham, Legislative Affairs Manager
- Attorney Steve Bolton – Legal Dept.
- Sue Lovering, City Clerk
- Kim Kleiner, Director Administrative Services
- Alderman Patricia Klee
- Cheryl Lindner, Chief of Staff
- Justin Kates, Emergency Management Director

Chairman Dowd

We are conducting an on-line meeting in accordance with the new Governor's guidelines as Chairman of the Board of Aldermen of the Budget Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and accordance with the Governor's Emergency Order #12, pursuant to Executive Order 2020-04; this Public Body is authorized to meet electronically. Please know that there is no physical location to observe and listen contemporaneously to this meeting, which is authorized pursuant to the Governor's Emergency Order.

However, in accordance with the Emergency Order I am confirming we are A) Providing Public Access to the meeting by telephone with additional access possibilities by video or other electronic means. We are utilizing Webex through the City's IT Department for this electronic meeting. All members of the Budget Committee have the ability to communicate contemporaneously during this meeting, through this platform and the Public has access to temporarily listen to the meeting through dialing the following number – 978-990-5298. Again, 978-990-5298 and using the password: 273974; 273974. The Public may also view this meeting on Comcast Channel 16 and B) providing Public Notice of the meeting in function for accessing the meeting.

We previously gave notice to the public of the necessary information for assessing the meeting through Public Postings. Instructions have also have been provided on the City's Web Site at WWW.NashuaNH.Gov and publicly noticed that City Hall and the Hunt Memorial Library. And C) providing a mechanism for the Public to alert the Public Body during a meeting if there are problems with access. If anyone has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049. Again, 603-821-2049 and they will help you connect.

D) Adjourning the meeting if the Public is unable to access the meeting. In the event the Public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are going to be taken during this meeting should be done by roll call vote. So we will start the meeting by taking the roll call attendance. Each member states their presence and please state whether there is anyone in the room with you during the meeting, which is required under the Right to Know Law of the State of New Hampshire.

Before I ask the Clerk to take the roll, many of you will be participating by telephone or virtually and under the terms of the State law that allows them to do that. They need to explain why they can't attend, if they can hear us, and who he or she is with, if anyone.

Alderman O'Brien called the roll and asked them to state the reason he or she could not attend, confirmed that they could hear the proceedings, and stated who was present with him or her.

Alderman O'Brien

Thank you, Mr. Chairman. When I call your name, again, please state the reason why you cannot attend, and also that you can hear the proceeding and state who is present with you at this particular time.

Alderman Clemons

I am here, I am participating via telephone in my house, only accompanied my cat, Squall, who you may hear now and then. The reason I cannot attend in person is because of the Governor's Order. Thank you.

Alderman Schmidt

I am here; I am at my home, due to social distancing. I can hear you and you can probably hear my bird in the background.

Alderman Jette

I am here, I am alone and I am not there because I am following the Governor's Advisory to stay at home.

Alderman O'Brien

Alderman-at-Large Michael O'Brien is present, I am also social distancing and I am alone for now, my wife may poke her head in and make sure I'm doing due diligence.

Alderman Kelly

I am here, I am alone and I am participating remotely due to the need to socially distance. If you hear anything in the background, it is probably a 7-month-old.

Alderman O'Brien

And our Chairman Richard A. Dowd.

Chairman Dowd

I am attending by remote for social distancing practices in accordance with the Governor's order and I am alone. Did you call Alderman Wilshire.

Alderman O'Brien

No I did not, excuse me, Alderman-at-Large Wilshire?

Alderman Wilshire

I am home because of social distancing, I can hear you and there is no one else at home at this time, however, I expect my son Barry, to be home probably in a half hour or so. But he's not going to be in the

same room with me.

Alderman O'Brien

Also in attendance is Alderman Klee. Is there any other Alderman that I don't see on the screen that's in attendance? We also have with us Sue Lovering, City Clerk; Kim Kleiner, Director of Administrative Services; John Griffin, CFO; Justin Kates from the Emergency Management and there is somebody else I did not mention.

Cheryl Lindner, Chief of Staff

Cheryl Lindner from the Mayor's Office.

Chairman Dowd

And the Mayor should be joining us shortly.

Alderman O'Brien

That's the roll call Mr. Chairman.

Chairman Dowd

OK, thank you.

COMMUNICATIONS - None

UNFINISHED BUSINESS – None

Chairman Dowd

Would somebody please send a way to connect to the Corporation Counsel so he can join? He didn't get the notification either.

DEPARTMENTAL REVIEWS OF THE PROPOSED FY21 BUDGET FOR THE CITY OF NASHUA

NEW BUSINESS - RESOLUTIONS

R-20-023

Endorser: Mayor Jim Donchess

RELATIVE TO THE ADOPTION OF THE FISCAL YEAR 2020 PROPOSED BUDGET FOR THE CITY OF NASHUA GENERAL, ENTERPRISE, AND SPECIAL REVENUE FUNDS

- Public hearing scheduled for 5/20/2020 at 7:00 p.m. at NHS-North Auditorium

ON THE QUESTION

Chairman Dowd

You read R-20-023?

Alderman O'Brien

Yes, I did.

Mayor Donchess

Hi Mr. Chairman.
Chairman Dowd

Hi, how are you?

Mayor Donchess

Good.

Chairman Dowd

So just to explain R-20-023, we now have it for discussion at the end of this Budget Meeting, we will take a motion to table and then we will take it off the table at the next meeting and keep doing that until final passage. Ok so first order of business is the Department reviews, discussions with the Mayor. He is going to give us a little overview of the entire budget. Mayor?

Mayor Donchess

This is it is for all of us I know the School Department proposed a number of new positions, I think about 22, this would fund some of those positions plus would enable three new ELL teachers. So that gives you an overview of those large departments. I wanted to let you know and Mr. Chairman you had forwarded a question and I will get to those questions, but I wanted to let you know or reiterate that we definitely have a short-term plan and a long-term plan to reduce healthcare costs. The major part of that is all of the work that has been done with our consultant to design, web design changes which will save considerable money if implemented across the workforce.

The City, the Board of Aldermen took the first step in that direction by passing the Ordinance last week which changed the Plan Design for the unaffiliated workers. I won't go through all that detail again but it will actually save people money on their paycheck because the working rates will go down. And it will also encourage people to go into the high deductible plan which is really a very favorable way for employees to go. The two changes, as I am sure everybody remembers, but an increase in the deductible for hospital visits.

Back to the temporary aid expenditures, following the recommendations of the School Department, again, I am just going to cover some of the major items. There's \$700,000.00 to replace all the Chrome Books, there is \$415,000.00 for start up expenses of moving the Pre-K Program into the Christian School Building on Franklin Street. Making that move would also create the possibility that the building could later house the Brentwood Facility for which we pay rent. So the School Department strongly supports that, I think it is a very good idea, now that's in the Budget.

There's also on terms of the one-time money proposed, again for the Schools, technology upgrades at the Elementary & High Schools that are needed for better internet access. There's \$175,000.00 for the upgrade of the Middle School Curriculum. We really, in addition to the Middle School Project that you Mr. Chair and others are working, we want to upgrade Middle School education in general. So this is a significant step in that direction. And as I said, I did make a couple of changes in that \$2.9 million; first I increased the amount that would go for broken furniture, I've gotten reports that there is a lot of broken furniture from \$60,000.00 to \$250,000.00. And I did allocate the \$200,000.00 for salaries and benefits for the additional ELL Teachers.

With respect to the City Projects, we would fund the Library Park Project, which is partially funded at this time and I will touch on that a little bit more when I get to the questions that you forwarded to me. And just to add also we are continuing, and we can look at the Budget and see the smaller items that are there. But we are also, of course, going to be continuing on the Paving Plan of Action. We believe we can do 25 or 30 miles of streets and crack seal 30 to 40 miles of streets this year; that work has already started. And as you know, Mr. Chair, we are moving forward with the Elm Street Middle School with a replacement of the Elm Street Middle School with a new site on Buck Meadow Road, and those projects are on-going.

So I think that gives you an overall picture of the Budget and now Mr. Chairman if you will indulge me, I will take a couple of minutes to briefly answer the questions that you had forwarded me that may have come from either you or other members of the Board of Aldermen.

The first question was if the Budget passed, the first question asked about the projected 4.5% tax increase. That's projected based upon the Budget that I propose. The next question, what about the COVID-19 outbreak? Now I think Justin is on the line and he can tell you about the details if you'd like, Justin Kates, Emergency Management Director, he can tell you about the potential for reimbursement of a lot of these costs. But I can tell you that, am I still on Mr. Chair?

Chairman Dowd

Yes.

Mayor Donchess

Ok sorry, the camera is going a little strange or the screen. I can tell you that Director Kates and the other people who have been working on this and we have talked about this before, but the Public Health Nurses and everyone is doing a great job on this Emergency Response. We have allocated \$150,000.00 to the needs of the City for the Coronavirus update. Ms. Kleiner will tell you about \$125,000.00 of that is expended already. We are going to need to ask for more; probably \$200,000.00 more for a Resolution that will be proposed for the next meeting of the Board of Aldermen which is a week from tonight. The expenses that we are covering are the additional IT expenses, the PPE, Personal Protective Equipment that we are getting for City Employees especially for the First Responders, all of the cleaning supplies that we have been using, getting for City Hall and elsewhere, over time, things like that to enable the City to protect people as much as we possibly can during the peak of this Coronavirus crisis.

In addition to that, so we need more money there. Now the other thing that is going on is that the State has established the Alternative Care Site, we call it, that's the designated name, the acronym is ACS. That will serve to house - to take care of an overflow capacity if that occurs at either of our hospitals. Of course, we are hoping and optimistic that won't be necessary, based on the case counts we have right now, but we don't really know for sure. So there are certain expenses that need to be incurred in order to make sure we are ready in case the hospitals need that Alternative Care Site. Now it is on the City to advance in the first instance some of the funds that are necessary to make that Alternative Care Site ready and able to receive patients if that becomes necessary. Principally those involved some PPE's, the Personal Protective Equipment, could involve some food. The School Department, using its funds has made certain construction changes over there, built some temporary walls; they may be upgrading the electronics. But as Mr. Kates will explain, well first of all, Governor Sununu has made it very clear that any City money that is expended on the Alternative Care Site will be reimbursed 100% by FEMA and/or the State.

With respect to the other expenditures that we are making, the cleaning supplies, the PPE, Personal Protective Equipment for the Police Officers for the Fire Fighters and for others, that will be probably reimbursed at only a 75% rate. But any reasonable expenses we can justify, but again, Director Kates can fill you in on the details, should be reimbursed at 75%. We can get into more detail, but let me go on with the questions, Mr. Chair.

What, if any, costs can be deferred out of the 2021 Budget? Well, I mean we could, there are places you could reduce the School Department's Budget further, I am not recommending that, but you could. Again we are increasing the level of service, but the School Department is – we are increasing the number of employees and the quality of their education, the excellent education we already provide. So you could reduce them, again I am not recommending this; you could reduce them; to their current workforce. But those are the things you'd really have to do.

We have talked about the one time expenditures and how we could use hose for non-recurring expenses to

cover things that we would probably be doing in the future or that we would need to do in the future or that are one-time expenses that we need to do now or in the future, they are one-time expenses so that we don't put that into operating budgets that will create a situation where we wouldn't be able to sustain it in years to come because that money wouldn't be replaced.

Question Number Three – Basically it asks what we have done in the short-term to curb the medical expenses? Well I think you've heard in detail a week ago everything that's being done there. I think Ms. Kleiner and the consultants, Mr. Budreau and everyone who has been involved in designing these Plan Design Changes and coming up with the Plan Design Changes has developed a very strong strategy to, if implemented across the entire workforce, would significantly reduce healthcare expenses. It would certainly limit increases and potentially even reduce the overall costs. But, of course, that needs to be done over years, because that needs to be molded into various or many Collective Bargaining ...

Chairman Dowd

We lost your voice again.

Mayor Donchess

How about now? Can you hear me now? My paper keeps touching something. I don't know what it is. But in any event, anyway, that plus the Smart Shopper plus the High Deductible Plan, encouraging people to move to that, being more aggressive about explaining to the employees the advantages of the High Deductible Plan which enable one to accumulate funds over a period of time that can be used later. It's like a retirement fund or in a similar way to an IRA. We have discussed that in detail so I don't go into that again, you having heard it just last week.

Has there been a thought of a Labor Board, to kind of provide guidance regarding salary and wage increases? I mean it has not been created by Legislation but there's a management initiative, we have that. Ms. Kleiner is the Administrative Services Director, has led that and is meeting with the Departments to inform them as to how much we believe the City can afford in terms of contracts. We did invite an Alderman to be on that Committee I believe or to attend the meetings; I think to be on the Committee. I don't know think if a member of the Board has attended but that is certainly welcome. We can discuss that all in more detail as well. You ask about the exceptions to the 2.25% guidance; I think I've gone through that. But there's contingency for the PD with the Communications and the Dispatchers, which in the end is really the best thing to do because they will get more officers on the street. We may actually save more than \$135 in overtime, but at least part of that will be offset and therefore is a very wise expenditure.

The last question has to do with the \$1 million dollar Library Project. Now I have included that as the question suggests in the one-time expenditures on the City side. The question was well about its other use, deferred or something like that. I think, first of all, there are a number of reasons that in my opinion this is an important project and one we should do now. Before I mention a few of those reasons I will say that I think that as you get into your deliberations, you should talk with Director Sarah Marchant and Director Tim Cummings about this as they are very familiar with the project and the advantages that it offers. But my take on it is this, first of all, we have already budgeted some money to the project. We have not only designed it, but we have allocated money to pay for part of the project. Number Two – This one-time money isn't coming back and if we don't do this project now, it could be one of these things that is designed and it just waits, and waits and waits. It would have to be bonded; we have the money now and it should be undertaken for that reason. In addition, this is a blighted area. And the way this sort of project came to the fore is that the Library, well people at the Library were complaining about the illegal and unsavory behavior that was occurring in that plaza which over time has sort of degraded and been cut up for various things. Now we have the opioid crisis and other things, that's a different health issue that we are dealing with. So the Library said, "Look we've got to do something". So in talking with the Library Board and with review of the Board of Aldermen, we decided we would go forward and design a re-use of that space which right now as I said, is having a blighted state and also all cut up and very poorly used and designed.

The idea was to activate that space so that we would have kids and families and everybody else using this space on a more frequent basis so that we can restore or rescue what should be a premier park space to the City from its current condition. Next, we are upgrading that whole area, we have done a lot already, Mr. Chair, this is what you, the Board of Aldermen and I have accomplished over the last few years with respect to the Court Street Building. We have taken the bays of the fire station from dead storage, moved out all the junk that was in there. Now we have a brew pub in there, we are currently in the midst of providing safety sprinklers for the parts of the building including the Streeter Theater, which are not sprinklered right now, including improving the safety. But that will also open up the smaller theater on the lower floor. There is money for the roof, we have allocated some and now there is more to stop the roof from leaking. We have opened some little artist spaces in there. As a result of everything that is going on, Peter Lalley, who is the person from Spectacle Management, is going to be the programmer for the Performing Arts Center; he has said when the theater is not being used by community groups, given all this upgrading that's going on, he would like to try to program it.

Now again, I want to make the first part of that "when it is not needed by the community group". And we would coordinate that certainly and for that theater we have all made it clear that the community groups, Peacock Players, the Theater Guild, the Actor Singers, whoever; they have first priority. But they don't use it all the time, so given the upgrades that are occurring he'd be interested in trying to program at least some weekends in there which would get more use for the building and actually bring in some more revenue. And also, Mr. Chairman, given that what has happened in the last couple of months, we really need to make I think a visible and firm commitment to the fact that we, despite the fact that downtown is right now closed and a lot of people downtown are hurting, a lot of businesses, restaurants, the workers are you know, the wait staff, the bartenders, we need to really jumpstart downtown once we get beyond this Coronavirus Crisis.

And given that this project is there and can be done in the short-term and we have the money for it, it is the perfect time to do the project and turn that into a really, really nice area. It could be a morale boost for downtown, we are not giving up, we are not shutting down because things haven't gone that well because of the Coronavirus over the last few months. We are definitely committed to proceeding with all of our plans to make sure that downtown is revitalized, proceeding with our plans to create the strongest business climate we can possibly create, the strongest economy we can possibly create downtown. And all of this is working together, all of things we are doing, the parades, the music, the Riverfront Project, this project, everything that we are trying – obviously the Performing Arts Center, everything we are trying to do downtown, all that GAD is doing is designed to work together to build a stronger downtown economy. For all those reasons, I believe we should provide the rest of the funding for this Library Park Plaza Project, help the Library with their problems, build a beautiful space and just upgrade that whole area. So that's my pitch on that, I do go on a little bit, but I think it is an important project. So I am willing to take any other questions you've got. I will take any comments or questions that anybody has but I thought I would just cover those items at the beginning.

Chairman Dowd

Just a little amplification on some of these things; when I was talking about the impact of COVID-19 on the City, not necessarily the expenses like PPE and all of that because it is going to be reimbursed, cleaning supplies. But on this year's budget, 2020, which typically we have monies left over at the end of the year to reduce the tax rate the following year. But I know that there a lot of things that are being done plus and minus on the 2020 Budget. I know the Police have foregone all training right now and cut their overtime Budget as one thing. We have to be having savings from an energy standpoint, I would hope that we are not keeping all the lights on at all of our schools and maybe not even heating them or cooling them to what we normally do if there are students in them. And there was fuel savings from other things as well. I was just curious if we were taking a look and I think I indicated to John that you know; do we have any idea where are going to end up? I know we don't have the exact number obviously but because of this do we have any idea that we have some savings from what is happening now that we can apply to other important things that we are going to have to expend money on now again because of the COVID-19 issues?

Mayor Donchess

Well I think that we can look in detail and give you an answer down the road. I mean I don't think you are going to get a great deal of savings. Ok maybe the School Department has some electric expenses or heating as you've pointed out. I mean we have not furloughed anyone, so everyone is, the payroll is the same, that's 80% of the Budget so really around the margins. But we may lose revenue because of it in the sense that automobile purchase, registrations have been deferred. You don't have to register a new automobile right now. That revenue is not coming in, renewals are coming in. Now we have got several months here, it is now April so we've got 2 ½ months to work on all of this Mr. Chairman. We can probably get more defined what the difference effects of the Corona situation, the effects on the budget, but you are going to see some revenue down; planning, permit fees, things like that are likely to be down from what we projected. But we were very conservative about projecting revenue. So I am still confident that we can apply, I think we will have enough at the end of the year to apply \$4.5 million to the tax rate and provide tax relief in that regard, but we need that even to get to the 4 1/2 % tax increase; we need to apply \$4.5 million dollars.

Chairman Dowd

I am not against doing the Library Plaza per se, but I know that in past years we have had issues with funding deferred, our capital projects especially the smaller ones, year to year. And deferred maintenance in the School Department, I don't know where that sits right now, but we have underfunded that for the last few years and that just hits us later on major expenses. Last year's budget we had \$100,000.00 and spent \$90,000.00 on a single motor at Nashua High North. It is just that those are the types of things that I was thinking of looking at because we do have to try and keep the next year budget as tight as possible because of the COVID-19 issue. People have lost income, lost jobs. We will be getting back into the swing of things hopefully by the beginning of FY2021, but we have no idea where we are going to be. So just a thought to look at that in light of the entire budget.

Mayor Donchess

Well deferring maintenance is certainly an issue and the amount in the budget for operating budget sort to speak is not very much. There is, I believe, \$400,000.00 in the one-time expenditures, CFO Griffin can correct me if I am wrong, I think its \$400,000.00, I'm not looking at that page right now. So we are trying to address that as well.

Chairman Dowd

Ok by the way a more important budget I thought when we started is the Budget on-line in the City's Web Site now because I've had a lot of people tell me it's not there or they can't find it. So it certainly doesn't have a button up front I don't think, I haven't looked for it myself but is there a button?

Mayor Donchess

The Web Site right now is Coronavirus, but Ms. Kleiner can answer that question.

Kim Kleiner, Administrative Services Director.

Yes it has been added to the web site, if you go and you click on "Budgets" icon, it should take you to all of the budgets.

Chairman Dowd

Ok but the book, the actual book is in there, right? Because I know some of the Departments didn't even have a copy of the book and as an FYI, when I was going over things with some of the Division Head, found a couple errors in the book which I think they have maybe talked to John Griffin about. So as we pick those up, we are going to point them out. I don't want to get into specifics, but they didn't have a copy of the actual Budget Book.

John Griffin, CFO

John Griffin, the web site, to be a little bit more specific, if you go on the front page on the banner, click on “Budgets & Reports” and get to my financial services area and just click on Projects from 2006 to the Present, scroll all the way down and you get the proposed budget. We tried to do mostly virtual with the long line with these documents, so unlike the old days when we created maybe 200 of these books, we distributed to the Departments electronically. And to the extent that they have any questions, they can certainly forward them to me.

Chairman Dowd

OK, alright and ...

Mr. Griffin

One other thing Alderman Dowd I'd like to mention on behalf of the Mayor, the Mayor did, as part of the long-term revenue of the School Department, he put \$460,000.00 in the deferred maintenance line.

Chairman Dowd

OK at one point I saw a number of zero which really freaked me out.

Mayor Donchess

I think the \$250 for the furniture is kind of in that realm as well. That's a form of deferred maintenance. I mean we need decent furniture. I mean I have just heard that's it is poor morale; it just creates poor morale for the kids and teachers if everything is broken. So that would enable the School Department to replace broken furniture all around the District, which is in the end, not the building but still part of the infrastructure.

Chairman Dowd

I can tell you on the new middle school the furniture will be furniture that lasts. I know when we built the high school, the chairs we put in the cafeteria were less than stellar. Anyway, so I think that's all I had with the questions that I had sent you. Oh one thing, you said that money from the State has come and gone and won't be ever repeated from some of our State Reps is that true that was a one-time shot?

Mayor Donchess

Yes well first it was billed as two years and no guarantee beyond that. But think about what is happening, because of the ACS, the Alternative Care site at South and I want to thank the School Department for enabling that. John Smith and everyone has done a really good job on everything over there. But as a result of that, we have been talking with the Governor about that aid that might be coming to the State and everything. But at least out of State revenues, they are expecting revenues to be way down. So we are not getting money out of State Revenues. Now whether somehow, we get money from the aid package that will be coming to the State from the Federal Government that remains to be seen. The Mayors are advocating that money come directly to the cities and towns, but we will see. And it is also legally I guess unclear who really has authority to decide how that money will be directed. I believe our Legislators will take the position that the Legislature has to allocate the money. But at least some people have raised questions.

Chairman Dowd

I am going to turn it over in a minute to Justin but does anybody on the Committee have a question for the Mayor at this time?

Alderwoman Kelly

If I could just make a comment please? So I also was searching a bit for the Budget Book, thankfully the new City Web Site has a very good search tool, so I was able to find it pretty quickly that way. But I would ask the Mayor if it was possible to put it on his page, that's where I intuitively went to look for it and it wasn't there.

Mayor Donchess

Yeah, we can do that.

Chairman Dowd

At least a button to get to it.

Mayor Donchess

To Ms. Kleiner, you don't see any reason why we couldn't do a connection with the Mayor's Page, do you?

Kim Kleiner, Administrative Services Director

No sir, we can certainly take care of that.

Mayor Donchess

Yeah, we can do that, no problem.

Alderwoman Kelly

Thank you both.

Chairman Dowd

Anyone else on the Committee? Anyone else not on the Committee? No? OK you're up Justin, I know you've been busy a one-armed paper hanger if you can just give us an update on what you see as the Emergency Preparedness Director.

Mayor Donchess

But before he begins, let me just give him just one more, I don't want him to get like a big head or whatever, but he and everyone eels, I mean Justin has been doing a great job devoting a lot of time obviously to this. We are on this 7 days a week. We have a daily conference call, including weekends. He will be in charge of getting the reimbursement, but the City has really come together in many different groups and we have talked about this already; you know, health care, the whole health care community, our First Responders, Justin Kates and his people, Bobbie Bagley and the Public Health Nurses have all done a fantastic job. But Justin is leading much of this effort so I just want to thank him and say I have great confidence he will get back every dollar that is available for reimbursement. Anyway, go ahead Justin.

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Justin Kates, Emergency Management Director

Perfect; so thank you for the acknowledgement, definitely we have worked with the team over the past few weeks to really bring everybody together and try and find every way that we can help the citizens and businesses of the City. You know, from our perspective, the last few weeks have really been focused around insuring that we are able to continue those essential services so that was really the first week or so that we expended some substantial funding towards the technology upgrades, the systems to enable a lot of the remote work that you are seeing today. That shifted and started transitioning to what we would consider sort of emergency operations, being able to go out and work with the variety of City Divisions as well as our external stakeholders on what needs to be done to deal with the actual crisis.

One of the big things that we have been really making a lot of progress on is bringing in personal protective equipment as well as cleaning supplies for those essential services. So we have worked very closely with Administrative Services and they fit into our Incident Command Structure as the supply unit and they have done a really great job at procuring supplies even in these very difficult circumstances where we are fighting against other municipalities, we are fighting against the State, we are fighting against the Federal Government to get these supplies. So we've done pretty well at being able to supply our First Responders. Even today we had a discussion about how we might be able to take the same best practices that we are using to manage supplies and bring those into the City. How are we going to be able to help some of the local non-profits who are doing client work or smaller healthcare organizations because they are having challenges trying to procure these supplies.

So we did spend a lot of time and funding on supply management and we still continue to do that. But really the next phase that we are working on is the expenditures related to the Alternative Care Site. And as the Mayor had mentioned, the Alternate Care Site was really promised by the Governor to be a full 100% reimbursement. How that is going to be reimbursed is still to be determined; there's many Federal Programs that have come out of this disaster including the FEMA Public Assistance Program. There is funding from US Health & Human Services and CDC. There is the funding from the most recent stimulus package, there's funding from the Department of Justice and there's even other funding sources that I've heard about that will be coming for Fire Fighters, temporary food, a number of other programs. So it is going to be quite a puzzle to try and align all of the expenses that we have to those different Federal Programs and rally to ensure that we are getting and leveraging the maximum amount of Federal Cost Share, so that it's the smallest amount of impact on the City.

So the Alternative Care Site, is something that is unique to the City, the City doesn't run a surge healthcare facility, so it is a learning curve for all of us to identify where the needs of that location so we are leaning heavily on the expertise of our healthcare partners at Southern NH Health System as well as St. Joseph's

Healthcare. So they are providing insight as to what needs to be purchased and the City is then using some funding that all of you have allocated towards this specific initiative to start to build out of that facility. Some of the equipment has been identified as resources that were existing as part of the existing public health cash of equipment. So the trailers and things that you found over at Gilson Road, those all have been completely utilized to build out this facility. What I am sure we will find after this incident is that there will be substantial amounts of money to replenish all those supplies and make sure we are prepared for a future circumstance like this.

So one of the things that we have done as part of that process to track expenses and to ensure that we are doing all of our due diligence when it comes to managing a unique facility like this is, we receive official resource requests from the Alternate Care Site, which is being led by the Public Health Division. We work with Administrative Services who then sources the best solution for that issue. So as an example, one of the most recent ones were dollies to hold up the large oxygen tanks that are going to be set up over at the facility. So Administrative Services will go out and look to identify the best solution for that and then uniquely to this specific set up as part of the disaster, I work with the Mayor to get approval to expend funds for the Alternative Care Site to make sure that we have the money available and that we can move forward with the next step.

And then after that, if we get approval then we go back and we actually go through the procurement process. So far with the Alternate Care Site, we may have spent at least on the City side with some of the supplies we have procured, maybe \$1,000.00 / \$1,500.00 bucks, not very much. There's been some expenses on the School District side with the build out of the temporary walls and that type of stuff, but for the most part it has been pretty small amounts of funding at this point. However, we are starting to get these resource requests in for that site and one of the recent ones that the Alternate Care Site has recommended is close to \$50,000.00; so as you can imagine this is starting to become a very expensive proposition.

So we are continuing to work through those resource requests and forecast what the expenses of a facility like this might be to operate, but be assured that I believe that the majority of the expenses that we are seeing, this overall disaster, beyond just the Alternate Care Site, we will be able to get reimbursed at 75% at a minimum. There is many other Federal Programs as I had mentioned on the Fire Fighting side as well as on the Law Enforcement side that I believe will end up getting us to 100% reimbursement. Transit also is getting 100% reimbursement for their activities. And then as I mentioned, the Governor has promised a 100% reimbursement for the Alternate Care Site Operations. That money won't be here before the end of the Fiscal Year so we do need to determine a sustainable method to bring additional funding in for this local Fiscal Year.

I would be happy to answer any other questions that you have about the response so far or what we project as we move forward.

Chairman Dowd

On the Gilson Road Site, do we just store things there and just use them when an emergency happens? Or do we do a like a "first, first out" type of stocking so that when the Fire Department or the Police Department need masks for instance, they get them from there and then we replace them in the stockpile. That's one question.

The other question would be is given what just happened, are we anticipating that we would have to make that stockpile even larger, in case?

Justin Kates, Emergency Management Director

So unfortunately that stockpile was not really leveraged to its full extent by the healthcare entities within the City. So Public Health uses some of those supplies, the Fire Department currently uses some of those supplies. The Police Department very small amounts during routine operations. But there really at the time wasn't a great inventory management system over there because the facility is really not built for that kind of an operation. One of the things that I would propose that we look at moving forward, is that we have a process with the two hospitals within the City to actually manage that site and they would actually use that as their delivery location for supplies and then they would, as you mentioned, take those supplies and then utilize them day to day. So that way, when we have a crisis like this, there would be the ability for us to have really

2-year-old supplies, rather than 10-year-old supplies. That'll be one of the things that come up in the Continuous Improvement Process. We had already been, in the last three weeks, maintaining a document of all the recommendations that we will have ranging from looking at our IT Infrastructure and how we might be able to leverage some newer technologies to be able to enable this type of remote work to be able to happen much more quickly than we experienced for this crisis, all the way through the approach that we use for inventory management for personal protective equipment and all of those types of things.

The other question you had was about making that larger. I don't know at this point, I can tell you that nobody, not just this City but across the country, nobody had enough supplies for what we are dealing with right now. I just, it'll be interesting to see what comes out of this and a lot of people are saying this might be very similar to what we saw after 911 where there were substantial amounts of Homeland Security Funding to help build capabilities. The Country didn't do a very good job after 911, at building capabilities, we built a lot of things that ultimately, we couldn't sustain and a lot of that stuff went in the trash. So one of the things that I think we need to, as a Country, do after this, is really identify what things we can use that we can use every day to help ensure that our First Responders, our Public Health Officials, are able to do those activities that are necessary for their organizations rather than just having stuff sit in a warehouse.

So that will be something, it is going to much higher than all of our pay grades, it is something that we need as a Country to really try to promote so that we don't see massive amounts of investment made after this crisis that result in really not any better ability for us to respond.

Chairman Dowd

Now the Military has been using "first in/first out" type of inventory management for years to make sure that stuff doesn't rot on the shelf. And I think that's very important, I think one of the key things is going to be, remember I had mentioned earlier about keeping track of what works, what doesn't work as a plan going forward. So how much we need in there could be one, and how it operates would also be in there. Does anybody have any questions for Justin Kates?

Alderman Wilshire

I don't have a question. I just want to say, "thank you Justin for all the hard work". I know you are putting in 25 hours a day. I'm not sure how you do it, but thank you for everything you are doing for the City.

Justin Kates, Emergency Management Director

Thank you.

Chairman Dowd

Anyone else? Ok. Next ...

Mayor Donchess

Could I add something Mr. Chair?

Chairman Dowd

Yeah by the way I was going to say your Budget seems to be pretty tight so I don't think we have a concern with your office. But you have something else, go ahead.

Mayor Donchess

The unseen parts of the City's response that are also very important. So you know Justin, Bobbie, Mr. Kates, Ms. Bagley are handling the very visible stuff, Public Health, Emergency Management. But also inside City

Hall all of the work that's been done, largely by Ms. Kleiner to enable all of the remote working, these meetings, the people working remotely, the cleaning supplies, the ordering, there's just a lot of behind the scenes work that has had to be done. And things are running as smoothly as they can just because of all that she has done and I want to make sure that even though that is not so visible that people understand it. I am still on?

Chairman Dowd

Yes.

Mayor Donchess

Ok sorry. And also, Cheryl Lindner has been helping with all the Communications as far as trying to get out the message, among other things, trying to get out the message that we need to encourage the social distancing and trying to make sure that kids aren't out on the playgrounds and trying to keep everybody safe. So there are various task forces that have been organized; one of those is Communications, Ms. Lindner is in charge of that one. Ms. Kleiner is in charge of the continuity one. We've got Sarah Marchant in charge of having to do with the support for the non-profits, trying to put out all the meals, everything the volunteers are doing. And in addition, there are others like Economic Recovery. Tim Cummings is on that one. So many, many people have been working really hard on this and you should be very happy with the employees that we have and you know I feel very proud to be part of the effort.

Chairman Dowd

Yes, I would second that. Lori?

Alderman Wilshire

Thank you. Mayor, I didn't mean to miss anyone, I honestly feel like everybody that is doing work right now, it is not all Justin but Justin was before us and Director Kleiner, thank you. And Cheryl and everybody, it has really taken that much of an effort from all of you so I didn't want to slight anybody, thank you all of you.

Chairman Dowd

I would also say the IT Department has stepped up with these 8,697 on-line meetings that they have to be watching for every day. So next is Civic & Community Activities, who is going to take that item.

Mayor Donchess

I might sign off because Cheryl Lindner is going to handle the Mayor's Budget and the rest of it. Anyway, anytime you need anything let me know. I can come back to the meeting anytime.

Chairman Dowd

Ok. Cheryl, you are up.

Cheryl Linder, Chief of Staff

Good evening, it is nice to see all of you, it's hard to work remotely and now see all your faces as much as I am used to. So it is nice to see you virtually, I hope you are all doing well. Our Budget, the Mayor's Office is pretty simple, pretty tight within the guidelines other than our wage line, which is just keeping in line with the steps, everything else is level funded. So if you have any questions, I am happy to answer them or get you the answers for them. But other than that, we are pretty much level funded.

Chairman Dowd

Yeah, the actual Mayor's Office. As far as the Civic & Community Activities, that's where we give all of our money to the different charities, I imagine they are all hurting. I know we have been looking into GAD and the Chamber, because their funding sources have completely dried up and they would be critical to us getting back on our feet. So that current 2020 year in that area, I think we need to shuffle things around pretty closely there. So I don't know if you want to add anything to that.

Cheryl Lindner, Chief of Staff

No I would agree. As the Mayor said, one of our Task Force assignments through Sarah Marchant has been to work with the non-profits and try to help to fill the needs of those in our community that rely on their services and receive their benefits. Part of the process going forward is going to be helping those non-profits to try to recover and get back to where they were pre-COVID-19. There are many programs out there throughout the Federal Government that have come down and I'm sure that Task Force will be working with them going forward as well.

Chairman Dowd

Any questions on that from any of the Budget Committee?

Alderman O'Brien

Yes, on "Other Services 55" and looking at the dues for the Nashua Regional Planning and it seems to be not funded in 2021, that's item number 55221.

John Griffin, CFO

Alderman Dowd?

Chairman Dowd

Yes, John?

John Griffin, CFO

Alderman O'Brien beat me to the punch. I want to explain the two items. The first item we felt it was more appropriate to put the regional solid waste dues in the solid waste budget, so that's where you are going to see that charge. And Regional Planning, we felt it was appropriate to put it in the Planning & Zoning Budget, so you will see those dues in that Budget. Thank you.

Chairman Dowd

That's one of the tricks of following the little balls in the shells. When things get moved around in the Budget, like I am sure the Police Department told you about the thing that we found, when things get slid around, it is very difficult to look at the Budget and say, "Well that went up" or "That went down", and you have no idea why. That's what I am trying to do with the Division Heads right now, because that even caught them off guard, the Police Department. I don't know if there is any kind of composite list of things that move like that or if we are just going to have to catch it Department by Department.

John Griffin, CFO

Yeah, the good news Alderman Dowd is I have been here for, this is probably my 10th Budget and the changes, there's not a lot of funding changes from year to year. But certainly we will try to point these out like this particular one going forward.

Chairman Dowd

Ok sounds good. Any other questions? Seeing none, hearing none, alright, Board of Aldermen. Donna?

Donna Graham, Legislative Manager

Hi everybody, I'm Donna Graham, I am the Legislative Manager for the Board of Aldermen and I am new to this position. I have been here 7 months next week. Our Budget has decreased due to a change of employees. We have increased merit positions for salary and a \$200.00 increase in our office supplies. And that's about it, we have stayed within the Mayor's guidelines and if anybody has any questions, I'd be happy to answer them.

Chairman Dowd

Does the President have any questions?

Alderman Wilshire

I have nothing else to add and I just want to thank Donna for being available to present this tonight.

Chairman Dowd

And I would have typically left it off, the Budget Committee for the Board of Aldermen because we are basically are level funded year to year and even go down sometimes. Things have shifted both in our group and in down in the City Clerk's Office because of all the shifting. But we will get into that. So does anybody have any questions from the Budget Committee on the Board of Aldermen Budget? No? Anyone else outside the Committee? No, alright. Legal Department - Attorney Bolton.

Steve Bolton Corporation Counsel

The primary increases are in in the salary and benefit areas that I have no control over in any event. Otherwise, in the "other services, supplies and material" there's an overall increase of approximately \$1,900.00 based upon the previous year, year and a half experience of things just gradually creep up.

Chairman Dowd

Yeah, I know that at some point, and it is probably going to have to be in the future because of everything that's going on. But I know that we had talked different times about adding another attorney in that office because of the workload. But I can say that you and your staff do an amazing job and have done extremely well in Court for us, so I don't know if any body is going to have any questions particularly about your Budget. I look at it like nothing in there that looks other than normal. Any body else on the Budget Committee have any questions for Legal?

Alderman Jette

I have a question. I know that the City employs outside counsel for various matters, I read about how we are having lawsuits where we are represented by outside counsel and the settlements of those cases. And I don't see anything, where are those expenses, where do those expenses show up?

Attorney Bolton

That would be in the Risk Management Department.

Alderman Jette

OK thank you.

Chairman Dowd

Yeah, they'd usually be sometime action taken against the City and I think Attorney Bolton we hire like expertise in certain areas when that happens or maybe just additional counsel because everybody is busy?

Attorney Bolton

Sometimes it is motivated by our umbrella carrier who desires that we hire certain attorneys with what they consider appropriate levels of experience in a particular area.

Alderman Dowd

OK anything else Alderman Jette? You're on mute.

Alderman Jette

I am sorry. I said I will look at the Risk Management portion, which I guess is coming up soon and I'll ask questions then, thank you.

Chairman Dowd

OK any other questions for Legal, Committee members or other people? No? Alright, thank you Attorney Bolton. If it is OK, I'll ask to be excused for the remainder.

Chairman Dowd

Certainly.

Attorney Bolton

Thank you.

Chairman Dowd

City Clerk's Office, Ms. Lovering?

Susan Lovering, City Clerk

Good evening. So my office is also coming in basically level funded. You will see that there is a reduction in the bottom line and that is due to a deduction in fringe benefits for the shift that was just mentioned in my position from the Board of Aldermen down to the City Clerk's. There are two small increases; one \$600.00 in the memberships to cover fees for myself and the Deputy City Clerk and \$1,300.00 in training and certification and that's for enrollment in State Courses so that I and the Deputy Clerk can become certified City Clerks for the State of New Hampshire. Besides that, we are level funded as well.

Chairman Dowd

Are we still looking for a Deputy?

Sue Lovering, City Clerk

No the Department Coordinator, Nicole Rares recently assumed that responsibility and role probably about three weeks ago.

Chairman Dowd

OK and you have to replace her?

Sue Lovering, City Clerk

Yes that Department Coordinator position is currently vacant, I am reviewing that PDF and looking at actually all the PDF's for a thorough review and then hope to get that posted soon.

Chairman Dowd

Ok by the way I forgot to mention at the beginning of the meeting, the very next meeting we have is going to be talking about all the different Divisions and Department's Revenues and that will be with John Griffin and David Fredette. That will be discussion we have relative to revenue. So anything else that anyone has relative to the City Clerks' Office? Any questions? Anyone? No? Alright.

Sue Lovering, City Clerk

Thank you for your time.

Chairman Dowd

Keep up the good work.

Sue Lovering, City Clerk

Thank you.

Chairman Dowd

Alright, we get into Administrative Services. Mrs. Kleiner, you've got a few things to discuss.

Kim Kleiner, Administrative Services Director

Yes sir. Would you like to take it Department by Department, Alderman Dowd?

Chairman Dowd

Yes.

Kim Kleiner, Administrative Services Director

So first we would begin with the Administrative Services Office itself which is level funded except for salaries. There are 2 ½ unaffiliated positions; one, the half position is the grant writer that was added last January and that is split between my office and Dr. Mosley's office, under the Schools.

Chairman Dowd

Are we closely coordinating to make sure the both halves are funded, just to be sure?

Kim Kleiner, Administrative Services Director

Yes and Dr. Mosley and I work very closely together. Her name is Pam Beeze and she has been very successful with securing grants past her salary.

Chairman Dowd

Yeah, I know that the grant writer in the School Department has been responsible over the years for bringing a vast amount of money, more than their salaries have been. OK? Any questions on that for anyone on the Budget Committee. Yes Alderman O'Brien?

Alderman O'Brien

Yes, I do. Ms. Kleiner, how many grant writers does the School Department have though? I thought I didn't know you were sharing in that position.

Kim Kleiner, Administrative Services Director

We are sharing. So the City had no grant writer, most of our Divisions were (inaudible) in grants. Mayor Donchess, last year and it worked out it would be half in the City and half between the Schools. And to my knowledge the School does not have another grant writer on staff, although they do have various administrators who like our Division Directors are pretty proficient in writing grants.

Chairman Dowd

There are various people on the School Department that write for grants, usually smaller ones. The larger ones would be the grant writer. Any other questions on that particular aspect? Nope? Alright.

Kim Kleiner, Administrative Services Director

Arlington Street Community Center am I right.

Chairman Dowd

Yes.

Kim Kleiner, Administrative Services Director

So the Arlington Street Community Center which is near and dear to my heart opened in 2017 and some of you might remember we didn't have a Director until 2018. Director June Caron has done an amazing job over programs. You see the only change to that budget is a line item for \$3,000.00 for office supplies. We have been operating the center, we were in escrow from when we originally opened, the Board of Aldermen gave the Arlington Street Community Center \$30,000.00 which we purchased all of the computer logs inside of the center. We had a remaining amount of money from that escrow; we've been working it down now in its second year. We fully expect that escrow will be zero by year end which is why we added the \$3,000.00 into the budget for supplies.

I just want to note that the Arlington Street Community Center also has a Trust Fund and donations are made to that Trust Fund. Director Caron has worked very hard in securing grants and donations, that fund had a current balance of \$9,747.00. And if you remember, she also had a grant donation from (inaudible) to the basketball court, earlier outside of the Center.

Chairman Dowd

Is that Center opened currently or it shut down until schools open at some point?

Kim Kleiner, Administrative Services Director

The Center generally follows the same shutdown procedure as the schools, even when it is inclement weather. So the Center has been shut down since schools were closed?

Chairman Dowd

Are we recognizing any savings?

Kim Kleiner, Administrative Services Director

The only real savings that we will recognize is the cost of utilities.

Chairman Dowd

Ok any questions about the Arlington Center from anyone on the Budget Committee?

Alderman Clemons

This is Ben Clemons. It's more of a comment. I just want to say that this type of thing I think that you know we are going to have a slow economic recovery from this despite what people are saying. And this is the kind of thing that we need to make sure that we keep in our Budget. Very easy for the community or for some people in the community to say that this is nice to have but you know not necessary. But I would actually disagree with that 100% especially when in times when the economy is doing poorly, these are the kinds of things that we need in our community and we need them more so than when times are good. So as we go through the Budget, I'm sure that there are going to be things that we want to look at to reduce the Budget. I have some things in mind, because I think that a 4% increase is too much. But this would not be one of them and programs like this I would rather keep in the Budget. So I just wanted to make that comment.

Chairman Dowd

Alright thank you; anyone else? No? OK. Human Resources.

Kim Kleiner, Administrative Services Director

Human Resources is led by Director Budreau. There is an increase in wages again per the unaffiliated plan and there's also a corresponding increase to fringe benefits. Other than that there is a small decrease for services because we have brought shredding in-house. There's very little change to the actual Human Resources Budget.

Chairman Dowd

Yeah, the only question I had looking at the numbers in the book Ms. Kleiner is to date we haven't supporting the book anyway the date 1/31/20, nothing had been spent for mileage reimbursement or conference and seminars. Has there been anything since then expended in those areas or is that a savings this year? Because I don't think any conferences or seminars are going on anytime soon.

Kim Kleiner, Administrative Services Director

You are correct Alderman Dowd. Those would have been conferences and seminars that you normally would have seen this time of year so that certainly may be excess at the end.

Chairman Dowd

OK thank you. Any questions for HR? No? OK, Employee Benefits.

Kim Kleiner, Administrative Services Director

So the one night everybody involves, so you're going to see an increase down on 59500, Claims Administration of approximately \$325,000.00. So we have various fees that are charged to the City for Claims Administration and most of them are on a per employee per month basis. The Anthem cost per employee, per month is increasing 1.5% and that with some other small (inaudible) is the reason ...

Chairman Dowd

You are breaking up.

Kim Kleiner, Administrative Services Director

That change of 1.5% is the ultimate claims administration increase that you will see. We also have been informed by WBS that we will have a 4.5% increase in dental, most of that is our dental claims that have risen, so you will see that represented in the dental claim line. Other than that, it is what you have heard, an 8.6% increase. I'll just note here that when you look at salaries, that's 15% of the HR Director, Director Budreau and 3 benefit employees that run the department. And I am happy to answer any questions.

Chairman Dowd

Any questions?

Alderman Clemons

Yes Alderman Dowd, it is Ben Clemons again. Thank you, in regard to the dental claims, you know, because of the crisis right now, even my dentist is closed so obviously I would imagine most of them are. Do we see the increase because of that? Like in other words, anything that would have been done this year is going to be put off to next? Or was this more cost related?

Kim Kleiner, Administrative Services Director

Very good question. So most of our projections when it comes to health care or dental, these projections are costs through the end of February. What we are seeing and you are right Alderman Clemons, is many people's visits to their dentists and their doctors and elective procedures that they may have had scheduled have been canceled, because of the current COVID-19 situation. So we've actually seen right now a decrease in claims come through. What we don't know is what that will do to the bottom line come the end of the Fiscal Year, or what that will do to our claims in Fiscal 21 when the situation is over and people need to go to the doctor's and have all those elective done again. What we did feel was the right method to take, was to take WBW's projections on potential increases and put those into the Budget but bear in mind, those were through the end of February, before the crisis began.

Chairman Dowd

Do we have anything like a special account that if we had a savings this year, we could put that money into and offset next year's expenses?

Kim Kleiner, Administrative Services Director

Good question Alderman Dowd, the money would stay in the benefits insurance fund. So any savings that we had would remain in the fund.

Chairman Dowd

That would be a nice one to know as we go along.

Kim Kleiner, Administrative Services Director

So I'll note that we have claims budgeted, health claims budgeted at \$42 million dollars, currently I just checked before we started tonight and we have \$30.4 million in claims so far. The fund balance is sitting at \$10.7 we are happy to see, we haven't been up that high in a long time.

Chairman Dowd

Ok. Alderman Clemons?

Alderman Clemons

I have a follow up. Thank you. So I imagine that you are going to sit down with the, our insurance analyst because what I am wondering is, I guess what I would like to know and I don't expect you to have the answer tonight but I would like them to forecast for us is any elective surgeries and things of that nature that might have been put off because of this and then going forward into next year. I am wondering if, you know at some point, right, there's a capacity issue. So there's only so many of those types of surgeries and that kind of thing that can actually get done and there are only so many, you know, as far as people taking time off and things like that in the City. So I am wondering if we might actually see a savings next year as well, just because of the medical community's ability to service all of those. Because if everybody is putting everything off this year, you've got to imagine that there are people that wanted to do it next year, right? So I am just wondering if we are going to see overall some savings there because of that so I would be interested to see if there's a projection on that.

Kim Kleiner, Administrative Services Director

I think it is going to be very difficult for WBS to actually make a projection on that only because they wouldn't know what procedures some scheduled that didn't happen. Although I agree with you Alderman Clemons, I do think you are going to have a capacity issue. There are a couple things that we have done that the Mayor authorized, well one that has been authorized and one that we are investigating. Number One – the member cost share for the initial visit to the provider and testing for COVID-19 was waived for our City employees. So if they go into a provider and are being seen and tested for COVID-19 the City is picking up that co-pay. The other thing that Anthem has just proposed to their insurance groups is to waive the treatment for COVID-19, the City has not signed on to that. It is being discussed; we are looking at what Manchester is doing what other fully insured plans are doing. There is a cap on that so we would only pick up what the employee would have paid which are basically their deductibles so it's not like there's a really large liability there. And remember, anything after that, the City would have paid anyways and then we have our stop loss for very large claims. But we haven't signed on to that, we are in discussion with Anthem and WBS on that.

The other challenge that we have right now is with working remotely, we have to go to a virtual open enrollment process. And we have never done that strictly virtually. So we are talking with WBS our insurance consultant, the benefits team, about how we are going to do that. Because one of the savings that we are trying to educate our employees on is switching to the high deductible plan. We were hoping that a number of employees would take that switch and in order to do so, they would have to fill out all new paperwork which now will have to be done virtually through what we believe we will be using a tool called (inaudible) commonly used by our insurance broker. But certainly what we can do, Alderman Clemons, in answer to your question, is watch these costs as they progress and report back to the Board.

Alderman Clemons

Ok thank you, I appreciate that. And you know, I understand where you are coming from and it is all up in the air and I get that. What I am hoping for and I am sure you are too as is everybody, is that at some point, whether it be the end of this year, which is probably not going to be likely but maybe when we are doing this Budget process next year we have some kind of savings here and we can get the costs down you know? And

hopefully some of these costs are reimbursed by the Feds for the cost of covering for the COVID-19 and things like that. So you know I am hoping that we make, we can make out from an unfortunate situation. So that's just where I am coming from on this. Thank you.

Chairman Dowd

I think going forward, you know, even though we are hopefully on the downward slide towards the summer on this, it is not going to go away anytime soon until there is a vaccine. So people might be hesitant to do routine things with their doctor until this is all cleared up even more. And I also don't know when they will have the vaccine and I don't know how much the vaccine will cost and who is going to cover it but I can bet you that everybody will line up to get it. So that's something to think about too. Any other questions for Benefits? Alright, Information Technology.

Kim Kleiner, Administrative Services Director

So Alderman Dowd if the Board will indulge me for a moment, I've only, next month will be a year that I've been Director of Administrative Services and I have to say that working with Mr. Codagnone, Director Budreau, Jen Deshaies, Mr. Kooken, has been a pleasure. We have very, very talented people and it is an absolute pleasure to work with them. Everything that Director Codagnone and the whole team has done to get this City working remotely has been just fantastic. And I cannot thank them enough. They continue to operate this City and all the technology in this City on an amazing budget, it is incredibly tight. And there's so much more we can do. We have had upgrades to programs, so we had the upgrade in Assessing; we had a whole new software, permit and licensing software this year in Community Development which will be rolled out to the City Clerk's Office and to Environmental Health. They are working on eliminating the AdMin System which is antiquated at best. It is just amazing what they can get done building the new web site. What they can get done on a very small budget looking at a City of this size is commendable.

They had a software maintenance line that has a decrease, it went down because some maintenance plans are on a three year and some are on a five year and we are just on a year that they are not due, so that decreased. It did have an additional hardware added for some servers and storage, that's on 54414, I'm sorry if I am going too quick. They had an increase in computer software and that's because they needed to purchase some additional software to replace non-supported version. Again, they had some very small increase in transcription; they had a rise in electricity and heating. They had addition in other contracted services and this is (inaudible) to part-time videographers. But again, very little change in their budget and amazing what they do with it.

Chairman Dowd

Yeah I think you are right. I have been through the budget on every single line item and I don't see anywhere where they are even close to being overspent. They are amazing what they do with what they do have. The only question I did have is we had given them, the City some money to develop back up servers. Is that in this budget or is that kept separate?

Kim Kleiner, Administrative Services Director

So that was moved into the Fiscal 20 Budget and Director Codagnone, and others working on procuring those services and get them up and running at Nashua High School South which is also the site of the ACS that we were discussing earlier. So that was in Fiscal 20.

Chairman Dowd

OK I just wanted to make sure there was no carry over into the 21 Budget that we had. Do we know when that is going to be online?

Kim Kleiner, Administrative Services Director

I will find out for you, I know they were working on it before they got switched over to making the city run remotely so I don't know if they finished the project. But I can certainly get back to you sir.

Chairman Dowd

Ok I appreciate it. Any other questions? Alderman O'Brien.

Alderman O'Brien

I am looking at the software licensing and as we get more involved with this Corona 19 and have more of these virtual meetings. Is that enough? Are we going to be covered with the licensing? Do we need to purchase future programs for any other Divisions that are coming under the IT wing? And do we have the money for the licensing for that?

Kim Kleiner, Administrative Services Director

Excellent question. So as you know in order to satisfy and have the City start working remotely, a large part of the loss prevention money was used for additional licenses. So we have added 108 Citrix Licenses and so a good chunk of this money that I referenced in the Memo earlier today, approximately \$28,000.00 from the loss prevention account was for technology.

Chairman Dowd

I know a certain large company here in Nashua is looking at if somebody has become more productive by working at home, they may stay that way even after this is over. Anyway, so all set Alderman O'Brien. Anyone else about questions for IT? Again I think they've done a great job in setting up these meetings and being at City Hall nights to get all these meetings set up. They do a good job. OK, Risk?

Kim Kleiner, Administrative Services Director

Risk. So many of you Jen Deshaies and what you may not know that the person that is actually in City Hall right now who is keeping the building and everything going is Jen Deshaies and Ross in the Risk Department. They are handling all of the logistics for the supply unit. So as we order and procure things and they are actually taking it all in and handling the inventory of it and getting it to the Divisions and the First Responders. One of the things that they have worked on also is really cleaning City Hall from top to bottom, stripping floors, re-waxing floors, painting of areas while we are not there. They've done an incredible job, so the custodians and building maintenance has continued to work. We are going to have a clean City Hall when we all go back which we hope is soon.

Risk anticipated some interest income to increase about \$20,000.00 this is just off prior history and an increase in the interest rate. What you will see is an increase in the transfer from the Wastewater Fund. So we have a transfer from Wastewater that comes into Risk, it is a charge back that relates to claims and the cost of the insurance for the Wastewater Treatment. For a number of years we haven't increased that transfer but it got to a point where this, even this is a conservative number and we felt the need to increase it. They have a slight increase in wages; they did have a loss of one position so they had an admin in Risk that actually is the admin that came over to Administrative Services Office.

They have some increase in insurance. It is general liability increase of approximately \$70,000.00. This is an anticipation of market history and large losses in both Fiscal 18 and 19. There is some consideration of additional exposure moving forward. They have a slight increase of property which (inaudible) loss history and consideration of increased coverage. You'll see in the claims there was an increase in property expense due to a large loss history and again trended expenses. I believe it was Alderman Jette who asked a question earlier about outside legal fees. So in the Loss Prevention Line we had budgeted \$25,000.00; we expended \$46,000.00 and this is before the COVID-19 because now we have COVID-19 funds in there that we are

tracking separately. That was legal advice expenses, were allocated to that line item. And I'll stop there.

Chairman Dowd

Alderman Jette did you have something?

Alderman Jette

Yes, I did, so where is, you mentioned there was a line item that represented legal fees? What number is that?

Kim Kleiner, Administrative Services Director

Yes sir, so we charged those legal fees to the loss prevention line.

Alderman Jette

Does that have a number?

Kim Kleiner, Administrative Services Director

It does.

Chairman Dowd

(inaudible) on this page.

Alderman Jette

Ok I see it thank you.

Chairman Dowd

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Alderman Jette

So I understand that the City is for medical claims we are self-insured. But we are not self-insured for other types of claims, like Workers' Compensation, General Liability, Property Damage? Correct?

Kim Kleiner, Administrative Services Director

Well we do, we are insured and we do have a deductible, so it is not fully self-insured, no.

Alderman Jette

Ok so Attorney Bolton talked about an umbrella policy. Where is that on here?

Kim Kleiner, Administrative Services Director

So you are looking at the various insurance programs and claims in Section 59.

Alderman Jette

Yes that's correct.

Kim Kleiner, Administrative Services Director

So there's the General Liability Policies that you see there listed.

Alderman Jette

Yes. That would include the umbrella that he talked about.

Kim Kleiner, Administrative Services Director

Correct. So when you get up to \$400,000.00 the City would, is the City's deductible.

Alderman Jette

OK so if someone makes a claim against the City, we pay the first \$400,000.00? And then the insurance kicks in after that.

Kim Kleiner, Administrative Services Director

Correct.

Alderman Jette

And does that \$400,000.00 deductible that includes defense, attorney defense costs?

Kim Kleiner, Administrative Services Director

Well I want to be careful, that depends on what type of – so you have some insurance, some attorney fees that were in that loss prevention that were not, it depends on what the claim is. So the attorney fees that are included in (inaudible) were not, were for employee and other suits. It depends on what the kind of suit it is.

Alderman Jette

Ok I'm sorry. You broke up at least for me there. Could you just repeat what you said?

Kim Kleiner, Administrative Services Director

Not all attorney fees or outside counsel would be in that loss prevention line. There are some attorney fees and some things that would be covered by the insurance company when they assign legal counsel. We have over 12 different general liability policies.

Alderman Jette

I see, OK, thank you.

Kim Kleiner, Administrative Services Director

And if it would help Alderman Dowd, it may help to have Jen Deshaies for the Aldermen that have joined recently, some at some point and give a whole breakdown on just insurance because you could cover a good full meeting in just the different type of insurance policies we have and how the insurance all work. Each claim is different but Jen Deshaies would be excellent to come and walk everyone through that.

Chairman Dowd

I'm just curious, how much control do we have over the expenditure on each one of those line items though, do they sort of self-dictate?

Kim Kleiner, Administrative Services Director

Jen and her two claims adjustors work day in and day out. They have incredible control on those line items and on each and every policy that we have, I received our report and they walk me through it. I will tell you that they have incredible detail down to their claims, both general liability, property and workman's comp. It is a very well-oiled machine.

Chairman Dowd

So if anybody on the Budget would like her to come into a future meeting, just send me an e-mail and see what we can present.

Alderman Jette

Thank you.

Chairman Dowd

Anyone else have a question on Risk? OK two things. One, since City Hall is now closed too often for any period of time, and now it is, the tile in the elevator, the main elevator hasn't been replaced since Alderman O'Brien was playing in JV's. So maybe we can look into that, it's not a huge job but it certainly detracts from anybody coming into City Hall and see that broken tile and the tile that was put in with the original elevator underneath it.

The other thing is if you could have Jen give me a call, we have an issue with Pennichuck Middle School. Remember that classroom that got flooded? I don't want to get into a lot of detail but we have an issue with the dry system in the attic. So I need to talk to her.

Kim Kleiner, Administrative Services Director

Will do Alderman Dowd.

Chairman Dowd

Alright so we are in the City Buildings, ok it fits right into the tile.

Kim Kleiner, Administrative Services Director

So before I move onto City Buildings, just to give you a little background. So every year at Budget time, we put out City guidelines, which include electricity, water, it includes telephone and postage and this is a guidance for all City Divisions to use in the preparation of their Budget. And the reason that this ties in nicely with City Buildings is that most of the cost in City Buildings is utility costs for our various buildings. So I wanted to note that we are using a 2% increase in electricity. These contracts expire in November/December of 2020. And then they will be negotiated; many of you may have met Doria Brown, the new Energy Manager with us on this guidance. Pennichuck, the water, we were given an increase of an additional 11.91 for base rates, was requested by Pennichuck. Natural Gas we are using 2%, there's nothing in the postage stamp cost that will remain .55. Our metered is .50 cents. When it gets to boxes and things, they flat rate boxes, they

expect those to raise 5%. And Petroleum Fuels there was no mandated used for that. Heating, no increase; the budgeted number is 3.077 per gallon and for Diesel Fuel the Budget number is 3.9 cents a gallon, no increases there; unleaded gasoline we had a 5% increase. The current actual cost is locked at 2.095 cents to June of 20 and then it will move to the sent-out RFP and will advise the actual cost for July 20 – 21 when the new contract is in place. So I wanted to update everyone on that guidance because this plays right into building maintenance.

You are going to see some increase in Building Maintenance Expenses for this year. One of the reasons is we have two additional facilities that have been added to the City Buildings Budget: 201 Main Street and 141 Burke Street. As you may remember, 141 Burke Street was in the DPW Budget prior to this, it has come over to City Buildings now. And 201 Main Street actually had rental income when they had tenants in there and it had a special fund that has been closed, there is not rental income and so the utility cost, maintenance cost and those things has come over to the City Buildings Department.

There is a bottom-line increase of approximately \$93,000.00. If it wasn't for these two new facilities, the proposed budget would fall within the 2% target. There are very modest changes in other line items, most of them resulting from the purchasing and energy guidelines I just gave.

Chairman Dowd

Ok especially for the new people and even for some of us that have been around, could somebody put out a list of all the buildings, because it is not all City Buildings, which City Buildings are they responsible for? I don't need that right now, but just send it to us.

Kim Kleiner, Administrative Services Director

Certainly, if you prefer me to send it I can because you are right, I can send it and we are responsible for Court Street, Mulberry, 201 Main, the Arlington Street, Gilson Road, we do the maintenance for the Senior Center, for City Hall, but I will send out a list so that you have it. I can include the guidance that I read to you.

Chairman Dowd

That would be great, because not everybody is on the call tonight. So I just want to make sure the people know it didn't include any of the Schools or that budget would be great. School Maintenance is a heck of a lot higher than that. What's the other thing I was just thinking; oh I know what I was thinking. Now all of the Departments I know use the standards that you just talked about; see we develop their budgets. For instance I asked the Chief of Police, I said, "Alright you don't have to duct tape your windows anymore and shovel the snow off your desk because we replaced all your windows". And they are giving them a whole new HVAC system. I'd like to believe that the costs are going to go down, but I don't know if anybody has actually put a pencil to paper to try to figure that out?

Kim Kleiner, Administrative Services Director

I would have to believe that Police Chief Carignan has done that. He and his team were very big and they had an actual committee following this whole project, they were very devoted to it. We spoke with them at length at how they would be tracking energy savings, so I have to believe that they are.

Chairman Dowd

So the other thing is we put two solar systems in that are supposed to be saving us money, how does that fit into the budget?

Kim Kleiner, Administrative Services Director

We have not seen any solar savings to date, that would all be handled by Doria Brown, the new Energy

Manager, she would be tracking those.

Chairman Dowd

Yeah, I didn't think we'd have an answer tonight but we do have her scheduled so we will be talking to her, but just a heads up. OK anything else on City Buildings from anyone?

Alderman Jette

Yes, I have a question. So I noticed that there was quite an increase in the electricity and heating gas and I think you said that part of the reason is that buildings that were not part of this portion of the budget have been brought over and you mentioned Burke Street? I thought we sold Burke Street.

Kim Kleiner, Administrative Services Director

No so we have not sold Burke Street as of yet.

Alderman Jette

Ok and so we are heating that? We are paying the heating gas and electricity on that Burke Street property?

Kim Kleiner, Administrative Services Director

Minimal.

Chairman Dowd

It is probably kept to the temperate so pipes don't freeze.

Alderman Jette

OK so how does that account for, I see that heating gas has gone from \$29.4 to \$53.3. That's like an, I think that's an 80% increase.

Kim Kleiner, Administrative Services Director

So we do have a large increase due to 14 Court Street in that area as well. And part of it is the age of the system over at Court Street. One building that I failed to mention and I should have is we are also watching and in control of Nimco as well. So I did fail to mention that and we do supply limited utilities to the Crown Street Building as well. But when you look at the increase to the electricity line, you are looking at mainly increases for 201 Main Street, increases for all the other City Buildings, for the guidance, and then the increase of Burke Street that was never included in this budget before.

Chairman Dowd

OK you all set Alderman Jette?

Alderman Jette

Yes, thank you.

Alderman Clemons

Mr. Chairman, it is Ben Clemons. Thank you. I noticed in the wages they've gone down and I was wondering if you could explain that.

Kim Kleiner, Administrative Services Director

They have had some changes with the Building Maintenance. So most of you know Jay Hunnewell who has been the Manager of Building Maintenance for a long time, we had two other maintenance technicians that have left. We have had some new hires, so we have had some turnover, we had some turnover in custodians as well. So for awhile those positions remained open as we hired and when we hired new people of course you see a shift in wages at that point as they come in at a lower level.

Alderman Clemons

Ok but do we have the same amount of employees as the last budget?

Kim Kleiner, Administrative Services Director

At the time of the budget, now I am thinking I am going to get back to you Alderman Clemons because I think we had one that, one position, one custodian position that may have changed. So before I speak, I am going to get back to you if I may.

Chairman Dowd

Alright so we will take that as an action for response, OK Alderman Clemons?

Alderman Clemons

Yes, thank you very much.

Chairman Dowd

OK anyone else, no? Alright, so while we are on City Buildings, what percentage of our new Chamber is complete? It looks pretty close, but I know the chairs weren't there yet, only one. But you know when do we break the bottle on the bow?

Kim Kleiner, Administrative Services Director

Soon Aldermen that I promise. They are in there working on the technology, there's a couple more change orders that got approved today, some moving of the drawers and the front two desks, the Mayor and Legal Counsel's desk, a new table in the back, I mean it is odds and ends, I promise, it is soon.

Chairman Dowd

It's alright. I don't see us going in there real soon. The only other thing and I mentioned this to Alderman Wilshire, is when I look at all the other cities and towns, they have the City Seal right up front over somewhere around the Chairman's I think right over the top of the President's head on the wall would probably would be the best, most visible place, but have we looked at getting the City Seal in there?

Kim Kleiner, Administrative Services Director

We have not. I think it is a wonderful idea and we can certainly work with President Wilshire to find something that is tasteful that would be at the will of the Board.

Chairman Dowd

Ok sounds good. Alright, purchasing.

Kim Kleiner, Administrative Services Director

Purchasing is a small department with very minor changes. So we had a new employee join us, Amy Gerard and I think it has maybe been 3 months now. So we have some increase in dues and memberships for her to join the Purchasing Group of New Hampshire. Postage is based on the new rates that I spoke to about for small packages, office supplies is a decrease based on usage, and printing supplies is the same based on usage, we brought it at.

Chairman Dowd

Ok any questions on Purchasing? I had a list and I didn't see anything out of the ordinary, pretty straight forward, anyone have any questions or concerns? No? Alright, Assessing.

Kim Kleiner, Administrative Services Director

Assessing, so in the consulting services line you are going to see a reduction. So in Fiscal 2020 we had put an extra amount in consulting knowing that we were working without a Chief Assessor. That was budgeted there in case we needed to rely on some expert services. Now the Chief Assessor position is budgeted but what we did keep in there was \$25,000.00, I'm glad we did. That's in case we need some technical services until the Chief Assessor position is filled.

You will see in Communications Data there's an increase, that's a full year of tablet data use. We are having tablets, we purchased tablets for the new APV5 System and we have to pay for the data on those tablets. You will see an increase in mileage reimbursement that is because of an increase in inspections and prior to a few weeks ago, we were doing really well. Of course, you know interior inspections for both our internal assessors and for our contractor with the revaluation Vision have suspended. Some of our assessors are actually still going out and driving around and measuring new construction where there are no people present and they can just get out and measure. They are doing that type of thing, but as soon as we are able, we will get right back to that inspections and use that mileage.

You will see some increase in employee training, that is for continuing education for assessors and we do have a new employee on the administrative side. And she will need to go through several courses, which we have all gone through when you join the Assessing Office. There's an increase in office supplies, mostly due to the increase of paper for the Right to Know requests. There's an increase in subscriptions and that is due to (inaudible) which is a system that we have a subscription with for the use with commercial properties. And we split that subscription in half with Economic Development and Director Cummings.

Line 87100, the equipment, we have decreased that this year because the Fiscal 2020 included those tablet purchase, I spoke about earlier and we are all set with that. Then we increased the furniture line for part of our office renovations, which has now been delayed due to the COVID-19 situation as well.

Chairman Dowd

So you said you had budgeted money in the 2020 budget for a Chief Assessor? Which we don't have, so there's a savings there, for instance the line item you were referencing on the furniture, can we take that money and buy it now and take it out of next year's budget?

Kim Kleiner, Administrative Services Director

So the furniture, it would be difficult, we would actually need physical construction of walls to move before we can decide what furniture needs to be repurposed and what new furniture we will need. So we are looking at actually expanding the Assessing Office so we can have a larger area to assist our residents and in a more private area to assist our residents when we are talking about financial information that may be on assessing applications for elderly exemptions for example.

Chairman Dowd

I know anything we don't spend would go into contingency or into deferring next year's tax. I get that there are things that we could do now with City Hall closed, to make it easier and less expensive and take it out of the budget this year. It is something to look at anyway.

Kim Kleiner, Administrative Services Director

I will, I am happy to report we have had a few applications come in for a Chief Assessor. Before we started working remotely so I am keeping in touch and I hope that when we resume operations, we can have interviews begin.

Chairman Dowd

OK any questions on Assessing? No? Alright, GIS?

Kim Kleiner, Administrative Services Director

GIS – so there again we had consulting services and it was actually in an outside line outside of the Departmental Budget. It was a result of an escrow that Mayor Donchess had done last summer and fall. This we are bringing that amount in the Departmental because we realize it is a line item we are going to need moving forward. We have a contract with CDM Smith and they are providing those consulting services at least through June of 2020 and I would assume going forward after that, but that will be determined later. As you know, we have a new employee in GIS who is now working very closely with one GIS position in DPW. We have a GIS Steering Committee that is a mixture of Administrative Services, Information Technology, DPW, and then Directors such as Director Cummings, Director Marchant and we sit and make important decisions regarding the future of GIS as a group. And we have also brought in Esri who is a consultant, the actual provider of the GIS System, they have come in and started to do an assessment with us on how we should move our GIS function forward. You will see a decrease in the aerial imaging services line, 53500. That is a decrease because this is only every 3 years so it was in last years. I will note we had a bad foliage year last year; the pictures didn't come out as we wanted. Eagle View is the firm that does that fly over, and they were supposed to come back this spring and do a re-check and Ms. Andruskevich has reached out to them today to see when that will happen.

The employee training line that you see an increase on, that is not only for Ms. Andreskdetich in GIS here but also for the GIS position in DPW. They will be sharing that line item and the furniture is part of the renovation that I just spoke about earlier in Assessing.

Chairman Dowd

Ok questions for GIS? OK that wraps up our reviews for tonight. I would entertain a motion to table R-20-023.

MOTION BY ALDERMAN O'BRIEN TO TABLE R-20-023 UNTIL THE NEXT BUDGET MEETING BY ROLL CALL

A viva voce roll call was taken to adjourn the Board of Aldermen meeting which resulted as follows:

Yea: Alderwoman Kelly, Alderman O'Brien, Alderman Wilshire, 6
Alderman Schmidt, Alderman Clemons, Alderman Dowd

Nay: 0

MOTION CARRIED

Alderman O'Brien

Alderman Ernest Jette is not in attendance. That will be 6 yeas and 0 nays.

Chairman Dowd

OK the motion is tabled until our next meeting which I believe is next Monday. And I believe that is when we will be discussing all of the revenues.

NEW BUSINESS – ORDINANCES – None

TABLED IN COMMITTEE - None

GENERAL DISCUSSION - None

REMARKS BY THE ALDERMEN

Chairman Dowd

I just want to say that our City groups are doing an amazing job with this COVID-19. I know that some of our First Responders and Supporters have come down with this, fortunately not recently, but I have to applaud all of the groups that are doing a great job and keeping the City safe.

Alderman Schmidt

Could I say something? I'm sorry I didn't mean to interrupt. I just wanted to make sure I let everybody know that the information that is coming out to citizens is making a huge difference for people and it's just, it is very much appreciated. The work they are doing is terrific, but letting people know that they are safe is really, really important. Thank you.

Alderman Jette

I couldn't respond because I couldn't find the right button to push, I'm sorry, I was still here, I could hear you, I would have voted "yea" had I been able to push the right button.

POSSIBLE NON-PUBLIC SESSION - None

ADJOURNMENT

MOTION BY ALDERMAN O'BRIEN TO ADJOURN BY ROLL CALL

A viva voce roll call was taken to adjourn the Board of Aldermen meeting which resulted as follows:

Yea: Alderman Clemons, Alderman Schmidt, Alderman Jette, Alderman Wilshire,
Alderman O'Brien, Alderwoman Kelly, Alderman Dowd

Nay: 7
0

MOTION CARRIED

The meeting was declared closed at 9:29 p.m.

Alderman-at-Large Michael B. O'Brien, Sr.
Committee Clerk