

## REPORT OF THE FINANCE COMMITTEE

MAY 6, 2020

A meeting of the Finance Committee was held on Wednesday, May 6, 2020, at 7:00 p.m. via teleconference.

Mayor Jim Donchess, Chairman, presided.

### Mayor Donchess

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

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

#### ***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.<sup>1</sup> All members of the Finance Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen in to this meeting through dialing the following number 978-990-5298 and using the password 273974. The Public may also view this meeting on Comcast Channel 16.

#### ***b) Providing public notice of the necessary information for accessing the meeting:***

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

#### ***c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:***

If anybody has a problem accessing the meeting via phone or Channel 16, please call 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 taken during this meeting shall be done by **roll call vote**.

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

The roll call was taken with 5 members of the Finance Committee present: Alderman Patricia Klee, Alderman Linda Harriott-Gathright, Alderwoman Shoshanna Kelly, Alderman Michael B. O'Brien. Alderwoman Lu and Alderman Laws were recorded absent.

Members not in Attendance: Alderman-at-Large Brandon Laws  
Alderwoman Elizabeth Lu

Also in Attendance: John Griffin, CFO/Comptroller  
Dan Kooken, Purchasing Manager  
David Fredette, Treasurer/Tax Collector

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Alderman Klee

I am here, I am alone at the moment but my husband and two greyhounds are in the house with me and could be here at any time. I can hear everybody and I am home maintaining social distancing.

Alderman Harriott-Gathright

I am here, I am alone and I am practicing safe distancing.

Alderwoman Kelly

I am here, I am alone and I am social distancing per the Governor.

Alderman O'Brien

I am present, I can hear you and I am practicing social distancing and my wife of 37 years is milling around the house here somewhere so I am completely alone.

Mayor Donchess

Yes, I am present. I am exercising the social distancing pursuant to the Governor's Emergency Orders. I am alone in the living room and I can hear everyone. I think we have called everybody right? Alderwoman Lu did send word that she is ill and could make the meeting tonight. So I wanted to be clear and on the record. So let's go the Agenda.

COMMUNICATIONS

From: Mayor Jim Donchess  
Re: Emergency PO Request - \$47,588.00 – Granger Medical, Inc.

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE EMERGENCY PURCHASE ORDER REQUEST FOR THE PURCHASE OF 20 OXY-LIFELINE BRASS PATIENT CARE MANIFOLDS, FLOWMETERS, AND ASSEMBLY HOSES IN THE AMOUNT OF \$47,588 FROM GRANGER MEDICAL, INC., BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Just to follow up on the communication, this is for the Alternative Care Site out at the High School. This provides oxygen for people can't breathe in the event that the Alternative Care Site is needed. The Governor

and the State have indicated we will be reimbursed 100% for this expense. It was required right away that's why it is categorized as an emergency. Is there any discussion or questions?

Alderwoman Kelly

I am just interested in what happens to this equipment after the fact, does the City keep it?

Mayor Donchess

That remains to be seen, in the past we have accumulated equipment and store it down at Gilson Road, equipment and some supplies. But (no audio) events, the COVID-19 Crisis arose, we found we had 10-year-old supplies down there which technically were expired. So we talked about trying to circulate this stuff back into the medical community and then have it replaced later. But that will have to be determined when we see if anyone else, you know, exactly what other use someone else could put this. But we might end up storing it at Gilson but you know, but it's not possible to give an absolute answer at the moment.

Alderman Klee

Mr. Mayor, may I make a comment? I would kind of like to just say that I know that we don't have a decision or any idea but I did like when I heard that there was a possibility that we would store and possibly share with one of the other facilities like Southern and that they could use supply and then replace it. I thought keeping something like that, and working out a partnership if at all possible that sounds like a really good idea to keep our stuff up to par and up to date as well as allowing them to use what is there as kind of their stock too. If something like that is still on the table.

Mayor Donchess

Definitely, the tasks that the Emergency Management Director and the others working on the City's response have discussed is that we need to think more about a crisis like this in advance and work out issues such as the one that we are just discussing; that the procedure which had been used up until now is not ideal. Ten-year-old stuff just sits there for 10 years and no one uses it. So once we get beyond handling the current emergency, we will put work into planning more adequately for the next (no audio). And issues like this will be addressed. Anyone else? If not, Madam Clerk, could you please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
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Nay:	0
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### **MOTION CARRIED**

From: Mayor Jim Donchess

Re: Emergency PO Request - \$38,080 Fastenal Company Purchase of FFR2/KN95 Masks

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE EMERGENCY PURCHASE ORDER REQUEST FOR 10,880 FFR2/KN95 MASKS AT \$3.50 EACH FOR A TOTAL AMOUNT OF \$38,080 FROM FASTENAL COMPANY BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

(no audio) COVID-19 masks for employees. Any discussion or questions?

Alderman Klee

I just have one other question. Will any of this be part of any reimbursement from the State that you are aware of? I know it sounds odd that I am asking this but this will be partially reimbursed from the State?

Mayor Donchess

Yes, it could be 100%.

Alderman Klee

Thank you very much.

Mayor Donchess

Further discussion? Madam Clerk could you please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,  
Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

From: Kim Kleiner, Director of Administrative Services  
Re: D.L. King & Associates, Chamber Renovations, Change Orders

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE REQUEST FOR AN ADDITIONAL TWO CHANGE ORDERS TO THE ORIGINAL PLAN AND REPAIRS TO A DAMAGED COUNTERTOP AFTER INSTALLATION BY THE VENDOR IN THE AMOUNT OF \$3,311.54 FROM D.L. KING & ASSOCIATES BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Ms. Kleiner is on the line or part of the meeting I believe.

Kim Kleiner, Administrative Services Director

Good evening Mayor. This is one additional change order; this is the last that we expect for this project. So we have included all the costs in your packet this evening. There was damage to a countertop that had been installed, unfortunately because several vendors had been in the space, it was unclear to us which vendor or contractor had damaged the table. It did need to be altered and repaired. So unfortunately this needed to come before you this evening.

Alderman Klee

Yes, I have a question for Director Kleiner. I know that you said that there were so many, there were different ones, so no one has stepped up to say that they've – and we have no recourse?

Kim Kleiner, Administrative Services Director

Unfortunately no. No contractor stepped up or believed that they had done the damage to the countertop. It was something that we didn't feel that we could live with. It was really (no audio) so we didn't have any recourse against any particular vendor.

Alderman Klee

Yeah, I wouldn't want to live with something that is damaged either, but it is just a shame that none of the vendors, whoever was responsible didn't step up. I am disappointed in that. Thank you.

Kim Kleiner, Administrative Services Director

You're welcome.

Mayor Donchess

If there is nothing else, Madam Clerk could you please call the roll?

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

Yea:	Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
Nay:		0

**MOTION CARRIED**

From: Carrie Schena, UPD Manager  
Re: Lead Paint Risk Assessment/Inspectional Services Contract Amendment

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE URBAN PROGRAMS DEPARTMENT TO EXECUTE A CONTRACT AMENDMENT FOR THE LEAD PAINT RISK ASSESSMENT/INSPECTIONAL SERVICES, TO INCREASE THE VALUE TO \$172,500, AND EXTEND THE EXPIRATION DATE TO DECEMBER 31, 2020 BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Is Ms. Schena here or Ms. Marchant? Well these are grant funds. This is the lead abatement program. So they are just expending grant funds. I don't know if anybody has any questions about this. If not, Madam Clerk could you please call the roll?

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

Yea:	Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
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Nay: 0

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager  
Re: Castings Purchase for the 2020 Paving Program (Value: \$65,251) Department: 169 Wastewater;  
Fund: Wastewater

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE PURCHASE OF MANHOLE AND CATCH BASIN CASTINGS FOR THE 2020 PAVING PROGRAM IN THE AMOUNT OF \$65,251 TO CONCORD WINWATER WORKS CO. FUNDS ARE AVAILABE IN DEPARTMENT: 169 WASTEWATER; FUND: WASTERWATER, BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

And I see Mr. Hudson is here, City Engineer.

Dan Hudson, City Engineer

Thank you, Mr. Mayor. My name is Dan Hudson, City Engineer, for the record. This item is related to paving, as it says, you noted as we pave, we need to remove and reset all the catch basins and manhole covers. As we are doing that work, if we have ones that are broken or that don't meet the current standards so as the manhole covers which were used for many years, we need to replace those. So this is expanding a purchase order for last year. Concord Winwater Works has agreed to hold their 2019 pricing. This will enable us to purchase those castings for that work.

Mayor Donchess

Questions or discussion? Madam Clerk could you please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,  
Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager  
Re: Contract for Design/Build of Fuel Island Upgrade at the Street Department (Value \$267,000)  
Department: 161 Streets; Fund: General & Trust

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR DESIGN/BUILD OF FUEL ISLAND UPGRADE AT THE STREET DEPARMTENT IN THE AMOUNT OF \$267,000 TO STEPHENS-MARQUIS ASSOCIATES, INC. FUNDS ARE AVAILABE IN DEPARTMENT: 161 STREETS; FUND: GENERAL & TRUST, BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Mr. Hudson?

Dan Hudson, City Engineer

Sure Mr. Mayor so this is to upgrade the fuel (inaudible audio) fuel at the Streets Department. This is a contract we – we had awarded a contract to another vendor but they didn't perform, they hadn't done any work so there was no cost for that. But this is to award to the second-choice vendor.

Jon Ibarra, Superintendent of Streets

If I may, Jon Ibarra is present, Street Department Super if there are any questions.

Dan Hudson, City Engineer

Thank you, Jon, I didn't know you were on, I appreciate that.

Mayor Donchess

I didn't either, thank you Mr. Ibarra.

Jon Ibarra, Superintendent of Streets

You're welcome, thanks for speaking Dan.

Dan Hudson, City Engineer

I did my best.

Mayor Donchess

Any questions or discussion on this?

Alderman Klee

Mr. Mayor I just have one quick question and I know I read it here and I can't find it, what is the difference between what the original contract was that we awarded to the first people versus the second choice contractor?

Jon Ibarra, Superintendent of Streets

About \$8,000.00.

Alderman Klee

Above what it was?

Jon Ibarra, Superintendent of Streets

Yeah, Envotrack was \$259,488.00 and Stephens-Marquis is at \$267,000.00. They were the second lowest bidder.

Alderman Klee

OK thank you very much.

Jon Ibarra, Superintendent of Streets

You're welcome.

Alderwoman Kelly

I have a couple questions, please.

Mayor Donchess

OK, Alderwoman Kelly?

Alderwoman Kelly

Thank you. So my questions are if you could give us a quick overview because I can't remember back to when the first Envirotrack came on. So that would be first.

Jon Ibarra, Superintendent of Streets

Sure I would be happy to. This is the fuel island that is located at 9 Stadium Drive at the Street Department that services multiple City Departments, Divisions like Fire, PD, AMR, School Department and the Street Department, Park & Recs, Solid Waste. It has deteriorated to the point that it needs to be re-built. So we went out for a design build rehab contract. We previously or you as the Finance Committee previously awarded the contract. And as we started into the process, we were surprised with some change orders and a bunch of things where the City lost confidence in that first contractor to perform the work. So the City decided to terminate the contract and go to the next bidder. Any questions?

Alderwoman Kelly

My follow-up question you answered, I was just wondering what happened with the previous and how long before we made this decision but sounds like you guys made a smart decision so thank you.

Mayor Donchess

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

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

Yea:	Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
Nay:		0

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager  
Re: Contract for Pavement Management Engineering Services (Value: \$398,230) Department: 160  
Admin/Engineering; Fund: Bond

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR PAVEMENT MANAGEMENT ENGINEERING SERVICES IN THE AMOUNT OF \$398,230 TO HAYNER/SWANSON, INC. FUNDS ARE AVAILABE IN DEPARTMENT: 160 ADMIN/ENGINEERING; FUND: BOND, BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Mr. Hudson?

Dan Hudson, City Engineer

Thank you, Mr. Mayor. So this is a contract as noted with Hayner/Swanson a local engineering firm. They act on our behalf as an extension of the Engineering Department, helping us with inspection of paving, review and assessment of the pavement, things like that. So this is a service contract. This year we are paving or will be paving over 26 miles of roadways, some of that is what we had programmed, some of that is carryover from last year. This contract is a drawdown contract, so it is time spent basically is how it is billed. So if we don't need services, we won't utilize them but this is the budget that we believe is appropriate based upon the work that we foresee. So with that, we ask for your consideration of it.

Mayor Donchess

Any questions or comments?

Alderwoman Kelly

I have a question. I am just looking through here, but my question – I am pretty sure Hayner/Swanson is who we used last year, is that correct?

Dan Hudson, City Engineer

Correct.

Alderwoman Kelly

Ok and we have been happy with their work obviously, we are upping the contract.

Dan Hudson, City Engineer

Yes that is correct. They have been a good partner for us.

Alderwoman Kelly

OK thank you.

Mayor Donchess

We have had them for quite awhile and they've done a good job. Any other questions? Madam Clerk could you please call the roll.

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

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

5

Nay:

0

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Primary Tank Upgrade – Change Order 4 (Value \$49,336) Department: 169 Wastewater; Fund:  
WERF and SRF Loan

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE PRIMARY TANK UPGRADE – CHANGE ORDER 4 FOR THE CONSTRUCTION OF UPGRADES TO THE PRIMARY TANKS AT THE WASTEWATER TREATMENT FACILITY IN THE AMOUNT OF \$49,336 TO METHUEN CONSTRUCTION. FUNDS ARE AVAILABLE IN DEPARTMENT: 169 WASTEWATER; FUND: WERF AND SRF LOAN, BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Mr. Boucher is here I believe.

Dave Boucher, Wastewater Superintendent

Yes, Mr. Mayor. Dave Boucher, Wastewater Superintendent. This change order is for our primary tank upgrade at the Wastewater Facility. This project is for the modification and rehab of the existing tanks at our wastewater facility including an additional above-ground control building. The cost is for extra surface coating to our thickening tanks that were discovered during the project. Also extra digging that was needed for electrical conduit. We came across an unforeseen existing pipe, so it had to be relocated. And also upgrades to a PLC Processor for our new control building. I'll take any questions.

Alderwoman Kelly

I have a question.

Mayor Donchess

Alderwoman Kelly.

Alderwoman Kelly

Thank you, thank you – appreciate it, nice to see you. My question is a little bit in jest but I want to ask do we have a brand new up to down wastewater treatment facility at this point.

Dave Boucher, Wastewater Superintendent

No, we do not. No. We have several projects going on at the Wastewater Facility and outside and more to come.

Alderwoman Kelly

OK.

Dave Boucher, Wastewater Superintendent

But there are new parts, a lot of new things.

Mayor Donchess

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

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,  
Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Energy Recovery Upgrades – Change Order 6 (Value: \$5,619) Department: 169 Wastewater; Fund:  
Wastewater

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE ENERGY RECOVERY UPGRADES – CHANGE ORDER #6 FOR STRUCTURAL SUPPORT MODIFICATIONS TO THE ENEGERY ROOM IN THE AMOUNT OF \$5,619 TO METHUEN CONSTRUCTION. FUNDS ARE AVAILABLE IN DEPARTMENT: 169 WASTEWATER; FUND: WASTEWATER, BY ROLL CALL**

ON THE QUESTION

Mayor Donchess

Mr. Boucher?

Dave Boucher, Wastewater Superintendent

Dave Boucher, Wastewater Superintendent. This change order is for our Energy Recovery Project. This project includes the installation of two new generators at the Wastewater Facility that will utilize the biogas to generate energy. The cost is to cover custom fabrication, steel supports for two heat exchangers and one bracket water pump. Normally these pumps come with brackets, unfortunately the way the building was designed, brackets that would come with them do not fit so they have to custom fabricate on-site, so this is to cover that cost. That was not in the original budget.

Mayor Donchess

Questions or discussion? Madam Clerk could you please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,  
Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM APRIL 10, 2020 TO APRIL 30, 2020 BY ROLL CALL**

ON THE QUESTION

Alderman Kelly

I actually have a question. Can you refresh my memory on how we are signing the record of expenditure in socially distancing times?

Alderman Klee

They sent ...

Mayor Donchess

I think it is being ...

Alderman Klee

I'm sorry Mr. Mayor I apologize.

Mayor Donchess

Go ahead.

Alderman Klee

I'm so sorry. They sent us the signature forms last time and then we sign them and we drop them off at City Hall. We each signed a separate one.

Alderman Harriott-Gathright

Yes.

Alderman Kelly

Do you get a physical one, because I don't remember getting one.

Alderman Harriott-Gathright

E-mail.

Alderman Klee

It was in the e-mail with the expenditures I believe.

Alderwoman Kelly

Alright thank you.

Mayor Donchess

Further discussion? Questions? Madam Clerk would you please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,  
Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

GENERAL DISCUSSION

Mayor Donchess

I would simply like to say that I miss Alderman Laws and Alderwoman Lu. I want to wish Alderman Laws and his family the very best.

Alderman Harriott-Gathright

Yes.

Mayor Donchess

I am hoping that he will return as soon as he feels able to. And also of course I want to wish the best to Alderman Lu who is ill. I just wanted to express both those thoughts. Anyone else have general discussion?

Alderman O'Brien

Mr. Mayor, Alderman O'Brien. Yes Mr. Mayor, I wonder if you could possibly help to expedite the record of expenditures and approval. I wonder if you could ask Legal Counsel via voting in the affirmative of accepting the record of expenditures, could that be considered as part of our signature on the document only during these particular times when we are not really physically able to sign such.

Mayor Donchess

I would be glad to follow-up on that yes. I'd be glad to. Anyone else have any general remarks?

REMARKS BY THE ALDERMEN

NON-PUBLIC SESSION - None

ADJOURNMENT

**MOTION BY ALDERMAN KLEE TO ADJOURN BY ROLL CALL**

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

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

5

Nay:

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**MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:35 p.m.

Alderman Linda Harriott-Gathright  
Committee Clerk