

REPORT OF THE FINANCE COMMITTEE

JULY 6, 2022

A meeting of the Finance Committee was held on Wednesday, July 6, 2022, at 7:00 p.m. in the Aldermanic Chamber and via Zoom. The meeting link information can be found on the agenda.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Mayor Jim Donchess
Alderman Patricia Klee, Vice Chair
Alderman Alex Comeau
Alderman Tyler Gouveia
Alderman-at-Large Ben Clemons
Alderman-at-Large Gloria Timmons
Alderman-at-Large Melbourne Moran, Jr.

Also in Attendance: John Griffin, CFO/Comptroller
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Jennifer McCormack, Library Director
David Boucher, Wastewater Superintendent
Jeff Lafleur, Solid Waste Superintendent
Dan Hudson, City Engineer
Jennifer Deshaies, Risk Manager

PUBLIC COMMENT

COMMUNICATIONS

From: Tim Cummings, Economic Development Director
Re: Communication – Approval & Place on File a Contract for Professional Engineering Services related to the Nashua Downtown Riverfront Implementation Project with H.L. Turner Group

**MOTION BY ALDERMAN MORAN TO TABLE THE FIRST PHASE ON THE SPECIFIC DETAILS OF THE CANTILEVERED BOARDWALKS TO H.L. TURNER GROUP IN AN AMOUNT NOT TO EXCEED \$404,340. FUNDING WILL BE THROUGH THE TIF ACCOUNT CREATED TO IMPLEMENT THE DOWNTOWN RIVERFRONT PROJECT
MOTION CARRIED**

From: Tim Cummings, Economic Development Director
Re: Communication – Approval & Place on File a Contract Amendment for Professional Engineering Services related to the Nashua Downtown Riverfront Implementation Project VHB, Inc. for Water Street Design Services

**MOTION BY ALDERMAN MORAN TO TABLE THE AMENDMENT FOR DESIGN SERVICES FOR WATER STREET WORK TO VHB IN AN AMOUNT NOT TO EXCEED \$26,730 FOR A TOTAL PURCHASE ORDER OF \$252,095. FUNDING WILL BE THROUGH THE TIF ACCOUNT CREATED TO IMPLEMENT THE DOWNTOWN RIVERFRONT PROJECT
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Commissioning Services in the amount not to exceed \$27,550 funded from 53107 Architect & Engineering Services/DPW Facility (Economic Development)

MOTION BY ALDERMAN MORAN TO TABLE THE CONTRACT FOR COMMISSIONING SERVICES TO FITZMEYER AND TOCCI IN AN AMOUNT NOT TO EXCEED \$27,550. FUNDING WILL BE THROUGH:

**DEPARTMENT: 160 ADMIN/ENGINEERING; FUND: 53107 ARCHITECT & ENGINEERING SERVICES/DPW FACILITY
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Bulletproof Vests in the amount not to exceed \$26,240.50 funded from 61110 Protective Clothing/BVP Grant (Police)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE OF TWENTY-SIX (26) SECOND CHANCE SX02 LEVEL II BULLETPROOF VESTS FROM ATLANTIC TACTICAL OF NEW CUMBERLAND, PA, IN AN AMOUNT NOT TO EXCEED \$26,240.50. FUNDING WILL BE THROUGH: DEPARTMENT: 150 POLICE DEPARTMENT; FUND: 61110 PROTECTIVE CLOTHING/BVP GRANT
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Ammunition and Supplies in the amount not to exceed \$72,798.99 funded from 61121 Ammunition & Supplies/General Fund (Police)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE OF AMMUNITION AND SUPPLIES FROM THE STATE OF NEW HAMPSHIRE CONTRACT #8002360 AWARDED TO EAGLE POINT GUN/T.J. MORRIS & SON IN AN AMOUNT NOT TO EXCEED \$72,798.99. FUNDING WILL BE THROUGH: DEPARTMENT: 150 POLICE DEPARTMENT; FUND 61121 AMMUNITION & SUPPLIES/GENERAL FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Landscaping in the amount not to exceed \$13,000 funded from 54280 Building/Grounds Maintenance/General Fund (Library)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND AWARD THE TWO YEAR CONTRACT FOR PROFESSIONAL LANDSCAPING FOR THE MAINTENANCE OF THE LIBRARY PLAZA GROUNDS TO GREENER TOMORROW IN AN AMOUNT NOT TO EXCEED \$13,000. FUNDING WILL BE THROUGH: DEPARTMENT: 179 LIBRARY; FUND: 54280 BUILDING/GROUNDS MAINTENANCE/GENERAL FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Central Irrigation System in the amount not to exceed \$85,850 funded from 81100 Capital Improvements (Park & Rec.)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE AND INSTALLATION OF A CENTRAL IRRIGATION SYSTEM FROM CORBETT INCORPORATED OF CONCORD, MA, FOR THE SUM OF \$85,850. FUNDING WILL BE THROUGH: DEPARTMENT: 177 PARK & RECREATION; FUND: CAPITAL; ACTIVITY; CENTRAL IRRIGATION PROJECT
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Wastewater Chemicals: Polymer, Sodium Hypochlorite & Sodium Bisulfite in the amount of \$772,000 funded from account 61156 Chemicals (Wastewater)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE INITIAL SIX MONTHS OF FY23 PURCHASE OF POLYMER FROM POLYDYNE OF RICEBORO, GA, IN THE AMOUNT OF \$340,000. FUNDING WILL BE THROUGH: DEPARTMENT: 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 61 SUPPLIES & MATERIALS
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Wildlife Management in the amount not to exceed \$317,428.91 funded from 55699 Other Contracted Services/Solid Waste Fund (Solid Waste)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE THREE YEAR COOPERATIVE SERVICE AGREEMENT BETWEEN THE CITY OF NASHUA AND THE USDA WILDLIFE MANAGEMENT SERVICE FOR A COMBINED THREE YEAR TOTAL NOT TO EXCEED \$317,428.91. FUNDING FOR THIS AGREEMENT IS THROUGH: DEPARTMENT: 168 SOLID WASTE; FUND: SOLID WASTE; ACCOUNT CLASSIFICATION 53 PROFESSIONAL & TECHNICAL SERVICES
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: 2022 CIPP Lining in the amount not to exceed \$1,412,170 funded from 81700 Infrastructure Improvements/Wastewater Fund (Engineering)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE 2022 CIPP LINING PROGRAM TO KENYON PIPELINE INSPECTION, LLC, OF QUEENSBURY, NY, IN THE AMOUNT OF \$1,412,170. FUNDING WILL BE THROUGH: DEPARTMENT: 169 WASTEWATER; FUND: WASTEWATER; ACTIVITY; SEWER REHAB
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Copier Leases & Maintenance in the amount not to exceed \$29,250 funded from 54421 Copier Maintenance/General Fund (IT)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE REQUEST FOR THE CONWAY 60 MONTH LEASE RENEWAL/REPLACEMENT FOR COPIER EQUIPMENT LEASES AND MAINTENANCE RENEW IN VARIOUS CITY DEPARTMENTS IN AN AMOUNT TO NOT EXCEED \$29,250. FUNDING WILL BE THROUGH: DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: 54421 COPIER MAINTENANCE/GENERAL FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Software Upgrade in the amount not to exceed \$150,976 funded from 71228 Computer Software for \$8,428 and 54407 Software Maintenance for \$142,548/General Fund (IT)

MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE A THREE YEAR CONTRACT (9/1/22 TO 8/31/25) TO UPGRADE THE CITY'S RISK MANAGEMENT SOFTWARE - MASTER SERVICES AGREEMENT - WITH COMPUTER SCIENCES CORPORATION (CSC) RISKMASTER 7.1 – CLIENT HOSTED - IN THE AMOUNT NOT TO EXCEED \$150,976 (\$47,516 PER YEAR FOR THREE YEARS) WITH A ONE-TIME SET UP FEE OF \$8,428.00 FOR AMAZON WEB SERVICES AND SISENSE REPORTING. FUNDING WILL BE THROUGH: DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: 71228 COMPUTER SOFTWARE AND 54407 SOFTWARE MAINTENANCE/GENERAL FUND

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Annual Maintenance for PEG Channel Playback Server in the amount not to exceed \$15,500 funded from 54280 Building/Grounds Maintenance/General Fund (Admin. Services)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE A MULTI-YEAR CONTRACT FOR THE MAINTENANCE AND SUPPORT OF THE CITY OF NASHUA'S HYPERCASTER PLAYBACK SERVER TO TELVUE CARE IN AN AMOUNT NOT TO EXCEED \$15,500. FUNDING WILL BE THROUGH: DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: 54487 EQUIPMENT REPAIRS & MAINTENANCE/PEG ACCESS CHANNELS SPECIAL REVENUE FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Smart Shopper Benefits Program in the amount not to exceed \$40,000 funded from 59600 Smart Shopper Program/Benefits Fund (Admin. Services)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE REQUEST FOR A CONTRACT WITH SAPPHIRE DIGITAL FOR THE CITY'S SMARTSHOPPER PROGRAM FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$40,000. FUNDING WILL BE THROUGH: DEPARTMENT: 113 BENEFITS; FUND: 59600 SMARTSHOPPER PROGRAM/BENEFITS FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Excess Loss Insurance in the amount not to exceed \$1,905,516 funded from 59165 Stop Loss Coverage/Benefits Internal Service Fund (Admin. Services)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE REQUEST FOR A CONTRACT WITH QBE INSURANCE CORPORATION FOR THE CITY'S EXCESS LOSS POLICY, OTHERWISE KNOWN AS "STOP LOSS", IN AN AMOUNT NOT TO EXCEED \$1,905,516. FUNDING WILL BE THROUGH: DEPARTMENT: 113 BENEFITS; FUND: 59165 STOP LOSS COVERAGE/BENEFITS INTERNAL SERVICES FUND
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Financial Audit Services in the amount not to exceed \$265,000 funded from 53114 Accounting & Auditing Services/General Fund \$193,000/ Solid Waste Fund \$29,000/Wastewater Fund \$43,000 (Finance)

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE EXTENSION OF THE EXISTING CONTRACT WITH MELANSON FOR SERVICES TO AUDIT THE CITY'S GENERAL-PURPOSE FINANCIAL STATEMENTS, FEDERAL SINGLE AUDIT, AND SCHEDULES FOR FISCAL YEARS 2022 AND 2023 IN AN AMOUNT NOT TO EXCEED \$265,000 (\$132,500 PER YEAR FOR TWO YEARS, FOR A TOTAL OF \$265,000). FUNDING WILL BE THROUGH: DEPARTMENT: 126 FINANCIAL SERVICES; FUND: 53114 ACCOUNTING & AUDITING SERVICES/GENERAL FUND \$193,000/SOLID WASTE FUND \$29,000/WASTEWATER FUND \$43,000
MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager
Re: Emergency PO Request – Wastewater Chemicals (Wastewater)

Without objection, Chairman Donchess, accepted the communication and placed it on file.

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN COMEAU THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORDS OF EXPENDITURES FOR THE PERIODS FROM MAY 27, 2022 TO JUNE 9, 2022 AND FROM JUNE 10, 2022 TO JUNE 30, 2022
MOTION CARRIED**

GENERAL DISCUSSION

PUBLIC COMMENT

REMARKS BY THE ALDERMEN

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:48 p.m.

Alderman Alex Comeau
Committee Clerk