

## REPORT OF THE FINANCE COMMITTEE

FEBRUARY 19, 2020

A meeting of the Finance Committee was held on Wednesday, February 19, 2020, at 7:00 p.m. at City Hall in Room 208.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Alderman Patricia Klee, Vice Chair  
Alderman-at-Large Michael B. O'Brien  
Alderman-at-Large Brandon Michael Laws  
Alderman-at-Large Shoshanna Kelly (arrived after roll call)  
Alderman Linda Harriott-Gathright  
Alderman Elizabeth Lu

Also in Attendance: Dan Kookan, Purchasing Manager

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PUBLIC COMMENT - None

### COMMUNICATIONS

From: Dan Kookan, Purchasing Manager  
Re: Renewal of Software for Dispatch and Records System (Value: \$66,795) Department: 150 Police;  
Fund: Software Maintenance

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE RENEWAL OF SOFTWARE FOR DISPATCH AND RECORDS SYSTEM IN THE AMOUNT OF \$66,795 TO TRITECH SOFTWARE SYSTEMS. FUNDS ARE AVAILABLE IN DEPARTMENT 150 POLICE; FUND: SOFTWARE MAINTENANCE**

### ON THE QUESTION

Mayor Donchess

Do we have someone from the PD on this as well?

Peter Cinfo, IT Manager Nashua Police Department

My name is Peter Cinfo, I am the IT Manager over at the Police Department. This purchase is a standard software maintenance agreement with Tritech, well it's now Central Square and it covers all of our dispatch, records management software that we use.

Mayor Donchess

Any discussion or questions?

Alderman O'Brien

Part of my roots come from the Fire Department; is this a similar system that the Fire Department is currently using?

Mr. Cinfo

I think the Fire Department just moved to a new product.

Alderman Klee

Yes thank you Mr. Mayor. At the State of the City you had commented and addressed that we were going to try to save money by merging a lot of our IT Departments and so on. So would this be one of them that we will try to eventually ....

Mayor Donchess

We are going to propose that we study the idea of trying to save money.

Alderman Klee

I just wanted to make sure.

Mayor Donchess

There are a few people on the Police Department, there are quite a few people at City Hall and there are quite a few people at the School Department.

Alderman Klee

Thank you.

Mayor Donchess

But this software wouldn't be affected.

Alderwoman Lu

This is just the maintenance, so if you went with someone else, you'd have to buy a brand new system, correct?

Mr. Cinfo

Correct. Yes unfortunately this is one of those items that there's no real shopping around per se.

Alderwoman Lu

And is it the same price as it was?

Mr. Cinfo

It traditionally goes up a couple of percent. I think last year – actually I can tell you last year I think, it was like \$64,000.00.

Alderman O'Brien

And for what little I understand of it, would I be correct in assuming if you don't get this particular upgrade it may void the warranty that is on this system, am I correct?

Mr. Cinfo

True, yeah I mean it's like an insurance policy, hopefully you don't use it but you almost have to have it, you know?

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Purchase of NPD Bulletproof Vests (Value: \$27,625) Department: 150 Police; Fund: 2018  
Bulletproof Vest Partnership Grant \$5,688; 2019 Bulletproof Vest Partnership Grant \$8,125 and  
Protective Clothing Account \$13,813

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE PURCHASE OF NASHUA POLICE DEPARTMENT BULLETPROOF VESTS IN THE AMOUNT OF \$27,625 TO ATLANTIC TACTICAL, INC. FUNDS ARE AVAILABLE IN DEPARTMENT 150 POLICE; FUND: 2018 BULLETPROOF VEST PARTNERSHIP GRANT \$8,125 AND PROTECTIVE CLOTHING ACCOUNT \$13,813**

ON THE QUESTION

Mayor Donchess

Ok we do have someone from the PD to discuss this if there are any questions? Are there any questions or comments?

Alderman O'Brien

Just a comment, so officer you can stay there, but my comment basically is that this is one of the things that we can assure the safety of our officers out on the street. It is particularly short money when you look at the life and to enhance their safety, it's definitely money well spent. So I support this immensely, thank you.

Mayor Donchess

Actually would you mind coming up. So how much protection, I mean there are some weapons out there that are very, you know, these M16's and all this kind of thing are very powerful. Does a vest like this protect against that kind of weapon.

Scott Seroll, Nashua Police Department

No sir, so first of I'm Scott Seroll, I'm with the Nashua Police Department and I am in the Firearms Training Unit which is responsible for the inventory of a lot of gear including the vests. There are different kinds of vests that we offer our Police Officers. Some of them are designed for daily wear like the ones we are speaking of today. And because they are also designed for comfort and to be light weight and to be worn all the time underneath the uniform, they have ballistic limitations. So typically, they will stop most handgun rounds, but they have a lot of limitations when it comes to rifle rounds due to the velocity of the ammunition. So for that reason there are other types of vests that they also have access to for higher risk type calls. And those would be play carrier type equipment, but that goes over your uniform and it's just not practical to think about wearing that all the time.

Mayor Donchess

So the Swat Team or something like that.

Scott Seroll, Nashua Police Department

Correct, sir. Yes.

Alderman Klee

Prior to the meeting we were commenting what you used the old ones for. Would you mind addressing that?

Scott Seroll, Nashua Police Department

Yes, Ma'am. We used the old ones primarily for training so there's different forms of training we will use them for, sometimes just for ballistic tests where we might shoot them and see how they do. And more often it is more for the Police Officers that might want to wear them when we do simulation style training, scenario based training. We want them to wear the same gear that they wear on a daily basis, but we don't want them to ruin or destroy the gear that they wear on a daily basis. So that's where the used gear comes into play.

Alderman Klee

Thank you very much.

Mayor Donchess

I will let the record reflect that Alderwoman Kelly has arrived at 7:08.

Alderman Harriott-Gathright

How many vests are you going to get for this price?

Scott Seroll, Nashua Police Department

For detailed finance questions, I am probably going to refer you to my co-worker Karen Smith if that's ok?

Karen Smith, Nashua Police Department Business Manager

OK we are purchasing 34 vests and 19 of these vests are going to be for the replacement schedule and then we have officers that are being hired as new officers and the balance will be for our new hires, our new recruits.

Alderman Harriott-Gathright

How many new officers are you getting?

Ms. Smith

We are looking to hire 13 and we have already hired the other, the balance of 2.

Alderman O'Brien

Yes my question would be, I know with firefighting gear it has a life expectancy of 10 years. I would imagine if you are wearing these vests daily in the officer's duties, they do have a life expectancy themselves, am I correct?

Scott Seroll, Nashua Police Department

Yes sir, it is actually an industry standard and they expire every 5 years. So that affects us in two ways; it affects us due to the fact that they are not safe due to moisture, whether it is perspiration or whatever, rain. But moisture breaks down the ballistic component of that vest.

But it also affects us just because if the company no longer backs our product, there is inherent liability in having our officers wear those on the street.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager  
Re: FY21 Biodiesel Fuel – City of Nashua (Value Estimated \$24,263) Department: 186 Transportation;  
Fund: FTA Grant

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE CONTRACT EXTENSION FOR FY21 BIODIESEL FUEL – CITY OF NASHUA IN THE AMOUNT OF \$24,263 TO DENNIS K. BURKE. FUNDS ARE AVAILABLE IN DEPARTMENT 186 TRANSPORTATION; FUND: FTA GRANT**

ON THE QUESTION

Mayor Donchess

Any discussion or questions?

Alderwoman Lu

Is that for the year? Is that the expected annual cost?

Dan Kooken, Purchasing Manager

Yeah that's an estimate, you can see that is slightly under the \$25,000.00 threshold, but because it is a little iffy about you can spend a little more or a little less depends on usage.

Alderwoman Lu

I noticed in the expenses, the record of disbursements that you recently paid them \$15,000.00. Do we buy other things from Mr. Burke?

Mr. Kooken

Dennis K. Burke? Yes Dennis K. Burke also supplies us with our unleaded gasoline which we use over 200,000 gallons annually.

Alderwoman Lu

Thank you.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager  
Re: 2020-22 Cyclical Revaluation Contract (Value: \$1,125,000) Department: 132 Assessing; Fund:  
Bond

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE CONTRACT FOR THE 2020-22 CYCLICAL REVALUATION IN THE AMOUNT OF \$1,125,000 TO VISION GOVERNMENT SOLUTIONS. FUNDS ARE AVAILABLE IN DEPARTMENT 132 ASSESSING; FUND: BOND**

ON THE QUESTIONMayor Donchess

And Ms. Kleiner is here I believe.

Kim Kleiner, Director of Administrative Services

Good evening, Kim Kleiner, Administrative Services Director. So I tried to provide as much history in my Memo as possible because I know it has been a while. So the bond was actually approved back in August by the Board of Aldermen. We did go out to RFP for this project; we had four firms that submitted proposals. City Committee very extensively reviewed each proposal and interviewed each firm. That Committee was from Financial Services, Economic Development, Legal, Assessing; so it was a very well-rounded Committee from the City.

After extensive review it was unanimous with the Committee that Vision Government Solutions would be the choice. They were actually also the low bidder on the project. It is important to note that even after the City had gone through this and we had chosen Vision, as many of you know, we were also issued a reassessment order by the BTLA in October. So once the BTLA issued that order of reassessment, it was now not only that the NH DRA had to review the contract, they actually had to approve the contract. So through most of December and January we went back and forth between my office, Legal, Vision and the NH DRA. Finally, on February 7<sup>th</sup>, the DRA accepted the contract.

Also important to note is that March 2<sup>nd</sup> at 4:00 in the City Auditorium will be a Special Board of Assessors Meeting and at that time the NH DRA, Vision Government Solutions and Assessing and the Board will hold a start-up meeting. We are choosing to do this in a very public forum. They will talk about how the project will proceed, what data collection looks like, what area of the City we will be starting in, who the staff will be on the project and we will walk through the contract step-by-step. So we are holding that in a public forum so that members of the public can come and be informed about the project and much more details will be given at that time. But, of course, I am happy to answer any questions.

Alderwoman Kelly

Thank you and thank you for all the hard work that went into getting people in for the RFP and the work you did around that. My question was just I guess I was surprised it wasn't KRT because we have been working with them now. So if maybe you could give us a quick synopsis as to you know why you picked Vision, I am just interested.

Ms. Kleiner

So KRT certainly was one of the proposals submitted. Vision Government Solutions has done an awful lot of work in New England, they have been around for a long time. They commonly do Manchester and very large municipalities. They submitted a proposal that we felt best suit the City and what we were trying to accomplish in this project. They had a very detailed marketing and public education plan which we felt was really important given what we have been through. So it was really the quality of the proposal that Vision submitted.

Alderwoman Kelly

Thank you I appreciate that.

Alderman Klee

I think you've already answered this when you talked about the March 2<sup>nd</sup> meeting. So at that point you will discuss when everything is going to start up, when citizens can expect that knock on the door of the leaflet that is left there that we want to assess and so on. So will that date be set there or do you already have an idea of a date.

Ms. Kleiner

Well if everything goes well on March 2<sup>nd</sup>, Vision would like to start March 3<sup>rd</sup>.

Alderman Klee

May I follow up? At that meeting though you will discuss what sections of the ...

Ms. Kleiner

Yes.

Alderman Klee

Just don't come to my house until I clean it on March 3<sup>rd</sup>.

Ms. Kleiner

So I can tell you that after conversation with Vision and the DRA, it was suggested that we went by Ward. That is something that Vision was very interested in doing. It provides areas that our public is used to, that our citizens pretty much know. So they are looking to proceed the project through Wards. So there will be in actual Wards. We have a dedicated site, a page on the web site where we are putting information as we get it, it is posted to that site. So I really urge residents to go there. The contract, everything is out there and we will put additional information as we have it.

Alderman Klee

One comment and I have been to the web site and thank you very much, it has got a lot of information, I even printed out the contract and so on. I was able to look at it and I appreciate it, thank you.

Alderwoman Lu

I probably should know this but I understand that we need to a list...

Alderman Klee

Full Measure & List.

Alderwoman Lu

Full Measure and List every 10 years. And is that why we are doing this because I just wasn't sure it seems like we have recently done a full City re-assessment like maybe in 2018?

Ms. Kleiner

So we are required to do a revaluation every 5 years. We are not required to do a Full Measure & List. It has been a while since the City has gone through a Full Measure & List and now that it is BTLA ordered, that is the order from the BTLA, for a Full Measure & List.

Mayor Donchess

The last one was 1991.

Alderwoman Lu

Thank you.

Alderwoman Kelly

I actually have quite a few questions but I am going to confirm that the questions that I have should probably happen at the March 2<sup>nd</sup> Meeting in terms of like how we are doing the business assessment or is it just residential and like which Wards we will be doing first and that kind of stuff.

Ms. Kleiner

All of that will be covered at the March 2<sup>nd</sup> meeting and certainly the commercial assessors from Vision will also be there as well the residential.

Mayor Donchess

So it is all properties.

Alderwoman Kelly

Can I follow up?

Mayor Donchess

Yes.

Alderwoman Kelly

I guess that was my question because I know there are some Wards that are much more commercial, so I don't know how they are going to handle that timeline.

Ms. Kleiner

One of the items that we are working on right now is a data collection guidelines both residential and commercial. Those documents will be available at that meeting.

Alderwoman Kelly

Can I follow up?

Mayor Donchess

Yes.

Alderwoman Kelly

Beyond March 2<sup>nd</sup>, what will be maybe this is again their marketing plan, will there be any additional public meetings so people can come and understand what is going on?

Ms. Kleiner

Yes so like I said, one of the interesting things that really drove us to Vision's proposal was their public marketing and their public education. So Vision is open to do as many meetings public meetings as we'd like. They are willing to go out and do them by Ward. They are willing to come to the Board of Aldermen or any other Governmental Meeting that we have to update. With the BTLA Reassessment order, we will be required to do a monitor report to the DRA and the BTLA so we will be putting together the percentage of completion and any relevant information and reporting that to the State and to BTLA each quarter.

Alderwoman Kelly

OK thank you.

Mayor Donchess

Any other questions or comments? Now this is going to have to go to the Full Board on Tuesday. Any other questions or comments?

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Aldermanic Chamber Upgrades (Value: \$58,835) Department: 129 City Buildings; Fund: PEG

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE ALDERMANIC CHAMBER UPGRADES IN THE AMOUNT OF \$58,835 TO ACCESS AV. FUNDS ARE AVAILABLE IN DEPARTMENT 129 CITY BUILDINGS; FUND: PEG**

ON THE QUESTION

Mayor Donchess

Any questions or comments on this item?

Alderwoman Kelly

Is that outside of the initial budget to do walls and desks etc. I am looking at the Memo, it seems that way, I just want to make sure that I am clear.

Bruce Codagnone, IT Division Director

So for the record, Bruce Codagnone, IT Director for the City. Yes it is a separate budget for the technology upgrades not included in the furniture and all those things. So this is handled out of the PEG Budget, the Cable TV Budget.

Alderwoman Kelly

Follow up?

Mayor Donchess

Yes.

Alderwoman Kelly

What kind of fancy tools are we getting?

Mr. Codagnone

Fancy tools? The presentation stuff is the really big improvement, there are going to be four 75 inch TV's put in; one on the east wall, one on the west wall and on the south beam there will be one angled up near the ceiling facing the audience, another one up at the ceiling facing towards the President's desk. So from any area in the room you would be able to see the TV as well as the audience can see it. And also all new microphones are going in. In the last Chamber, we had difficulty with the set-up where if somebody brought in their own device – laptop to do presentations, sometimes it worked, sometimes it didn't. If we called the vendor, we pay this hefty fee. So we were adamant that we weren't going to use any of the equipment and we are getting all new equipment just to do those presentations.

Alderwoman Kelly

Just to follow on to the presentation thing, are you going to do something that's like a Bluetooth or airplay or something that's easy without having to have multiple ...

Mr. Codagnone

Right now it's HDMI. The difficulty is we really don't know what people are going to bring in for device. They could bring in an antique lap top that only have a VGA connector or they could bring in something state of the art. You know, we have adapters that will work with iPads and Android Tablets and things like that. It's very difficult to know what somebody is going to bring in.

Alderwoman Kelly

Yeah I appreciate that thank you.

Alderwoman Lu

Just being new to this, I was a little surprised that this was being presented in the middle of the process. Is this just something that doesn't have to be completed?

Mr. Codagnone

No it has to be completed.

Alderwoman Lu

During the renovations?

Mr. Codagnone

This one took longer mainly because we had to go out to rebid, a second bid with the vendors. We were fairly clear on what we wanted and what we did not want. We made it clear that we weren't going to reuse a lot of the old equipment that was not working well. Two of the vendor's proposals included re-using the old equipment.

And then one of the vendors proposed using wireless microphones which would be problematic, they would have to be taken out every night, recharged and then brought back in before every meeting. There is the potential that the batteries could go dead half-way through a meeting. So we basically had to tell them all "go back and figure it out and re-bid". When we got the new proposals I think they understood what we were looking for at that point.

Alderman Lu

Thank you.

**MOTION CARRIED**

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS - None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM FEBRUARY 1, 2020 TO FEBRUARY 13, 2020**

**MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderman Lu

I thought your address last night was very inspiring.

Mayor Donchess

Thank you very much.

Alderman Kelly

I just came from Empty Bowls and it has the potential to be the last one, so I just wanted to say thank you. It is such an amazing community event that we have done for like 26 years and it was packed this year. So hopefully we will find somebody to pick it up but it has been such a great event.

Mayor Donchess

It has been. It always is on the night of the Finance Committee.

Alderman Kelly

Always, I'm always running to get here.

NON-PUBLIC SESSION - None

ADJOURNMENT

**MOTION BY ALDERMAN KLEE TO ADJOURN**

**MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:28 p.m.

Alderman Linda Harriott-Gathright  
Committee Clerk