

*Meeting Minutes*

City of Nashua  
Capital Improvements Committee  
March 07, 2023  
Room 208, 6:30 PM

The meeting was called to order at 6:35 PM by Scott LeClair, Chair of the Planning Board and Capital Improvement Committee

**Introduction of Members Present: (Roll Call)**

Scott LeClair  
Ald. Jette  
Sam Durfee  
Larry Szetela-via Zoom  
John Griffin  
Bob Canaway  
Rose Evans

**Review and Approval of Meeting Minutes of February 13, 2023 Meeting**

Motion to approve as written: Alderman Jette  
Seconded: John Griffin  
All in favor

**Presentations**

**Economic Development – Tim Cummings, Director of Economic Development/ Administrative Services Director.**

I'm covering both Economic Development and Administrative Services but this year in particular in conversations with Director Sullivan, really want to make a robust effort to try and get a lot of the capital requests that we believe that will be coming down the pike in some form, on your radar. I think what you are going to hear from me tonight are a lot of outer year projects, which means that a lot of these details are going to change but more importantly that I want it on some list so as we move closer towards these projects they can be more refined and hopefully there is less surprises. There is a lot of deferred capital maintenance that I see here in the City, some of the assets that the City manages here.

New Parking structure, and really what this is coming from is a report that is currently coming before the Board of Alderman that says that there is a likelihood of sometime in the next 5 to 10 years there will be 2-4 say 300 parking spaces necessary. Depending on the size and the structure that gets built, it could be a significant cost somewhere in the area of \$25 million dollars to accommodate the growth within the Downtown area. Jill Stansfield is the City's Parking Manager, she can speak to more of the technical details.

**Scott LeClair**, are there any questions from the Committee?

**Rose Evans**, Where would this parking structure be?

**Tim Cummings**, Site not located yet

**Rose Evans**, oh, ok

**Tim Cummings**, Somewhere within the Downtown vicinity, there is approximately a 22 block radius that this consultant is studying and trying to project out future demand based off of a lot of the projects that Planning Department has been working on over the last few years, we're trying to understand what the parking needs may be

**Bob Canaway**, You said 10 years?

**Tim Cummings**, Ish,

**Bob Canaway**, is there that many projects that will rise up that need a new parking garage? 10 years is not that long.

**Tim Cummings** that is why I want to make sure that it is on your radar. Great question, if these projects don't come to fruition maybe you're not going to have as much demand. Based off of the projects that we know of that are in the pipeline, based off of some Zoning recommendations that I think will be coming forward about requiring some parking now in the Downtown when project come about whether that is provided onsite or offsite. Again the parking consultant has over time, there is the likelihood that you're going to need 300 parking spaces, not right away, not long term, but immediate future you should start thinking about.

**Bob Canaway**, when I was on the Planning Board, we use you have the developer share the costs of improving, things like parking

**Tim Cummings**, I would highly recommend that, this should be one of the costs that you should try to push off onto the developer and a paying customer. In theory this \$25 million does not necessarily need to get picked up by the residential taxpayer, purse` if you we to structure it in a way that it is paid for through fees.

**Bob Canaway**, How many spots are in our current garages?

**Jill Stansfield**, Elm Street Parking Garage has 465 spaces; High Street Parking Garage has 335.

**Bob Canaway**, so about half the size of that, what we will need.

**Jill Stansfield/Tim Cummings**, Yes, correct it would not be as big, 2-3 hundred is what the report says.

**Scott LeClair**, Ok All set?

**Tim Cummings**, so this next one is a little bit more imminent the repairs to the two parking garages, there was a deferred capital maintenance plan done and an opinion by the engineers that we do need to make "life safety" improvements to the two parking structures just to bring them into a "good" state. And to be able to maintain them. It is more efficient and a much better use of the City's funds to repair our current parking garage structures, rather than allow them to fall to a state to where we would have to build a new one. Spending about 10 million dollars now, instead of needing to construct new garages is basically the value proposition is what the consultants have discussed with everyone. This is on a shorter horizon, I think the Parking Department would like to see a bond authorization immediately. But it is probably something that will be happening over the next year or two.

**John Griffin**, this was brought in by the consultant and Bill McKinney, it would make sense with the new Arts Center coming on line

**Tim Cummings**, absolutely Bill McKinney is concerned about the both of the garages, Elm and High St, both are in need of repair.

**Scott LeClair**, Does these repair jobs have any like EV charging, or any security or is it just physical structure?

**Tim Cummings**, that 10 million would have more than just the safety built in, the safety issue is about 6 million but to do some of these other things that the parking consultant has made recommendations, to be able to do some of those improvements as well.

**Bob Canaway**, what are the safety improvements?

**Tim Cummings**, the big one is the water, the water leaking through the garage (referring to the report from engineers provided in submittal), you can see that it's really the big issue is the water, that and the combination of the weather and the salt has allowed the concrete to deteriorate to a point where can we allow cars actually in the building, now that is the worst case scenario I don't want to scare anyone, but that is the thought process that Bill McKinney has, so acting sooner than later is really

**Bob Canaway**, yeah I thought that was structural, so that's the biggest problem. So it may be unfounded but some people claim that they don't feel comfortable in the parking garage, and I understand there's, sometimes its dark, and you're out late. Is that something that will be looked at?

**Jill Stansfield**, that is included in the 10 million, lighting upgrades.

**Tim Cummings**, you absolutely right it's about perception and if we're going to spend the money you want people to use it, so yes including lighting, including gates, including some EV charging stations all of that is kind of in that 10 million figure. This report only looks at the safety perspective but we have heard from more people that "well you should really do other things like the lighting", and that is why it is a little bit higher.

**Jill Stansfield**, and additional camera's as well

**Tim Cummings**, and that 10 million figure is just a ballpark figure, until we get it designed it's more of a placeholder type number, subject to change but its again we wanted to get something out there so that it would be part of a conversation for planning purposes.

**Bob Canaway**, is there a fail date that engineering is putting out there, fix it by? When we did the roads projects, it will cost you 50 million now, if you wait two more years it went up to 75, if you wait 10 more years it will go up... you know what I mean

**Tim Cummings**, it's hard to say with the weather dependent and the water, but I can tell you with conversations with Bill McKinney he was of the opinion that within the next year we had a solid plan in place he thought it would be ok, I think he would get more concerned and I don't want to speak for him, I think if this was going out without any progression, I think he would be more concerned.

**Scott LeClair**, other questions on this one? No, next up Parking Meters

**Tim Cummings**, Just to get this one your radar, we have the need of replacing our parking meters, in the Downtown. It is a \$100,000 cost, I think it is something that could be handled with operational cost budget and we could do it over time, this has never been accommodated or planned for and I think we are long overdue to spend some money on the parking equipment in the City.

**Scott LeClair**, questions on that one? No alright, you're doing Administrative?

**Tim Cummings**, Yes. Next up is the Hunt Building, this is a building that the City has in its prevue under general government used mainly as a function hall, and there are some office spaces that they rent out as well. It was originally the library but it has been many things over the years, Amy DeRoche is with me tonight, she is the administrator for the building. What you're seeing here is a million dollars just to maintain the deferred capital maintenance. A lot of it is windows, and window replacements that would need to occur. Amy do you want to talk a little bit about the building?

**Amy DeRoche**, yes when he says windows it's really the tower windows, 4 large windows and it's not the glass it is the frame of the window that is now 120 years old. When it rains outside, it rains inside, so

**Tim Cummings**, show them the video

**Amy DeRoche**, so this is raining inside, on the hardwood floors, yes these are original to the building and now that we are coming into the wet season, this is when Amy puts out bucket season and hope that I don't have rentals that conflict with the weather. I am in touch with the architect firm, they have helped me price out how much it is going to be too we can't just patch it, we are at the point where it has to be replaced. And brought up to more energy efficient and all of that, so. There are other things on the list that need to be done that all add up at the end of the day.

**Tim Cummings**, this gives you an idea as to what we are going to need to maintain that asset and we want to start thinking and having that conversation. A new development that is come up recently through Amy's hard work and the grant writer's hard work, we have secured a grant, do you want to tell them about that?

**Amy DeRoche**, We went through Save America's Treasures, and we got \$485,000 dollars towards the tower windows project, it does have a 50% match attached to it but 485,000 that we didn't have before so that was a lovely Christmas bonus.

**Tim Cummings**, Again this is not necessarily in the outer years but is something we are hoping will be accommodated for more in the short term. Are there any questions

**John Griffin**, You have a board, right, Mayoral appointed board or?

**Tim Cummings**, appointed by the Mayor, subject to confirmation of the Board of Alderman.

**John Griffin**, and they are in support of these repairs

**Amy and Tim**, Nodding in agreement, yes

**Alderman Jette**, It's great that you have a grant, but is there a trust fund?

**Amy DeRoche**, No, well I shouldn't say no, we have a trust fund, from a Lady that passed away and left us a bit of money that is used to repair the front doors, or flowers, there is not much left in that fund. As opposed to we need tower window money.

**Tim Cummings**, there is a special revenue fund that is associated with this building as well and so money collected go back into offset expenses to repairs, but the amount of money that is collected is not enough for big ticket maintenance projects.

**Scott LeClair**, ok any other questions? Does Larry have a question? No, alright next up City Hall Annex

**Tim Cummings**, Alright, City Hall Annex, Jen or Jay would one of you want to come up? So now we have the Annex, this is one of those outer year type projects, but from a good planning perspective folks should start to think about the need additional space for general government. What I know is that we are running out of space here, at some point 5, 10 years from now whatever it may be, you going to have to have a plan in place to accommodate additional bodies (personnel) this is really just a placeholder conversation with you all it does give you a real number per square foot cost is right now for new construction for a 10,000 sqft building. If you wanted to inflate that and peg it out there in a few years you're going to need a few million dollars for just 10,000 sqft. I don't know if that 10,000 sqft is a good number yet, that would come down to what kind of program the City will want to accommodate and how much space we will need. I know we don't have enough meeting rooms here at City Hall that is just a reality as there is more civic engagement as local government is being asked to do more we don't have the community room space that you'd expect. And in addition to that there are additional services being provided, we are always trying to do the best we can with the space we have. Jay do you have anything you want to add to this one.

**Jay Hunnewell**, just that the needs of the City continue to grow. We need archive space we are in need of more real estate for employees and

**Alderman Jette**, when I remember one of the neighborhood meetings, someone talked about the Elm Street Building being a community center, for this type of stuff, is that an alternative?

**Tim Cummings**, That is up to others to decide, I'm talking about a 10,000 sqft area sometime over the next 5-10 years and that building is 150,000 sqft. In my opinion you would have to justify a lot.

**Alderman Jette**, don't you have another proposal to renovate this building,

**Tim Cummings**, Yes, oh are you saying to sell this building? Is that what you're suggesting? That's a conversation to be had,

**Alderman Jette**, Using the Elm St building as a new city hall,

**Tim Cummings** that is something to think about I'm not going to say yes or no, I think it is worth a conversation. I don't know the size of this building, do you know Jay?

**Jay Hunnewell**, 52,000 square feet

**Tim Cummings**, So again, you're going to have programmed 100,000 sqft approximately, I'll say it a different way, you're going to mothball a 100,000 sqft if we were to go that direction. It sounds like we will only need 50, 60 maybe 75, there is a lot of space that you're going to have as unplanned, or that you will have to carry. Does that make sense?

**Alderman Jette**, Yes I understand all that you are saying. And the 100,000 is the old building not the

**Tim Cummings**, that would be the gyms as well, not the Keefe, that would be the middle school and its additions.

**Alderman Jette**, what's the historic building by itself, do you know?

**Tim Cummings**, not off the top of my head, no.

**John Griffin**, the other thing you can add in, is the school administration building, they are always busting at the seams. But that is just brainstorming here, I just thought of that.

**Tim Cummings**, there are definitely ways to get efficiencies and we could do some of that consolidation with one asset. Everyone would need to be on board for those types of conversations. Until you study it and design it and find out what is most cost effective. I was looking at a land acquisition cost, but I can't point to anywhere in the downtown where we could build, so do we stay on this parcel, do you go up or go out. I would say going out is cheaper. Again, we will need to study that and get a design developed and that is if we stay here, to your point. Maybe you sell this parcel, and you relocate a 50-75 thousand sqft building, I don't know where we would find that in the downtown. That is the point of this exercise is to really start to think about more strategic way.

**Scott LeClair**, any questions on that from anyone? OK, next City Hall Renovation

**Tim Cummings**, we kind of talked about this one a little with the other one, this is what we know we're going to need for different types of deferred maintenance, capital maintenance projects just to keep this building going. Jay do you want to talk about this itemized list?

**Jay Hunnewell**, I'll start from the City Hall Pre 2011 that was about 45% of the HVAC improvements to the building. Half of the building with new hvac upgrades the remaining equipment was not at its end of life at that time, it is starting to reach its end of life, we are starting to see that it needs to be replaced. We are trying to get away from the steam system in the boiler room, and go to heat pumps and more efficient systems so that has gone out for the 1 million. We are starting to get some engineering costs for that.

The City Hall Alley Project that is this alley way right out here, after they did the transit center you can really see all the patching that was done to bring all the utilities into the building, so it is in really tough shape.

The Cupola/Clocktower, that is visual if you go out to Main St you can see it is in need of painting and refinishing, we don't want to lose it. The City Hall west entrance...

**Tim Cummings**, so that is one where we are going to have to think about some energy upgrades in the future, if your spending all this money on mechanical upgrades, we are really not maintaining the asset as best we could, with having the doors open up and letting all that heat out, plus the fact that it is not ADA accessible there are some tripping hazards out there. I don't suggest we do this if we're... and again it's about that strategic planning.. If we are going to stay here and we are going to do an annex and go out then you don't do the west entrance, but if we are not going to do that then we will need to spend some time and attention on that entrance.

**Jay Hunnewell**, I think that the walkways that go out need some attention, City Hall repairs and repointing that is an opinion based estimate for envelope not meaning windows but repointing and masonry repairs the detail around the top is starting to deteriorate. It is something we want you to have on your radar so that we can budget for it and get those done before it gets any worse. Restrooms are original to the building, it's time to upgrade.

**Rose Evans**, I agree it is time... don't we have a building trust fund?

**Tim Cummings**, Yes that would not even put a close dent to what is needed here.

**Jay Hunnewell**, City Hall 3<sup>rd</sup> Floor the hard ceiling is starting to show signs of end of life, it is flaking and peeling, I'd like to keep it on the radar that it could be incorporated in one of the other projects. The miscellaneous for 400,000, I don't know what that's...

**Tim Cummings**, well that's just, this was really just an itemized list, and I know we are missing some things its really just a plug number, again the way I would strategically approach this is you issue a bond for these types of improvements and you address them all at once as opposed to piece meal approach and so when you do that it's kind of a rounding type of thing.

**Scott LeClair**, ok questions are this particular project request? No ok, moving on to the next one Court St.

**Tim Cummings**, there has been a lot of talk over the years to try and rehabilitate the Court St building particularly maintain as is, with some sort of theatre component to it, we've spent a lot of time, energy, effort resources over the years, Jay has done a herculean job of bringing some rehabilitation to the building. There is a lot still to do. We know from the Performing Arts Center that was done a few years ago the consultant and his subcontractors said that you could spend easily 6-8 million dollars on the projects so I basically inflated those cost for these projects for tonight. This is probably on the shorter horizon than on the longer horizon, just with the conversation that have been had and the amount of work that has been done to the building over the years, but there have been no plans for a design and no true study happen yet. We did get \$50,000 set aside last year that we will be able to start the conversation and give us a ball park and led us to a request of some design money.

**John Griffin**, that particular facility was an old fire station,

**Tim Cummings**, correct

**John Griffin**,

**Tim Cummings**, yay a new 1972 addition!

**John Griffin**, we'll get a 50,000 dollar study what worth of money have we put towards, any or is this the first time?

**Jay Hunnewell**, I'm contracting with a contractor right now for mechanical and that is short money \$6,000 to try and figure out what we are trying to put in here we are still in the early phases. That could go up to \$20,000 in professional services.

**Tim Cummings**, oh easily

**John Griffin**, this is myself talking, that we have \$50,000 with not a lot of revenue, and where we have bathrooms, Jay you have done a hell of a job, back in 2011 you got a lot out of that, all the rugs; windows

**Jay Hunnewell**, we took on 6 different projects, windows, HVAC, flooring we turned the place upside down.

**John Griffin**, it was amazing, we opened up the lighting.

**Jay Hunnewell**, yes the skylights in the auditorium

**Tim Cummings**, I have not heard this building become an asset topic that why we wanted to tease this out.

**Scott LeClair**, Questions?

**Bob Canaway**, John got me thinking that we have a lot of projects, and we just pick some that we never do, is that part of what you're trying to get going on here? So we just say no to the Court St and sell it and do something else

**Tim Cummings**, that is not for us to say, you will need to figure you're policy on it, I look at my job as having to provide the best asset management possible at least I can bring it to your attention and you can go from there.

**Bob Canaway**, Thank you... but at the same time it's a big city

**Tim Cummings**, there are a lot of needs, a lot of needs.

**Scott LeClair**: other questions? Moving on to the Keefe?

**Tim Cummings**, Yes this is a good segway to this so when you talk about a lot of needs, it is not for me to say where this falls in your priority list. What I want everyone to be aware of, we are having active conversation about preserving the Keefe and there has been no design done yet so this number will get refined but the early cost estimates that we have received at 20-30 million dollar range. I'm not sure when this would actually happen or if this were to actually happen, that's why I chose the 30 million dollar figure as a placeholder number.

**Scott LeClair**, questions?

**Bob Canaway**, not too many answers,

**Tim Cummings**, feel free I'll tell you if we don't have any answers yet,

**Bob Canaway**, well that sort of where we are, if that is as far as we are in planning.

**Tim Cummings**, That is, as far as we are in planning.

**Scott LeClair**, Senior Center?

**Tim Cummings**, Jay and Jen Deshaies, they brought this to my attention and I want to make sure that it is on everyone's attention here is that we have an obligation to maintain the Senior Center so as that building gets older and there is some deferred capital maintenance and you all need to be aware of the fact that at some point over the next 3 years we will need to pay attention to that building. Jay do you want to talk about some of it?

**Jay Hunnewell**, it was built in 2004 so we are at almost 20 years the equipment is not at its end of life but it is requiring more and more maintenance every year, reactionary. We starting to get some roof leaks, we are starting to get some leaks, the roof on the Southern NH Services half of the structure the shingles are blowing off and they are falling onto our flat roof so their roof is failing, it has been about 25 years, maybe there is something that can be done for both roofs to be done at the same time and work with Southern NH to maybe get a better price on the roof , but it is something we will need to have on our radar. Same thing with the mechanical equipment, is almost 20 years old it is one the roof, so that is the time that you would consider doing something with the HVAC, and then miscellaneous, Thank you for putting that in there.

**Tim Cummings**, Ya to this kind of gives you an idea of, again I could foresee a conversation sometime in the next 5 years where someone says we need x y and z but we say we didn't even know we had an obligation to take care of this.

**John Griffin**, so just a question, I've been in the Senior Center, is it east of the Senior Center where they share the roof; are they right next to each other?

**Jay Hunnewell**, Ya, I've never been in the other half Southern NH Services have I don't know what kind of a deal they brokered with the City when they built it we basically have one half the they have the other half, they maintain it they take care of it, but they have a pitched roof and we have a flat roof and the pitched roof is above our flat roof, so that's why we are starting to see the damage from the shingles that are starting to fly off of their roof.

**John Griffin**, and do they have any plans to fix their own roof?

**Jay Hunnewell**, We're still early on with discussing with them, we want to reach out to Nick Caggiano, and he is part of Southern NH Services. If they could get it to be part of their budget to have them do their roof before we do our flat roof. I think both could realize a cost saving by doing both at the same time.

**Jen Deshaies**, I'm in agreement.

**Alderman Jette**, so these are two separate buildings put together,

**Jay Hunnewell**, No it is one big building that is separated in the middle, one half belongs to Southern NH Services and the other half belongs to the City. From within the building you cannot get to the Senior Center from Southern NH Services, you have to go outside to get to the other side of the building.

**Bob Canaway**, its HVAC so I'm going to ask questions, so it's a million dollars for these systems, it just seems like that is the price that we keep seeing , like with Schools

**Jay Hunnewell**, well I guess that's a coincidence I guess, it's an opinion based estimate, I don't know without getting into the engineering and design to know

**Bob Canaway**, what needs to be replaced at the Senior Center, is it the whole system? Or is it just the power plant

**Jay Hunnewell**, well it is all packaged roof top units, they might be able to get another 5 to 10 years out of them fairly comfortably but if we are going to consider putting a new roof on, while they are doing the roof that's the time to consider doing something different.

**Bob Canaway**, I've seen some buildings go a lot longer, and ya there are space heaters everywhere, and it probably isn't meeting some kind of code.

**Jay Hunnewell**, I'd like to get away from steam distribution system and the returns are all within wall, and when they start to deteriorate it is just a snowball

**Bob Canaway**, there is a cost savings to upgrading it too

**Jay Hunnewell**, I know we want to get away from fossil fuels as well, but I don't know if we would be able to go all electric, those are the things that we'll work with the engineer.

**Bob Canaway**, I would have liked to have seen these buildings when something like that was built that they would but geothermal in at the time they built it, electricity is just shifting to a different, but geothermal and heat pumps could have saved us a lot of money. Who knows we could still do it.

**Tim Cummings**, maybe we could, again when we get to a design level, and is part of the design study and a cost analysis would be done we can go from there. Along those same lines of deferred maintenance relative to our infrastructure, the buildings and what not, we can also have the same conversation with our technology and data infrastructure so Nick Miseirvitch, Chief Information Officer here for the City can speak in more detail about some of these technology needs that we have coming up on the horizon.

**Nick Miseirvitch**, first one is if you convert all the analog conference phones to an IP based digital solution which will integrate directly with our phone system that we upgraded a few years ago. Because we don't have the money in our operating budget as we ask for increases in the budget some of these things will get absorbed in that but, it takes time to get to that point

**Scott LeClair**, questions?

**Alderman Jette**, when you talk about conference phone, like when we have a meeting and we have a phone in the middle of the table, not the individual phone.

**Nick Miseirvitch**, correct, not those. Those were upgraded with the upgrade in the phone system.

**Alderman Jette**, our conference phones now, how do they work now

**Nick Miseirvitch**, they are analog so we have to purchase special equipment for them to integrate with the phone system now, but as they die we don't want to replace old technology, we want to put in new technology as those things become at end of life.

**Scott LeClair**, alright, next one is Time Clock

**Nick Miseirvitch**, we have a lot of old time clocks that are analog based the company that we use, Kronos which is UKG now they have announced that further versions of this software will no long communicate with those old time clocks. We will get to a point where we will have to upgrade them within 3 years' time.

**Scott LeClair**, questions on the time clock? Next Lawson Upgrade

**Nick Miseirvitch**, this is our, I know Rose has already gone through an upgrade, it is not pleasant, this is the software that basically runs our entire City. This software runs our financials, procurement, our HR, GL, Payroll, everything and currently we are on version 10 Infor has not announced an end of life for version 10 yet but it will be coming. Once it does, we are forced to upgrade or pay a premium to stay on the existing version. That only buys us a little time, because they are no longer providing patches, no longer doing development work so, it is just the evolution of software.

**John Griffin**, I just have a couple of questions, we're hearing a lot a software is a service, this Lawson upgrade it still exists of Lawson Infor they're the ones that do the upgrade

**Nick Miseirvitch**, right

**John Griffin**, so we get vendors in and Rose and I think we just did this thing yesterday, but it has been 10 years and services our needs, the questions is when you guys are planning, as Alderman Jette is approving this stuff 300 here, 45 thousand of just maintenance right and that keeps you in the migration path.

**Nick Miseirvitch**, it doesn't bring you to the next solution. INFOR does provide a cloud solution for the project it starts at 1 million dollars a year

**John Griffin**, when does, I guess what their saying it's not end of life,

**Nick Miseirvitch**, correct it's not end of life, they have not announced end of life for the version we're on, like when we did announce end of life for version 9 when we went to version 10. It will be coming they just have not announced it yet when they do they will give 4 to 5 years, it is not an immediate need, it just needs to be planned.

**John Griffin**, Thank you



**Nick Miseirvitch**, Mobile Device Management that is for our ever growing inventory of mobile devices. Not laptops but tablets, cell phones currently we do not have any ability to manage any of these devices. It is basically a free for all, we give them out, whoever gets it can install whatever apps they want. Which doesn't really impact us too much because they don't connect to our internal network it is not really a security risk. The problem comes when these devices get turned back into us and we don't get the credentials of the individual and we cannot reset the device so it becomes useless.

**John Griffin**, so this is a piece of software that helps us manage

**Nick Miseirvitch**, Yes it will help use manage the entire fleet. It will give us the controls over what can and can't be installed, we will be able to track where they are from location services and we will be able to reset any device with a push of a button.

**Bob Canaway**, you said, maybe I didn't quite understand, you said they don't connect to our network but we give them to City employees, what do they use them for?

**Nick Miseirvitch**, check email, they will install apps for what they have to work on

**Bob Canaway**, Does the City of security standard in place for City email?

**Nick Miseirvitch**, We have, we can only put in place what we have the ability to

**Bob Canaway**, that's kind of where my question is coming from, so we have a standard for laptops that we give to our employees , we should have them on other devices, there could be confidential information that could be emailed , the idea that that could be on an unlocked devices sitting out at Martha's

**Nick Miseirvitch**, devices that connect to the email, they have to take on the security profile in order to get that so you have to put a six digit passcode on your device, it is security policies like that.

**Bob Canaway** that is what I was trying to get at. So this is for everything else.

**Nick Miseirvitch**, right it's for the devices that don't.

**John Griffin**, I have a phone allowance pays for a fraction of the cost of this, you're saying more than a few employees that want nothing to do with City business on their phone so you issue them a City phone.

**Nick Miseirvitch**, An employee has the option of getting your City supplied cell phone, or excepting the stipend to use their personal device for City business.

**John Griffin**, I thought we had more people using their own phones

**Nick Miseirvitch**, it depends on the situation.

**Scott LeClair**: any questions on that one?

**Nick Miseirvitch**, Multifactor, that is worth mentioning, right now it is just a simple password to get into email so we want to put in something called multifactor identification, which you've all have seen it and experienced it, banks use it when you log in they will send you a confirmation text, to verify who you are and you have to enter in that code. We would like to have something like that on all of our external resources.

**Scott LeClair**, last one would be Redundant Fiber optic

**Nick Miseirvitch**, This is to build in additional loops in our Fiber network that is throughout the City. This will give us multiple paths for every building. So if a telephone gets hit, knocks it down knocks out the fiber there is a path in another direction for electronic traffic will still flow. Right now we have some of that in place.

**Scott LeClair**, questions? Ok I think we're good.

**Nick Miseirvitch**, Thank you

**Tim Cummings**, so we have the Arlington Community Center, Jay can speak to more of the technical details but essential we have multiple requests and the first one is bathrooms and interior

**Jay Hunnewell**, as you know the building is very old, some of those numbers were from Jessica Hagg, in regards to the structural line on there I believe, those are the things I can speak to. There is a rear wall that is in need of repairs I would call high priority it's something that we need to address right away, and I've reached out to contractor's and structural engineers and we got an assessment and budget pricing for it. Also Bill McKinney in the building department he took a look at the site and we came to a consensus that \$50,000 may cover it, it remains to be seen what that number is going to come in at. This is more imminent to the building

and the other stuff is more cosmetic. If they are going to continue to use it as a community center we want to consider some of those other renovations if we're going to keep this building. The roof is a slate roof, I imagine that number will be a little bit more than that. This is another brick building that we will have to consider repointing and resealing.

**Tim Cummings**, so it gives you an idea of what costs there will be.

**Scott LeClair**, anyone have any questions? That is it. Do we want to move into the ranking? Did people have a chance to look at the sheets? It should go reasonable quick with the electronic version. Sam, I don't know if you've done this before, but essentially we just go down through the projects on the list, and we just go around the horn and say A, B, C, D, and E. Larry can you hear us ok, can you unmute? The way its set up it takes about an hour. Anyone have any questions about that, is this your first time running through it?

**Alderman Jette**, this is my second,

**Scott LeClair**, Sam Durfee, Do you need me to read it off?

**Sam Durfee**, A rating is essential highest priority, projects which are required to complete or renovate a major public improvement; projects which will remedy a condition dangerous to the health, safety and welfare of the public; or projects which will provide facilities for a critically needed community program. B rating is desirable second priority, projects which will benefit the community; whose validity of planning and timing have been established. C rating acceptable third priority, projects which are adequately planned, but which can be postponed if budget reductions are necessary. D rating, deferrable fourth priority. Projects which are definitely recommended for postponement or elimination from the capital improvements program since they pose serious questions of adequate planning, proper timing, or community need. E rating other, those projects presented as capital improvement projects by various departments but which in the CIC's opinion do not meet the definition of a capital improvement project as such or which are more appropriately funded in another manner, non-prioritize.

**Alderman Jette**, I know I'm only one person here, one of the two least experienced so I will defer to whatever the majority feels comfortable doing, I myself, would feel more comfortable if I could have some time to think of what I heard tonight and review of the other projects we heard previously and then come back and vote.

**Bob Canaway**, just a comment, couple of things just in the past years, this is probably the longest list of projects we've ever had, and I noticed don't we normally list them out as short or long term,

**Marcia Wilkins**, we thought we would do that at this time, because it is confusing to me.

**Bob Canaway**, I didn't want to tie up Director Cummings with this questions, but it sort of involved all of his projects they are place holders are we expected to vote on those place holders?

**Sam Durfee**, so we asked for out year projects the reasoning for that is to get everything a ranking by charter if you're going to be receiving any sort of funds or other monies like that you have to have a ranking though this process. Which is why we had to hold that meeting earlier for the schools for the obligation of the ESSR funds. Just as you have commented it is good to know that these projects are out there and coming down the pike. So that was really the purpose for why this list is double what you are used to see.

**Scott LeClair**, Our other option and what I was thinking about on here, if we were to defer this and do the ranking a little later, one thing we could do is organize them. We have to do the 2024 that is the requirement, I don't think it's a bad thing to rank the out year ones we could keep them separate in the CIP.

**Bob Canaway**, I want to get this clarified before we vote, I agree with Alderman Jette there is so much here I wouldn't mind sitting down with the descriptions and doing it, there is so much that is not fresh, I like that idea. It might be the engineer in me, like when I read the definition of something there are requirements on how we are supposed to judge it. If it says, projects that are definitely recommended for postponement or elimination from the capital improvements program since they pose serious questions of adequate planning, proper timing, community need, right I feel like this process is not just a step, right it is not a check box, it exists for a reason, I've been here so long, in the beginning I thought like that, but the more I start thinking about this process it makes sure that certain projects meet a certain level of completeness before they get

considered by the Board of Alderman and by the City and I feel like all we have is a number like 30 million for something that we're going to do later, I'm having trouble seeing that it's going to meet that level and I would have to vote it a D, so then they'll all be rank D, maybe some E rankings is that going to affect those project from getting grant money?

**Sam Durfee**, I think you have hit the nail on the head, what the issue is, we're trying to do 2 things at the same time using a process and a spreadsheet that are only set up to do one thing. I think separating them out is what we will have to do. Clearly the 2024 projects have received more planning, the numbers are in quotes it's much further along in the process, but we did ask for out year projects so that from a planning perspective not necessarily a project planning perspective, but from a capital improvements committee perspective we can see and understand what will be coming down the pike. May be a D is appropriate, because the adequate planning isn't there but it doesn't mean we are saying wipe it from the CIP. Maybe the all do receive D's simple because it's out there, but at least is in the radar. But to your questions about grant planning, I don't know how, all these grants are individual, but all of these are in the CIP whatever shape or form that is what is required.

**Scott LeClair**, in the past we have talked but not ranking

**John Griffin**, the D's were always looked at as a problem, don't keep bringing it back. E intrigues me cuz I think like some of this stuff and the question is if we have an emergency and we need it and we need to build one, it's got a ranking and it's an E,

**Sam Durfee**, Right, so E Other these projects presented as capital improvement projects by various departments by which in the CIC's opinion do not meet the definition of a capital improvement project as such or which are more appropriately funded in another manner, non-prioritized.

**Rose Evans**, other funding like a bond?

**Bob Canaway**, well the funding source doesn't always dictate it. One example that I wondered about the projects for IT that we're going to replace. Right now we are replacing them as they break which wouldn't be a capital project that would be maintenance and a part of the operating budget, and so there are other types of funding sources but you know, they want to get ahead of all of this and just replace all of them. Every now and then I can argue that a project on deferred maintenance should be budgeted for as part of a regular operating part of running the City like painting and sometimes it backs up and we end up paying for it as a capital project.

**Scott LeClair**, We don't have to rank the out years, we can just list them leave them unranked the process would be that if they come up and we need them we have to have a quick meeting to rank it, at that point, but we have heard it before, so it would be less urgency, it would be like oh yeah we've heard the project we've seen it then we can do the ranking. I don't know if that is a big deal in the CIP.

**Sam Durfee**, in that scenario if something does come to our attention moved up because of grant funds that are available would that change the ranking because now there are funds available. So maybe we don't rank them and when we do have to hold a meeting for them we can give it the appropriate rank for it.

**Scott LeClair**, keep in mind that the ranking is not, the Alderman get to make this, I mean you can fund a D if you wanted to, you not behold to the capital improvements committee, we are just one input over all division.

**Alderman Jette**, your right the Aldermen are not bound by what you do, ideally they should look at it, like this is an A and this is an E. Unfortunately, typically at the end of the year and we are looking at surplus funds that a lot of projects come out of nowhere and get funded because someone is pushing for it but ideally they would look at the ranking.

**Scott LeClair**, I think it is fine to have them in the plan but have them, this committee can amend this process we could make it U, unranked.

**Bob Canaway**, Matt Sullivan brought a project for the Library Plaza that is like on the other end of the spectrum that is planned out to the inch, and then we have these other things that are worth to be on the list

for years, but are not planned yet. This is what I'm rationalizing here, and you might be right maybe we do need a new process. The old process work when we only had to plan 5 years and now that we need to plan 10 years we need a way of capturing that being able to evaluate it against everything else and as that project comes closer it gets the same level of scrutiny.

**Scott LeClair**, I think it is a good point, the definitions that we have you end up with a D with a lot of these because they're just swags and just a concept.

**Bob Canaway**, the original record bring up on typewriter originally and that's all we have, copies of copies, maybe it's time to relook at it, we have threatened to do this a couple of times I don't think we have. And I don't think there have been any forcing functions everything worked good enough but now we want to look at 10 year projects, we need to look at how that operates as a committee.

**Scott LeClair**, you could have an out year unranked you could have an out year ranked we can decide, I mean we can still have an out year project and still rank if it is pretty well planned and has everything, but if you have out year projects that you don't feel are fully planned yet they can be unranked.

**John Griffin**, so maybe as a suggestion, I'm looking at the Airport they have 18 lines and 95% of the projects get paid by the Fed's so their all A's , He comes in and gives us an array, and tells us what he wants.

**Bob Canaway**, one thing is, we have something come in with short notice and why is this coming in with one weeks' notice and probably could have known about it sooner. So I like this direction.

**Scott LeClair**, do you think we should not rank out year or should we come up with a new...

**John Griffin**, so my take is that we appreciate very much the out years, but I'm not sure what.. If we can shorten this to just 2024,

**Sam Durfee**, we will reformat it so that by department this will be 2024, but then also out years by departments and then we can decide whether or not to rank them.

**Scott LeClair**, we really have to get through the ranking of the FY2024 in the next couple of weeks. What is the thinking of the committee should we attempt rank out years or not rank out years.

**Rose Evans**, if we don't rank them we could potential have to meet, 5 times maybe, (LOL)

**Scott LeClair**, I'm not convinced that we don't have to meet, they tend to come back with more information that may cause a re-ranking anyway. It's sort of like, you end up doing it anyway. Unless it was ranked an A-1, and typically their going to come back in and this is what has changed, so I would like to request a re-ranking, or something...

**Alderman Jette**, I would hate to think that, that the fact, something in the future it doesn't have, it's not something that really has to be done, I think some of us might rank it lower because of that and then as it moves along, I'd hate to think that a low ranking because it is far in the future, would hurt it, if it's a worthwhile project.

**Bob Canaway**: It would be better off unranked.

**Alderman Jette**, that's where I was coming from

**Bob Canaway**, our current criteria, it could cause that, right, the way they bring things in the past.

**Scott LeClair**, we could add unranked future projects,

**Sam Durfee**, I completely agree, it gets back the question that what is the value of a ranking? The Board of Alderman can fund a C, a D, which is totally reasonable, but then you look at an out year project that is unranked, but being unranked is still included in the CIP, so when that project goes out to find grant money, it can and then when they find that grant money, and they need matching funds by way of a bond. The Charter requires that they be ranked in the CIP, so they come back to the committee saying, we have 50% of our cost covered by a bond, please give me the appropriate ranking that you see fit, it was unranked and an out year project now construction is two years out and planning is well underway and 50% of the cost is covered, well that sounds like an A. So rather than changing a ranking that was a D it's unranked but events have occurred that brings it up and we can give it a valid ranking based on where things stand.

**Bob Canaway**, so in that case we're, essentially voting that having them on a list and they made the list, but we're voting because they meet the criteria of the Capital Improvements, so they have met that bare minimum to make the list.

**Sam Durfee**, the nature of the project is a capital improvement, but it is an out year so we don't need to rank it yet.

**Bob Canaway**, I think we would still need to come in, because it would want to be re-ranked

**Scott LeClair**, yeah generally

**Sam Durfee**, there may be some elements of this that we may need to formalize in procedure but I think that what we're working under right now, and obviously this has been a new request this year that we consider out year projects. So it does seem like the whole process is starting to migrate to a particular direction, so we may need to adjust our guiding rules of operation, which is totally reasonable and we are empowered to do that

**Scott LeClair**, I think if we have a lot of agreement we could just make a motion on the out year plan, we could do that, and we add that to the list. Do we want to bring that to the next meeting, the proposed wording of the un-ranked out year projects to the list?

**Bob Canaway**, if we are updating our procedures we might want to have it (multiple speakers)

**Scott LeClair**, if you could just bring that to the next meeting. Could you circulate the proposed language? Not that we can communicate back and forth but you can see it.

**Sam Durfee**, so for your review so that you can bring comments back

**Scott LeClair**, Yes, so we are ready to talk and we can move into, then we would plan to do the ranking, you know circulate a new list with the 2024 projects and make sure we get through the ranking of those. The out year projects on a separate tab (excel sheet) we won't rank those, or we could make a motion to rank them all, we should probably, if it's a U or whatever, should probably have them vote on, are they worthy of being in the plan. The only other thing we could talk about quick is the enterprise fund projects cause it comes up every year. We always have ranked them as one block ranking is there any further discussion on it m does everyone understand the nature of that? Those are the "have to do" projects. People rate them differently, those projects we take them as a bucket.

**John Griffin**, is the question do you want to take them as a bucket or individual,

**Scott LeClair**, is there any confusion why we do it that way?

**Alderman Jette**, I admit I'm somewhat confused

**Scott LeClair**, can you explain that John?

**Bob Canaway**, they have projects like the Recycling Area which is not mandated but are funded by the enterprise fund

**Alderman Jette**, So what is in the bucket?

**Scott LeClair**, if you look on the list, at the bottom of the list the EF in column B. But traditionally we rank the entire bucket.

Multiple Speakers at once.

**Scott LeClair**, that's why I brought it up we should as a committee pick which way we're going to do it. If we are going to do it any different let's decide today so that we are all doing it the same when we get here.

**John Griffin**, I going to recommend that we do as a group, you can do them individually Waste Water, and Solid Waste

**Scott LeClair**, does anyone have an issue with that? Does anyone want to do it differently?

**John Griffin**, if someone was going to provide like a D or a C it's not going to weigh the decision what gets budgeted.

**Sam Durfee**, one other question, just because I don't have all the years in front of me, are all the EF projects FY24

**Scott LeClair**, yeah they are multi year

**Sam Durfee**, Yeah then I wouldn't have a problem

**Scott LeClair**, ok so we're going to rank them as a bucket, any one, we're going to do them as Waster Water and Solid Waste ok. So we need to pick a date, March 27<sup>th</sup> at 5:00 pm.

**Adjournment**

Motion to adjourn by John Griffin; Seconded by Rose Evans. All in favor, Unanimous. Adjourned at 8:07 PM.

---

**Scott LeClair, Chair**

**Date**

DRAFT