

PERSONNEL/ADMINISTRATIVE AFFAIRS COMMITTEE

AUGUST 1, 2022

A meeting of the Personnel/Administrative Affairs Committee was held Monday, August 1, 2022, at 7:00 p.m. in the Aldermanic Chamber as well as via Zoom teleconference.

To access Zoom, please refer to the agenda or the City's website for the meeting link.

The roll call was taken with 4 members of the Personnel/Administrative Affairs Committee present:

Chairwoman Shoshanna Kelly presided.

Members of the Committee present: Alderwoman-at-Large Shoshanna Kelly, Chairwoman
Alderman Tyler Gouveia (via Zoom)
Alderman Thomas Lopez
Alderman Derek Thibeault

Members not in Attendance: Alderman-at-Large Ben Clemons, Vice Chair

Also in Attendance: Alderman Ernest A. Jette
Heidi Peek-Kukulka, Environmental Health Manager
Rene Beaudoin, Deputy Health Officer
Steve Buxton, Fire Chief
Kim Kleiner, Administrative Services Director
Bobbie Bagley, Public Health Director

ROLL CALL

PUBLIC COMMENT - None

COMMUNICATIONS - None

INTERVIEWS - None

APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE - None

APPOINTMENTS BY THE MAYOR

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND THE FOLLOWING RE-APPOINTMENT TO THE CULTURAL CONNECTIONS COMMITTEE: NONYEM EGBUONU WITH A TERM TO EXPIRE APRIL 30, 2025;

THE FOLLOWING RE-APPOINTMENT TO NASHUA ARTS COMMISSION: SARA CEASER WITH A TERM TO EXPIRE APRIL 1, 2025

ON THE QUESTION

Alderman Lopez

Madam Chair before we bundle those two, I'd like to discuss the Culture Connections reappointment.

Chairwoman Kelly

Sure.

Alderman Lopez

So there's been an ongoing issue with a number of members who haven't been participating regularly. I don't think we should reappoint any Cultural Connections Committee members until we can verify their actual attendance. I also noticed that that one specifically says "Care of the Interfaith Council. So it might be an idea to confirm that the Interfaith Council does recommend the reappointment of that person.

Chairwoman Kelly

Okay.

MOTION BY ALDERMAN LOPEZ TO TABLE THE REAPPOINTMENT OF NONYEM EGBUONU TO THE CULTURAL CONNECTIONS COMMITTEE, BY ROLL CALL

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

Yea: Alderman Kelly, Alderman Gouveia, Alderman Lopez,
Alderman Thibeault 4

Nay: 0

MOTION CARRIED

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND THE RE-APPOINTMENT TO THE NASHUA ARTS COMMISSION: SARA CEASER WITH A TERM TO EXPIRE APRIL 1, 2025, BY ROLL CALL

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

Yea: Alderman Kelly, Alderman Gouveia, Alderman Lopez,
Alderman Thibeault 4

Nay: 0

MOTION CARRIED

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES

O-22-022

- Endorsers: Alderman Ernest A. Jette
- Alderman-at-Large Gloria Timmons
- Alderman-at-Large Melbourne Moran, Jr.
- Alderman-at-Large Michael B. O'Brien, Sr.
- Alderman Richard A. Dowd
- Alderman Derek Thibeault
- Alderman Patricia Klee

UPDATING ENVIRONMENTAL HEALTH DEPARTMENT FOOD-SERVICE FEES

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL

ON THE QUESTION

Chairwoman Kelly

I believe we missed Alderman Jette in our who else is in the chamber, but thank you for being here.

I know that the Health Department has a presentation so if you'd like to come join us in the oval that would be great. I don't know if you would like to speak to it Alderman Jette as they get settled?

Alderman Jette

Thank you, Madam Chairman. So in the budget review process, we noticed that the Environmental Health Division had an appropriation budget of \$568,451 and a revenue budget of \$144,650. The ordinance setting out the fees to produce that revenue was last amended in 2006. That was 16 years ago. So we asked the Environmental Health

Division whether they could review their fee schedule and determine whether or not new changes should be made. I believe they've done that and they're here to present their findings.

They also presented it to the Board of Health who endorsed the change and requested that the Board of Aldermen amend the ordinance accordingly. I was asked to endorse it along with Alderman-at-Large Gloria Timmons, who is the liaison to the Board of Health. So with that, hear what they've got to say.

Chairwoman Kelly

Thank you and we have a number of participants here to introduce this. We also have a presentation. Just state your name and your title for the record keeper because they very much appreciate that when you speak. Thank you so much.

Bobbie Bagley, Public Health Division Director

Yes good evening Chairwoman Shoshanna. Director Bobbie Bagley, Division Director for Division of Public Health and Community Services. I'm just here to introduce our two presenters for this evening to give you information on the food service fees.

Heidi Peek-Kukulka, Environmental Health Manager

Good evening. Thank you very much for this opportunity. My name is Heidi Peek-Kukulka. I am Nashua's Health Officer.

Rene Beaudoin, Deputy Health Officer

Thank you everyone. I'm Rene Beaudoin the Deputy Health Officer for the City of Nashua for Environmental Health.

Chairwoman Kelly

Great and we have your presentation up. Are you going to take us through it?

Heidi Peek-Kukulka, Environmental Health Manager

Yes, I will. I'll start it off and Rene will add in as well.

Chairwoman Kelly

Perfect, thank you.

Heidi Peek-Kukulka, Environmental Health Manager

All right. So exciting first page, title page. Next slide, please. Our mission is to protect the public's health by promoting best prevention practices through science, education, guidance, and fostering public trust, and enforcement of laws and ordinances. Our vision is a healthy and well informed public with a balanced integration of human health and environmental protection.

Next slide. All right. So as we've already established our food service fees are really outdated. The model does not reflect what is currently recommended by FTA where it's more of an assessment by risk. So that's what we are looking to adopt. We also part of the most confusing piece is that part of the fee is dependent upon capacity as determined by the Fire Marshal in each facility too. As Alderman Jette said, our last update was in 2006. We have huge variability across fees in for different people. Again like I said, it's the structure is not risk based and it is inequitable.

So what we're proposing is to modernize the structure and bring us more in line with similar jurisdictions and also to put a structure in place that is risk based.

Rene Beaudoin, Deputy Health Officer

Thank you. So on this slide, you can see what the updated fee breakdown would look like. So in the current NRO 170, the fee structure actually has about 20 plus categories, which as Heidi said, is very confusing because many

places can actually fall into multiple categories, paying for multiple fees, as well as additional seating fees, and those seating fees can vary greatly. So right now our current structure is \$1.50 per seat. So if we were to increase the current structure, people would be paying an exorbitant fee even with that small change because when you have hundreds of seats, you multiply that by a small fee, that adds up rather quickly. What turns out is that when we go to license people, they don't know where they're standing from the start. They usually don't find out until after the fact when they're ready for the food service license. So it's really unfair to that business owner when they come in.

So what you're seeing here are what the new breakdowns would be for that category. As Heidi said is really based on risk and so that higher category are a) is that highest risk going down to our lower risk, which is going to be in the E and the F category. So the brake down you see is the number of license holders. If we were to take our annual license holders that we have right now and break them out into this new this new structure. So most of them are going to be falling into that classic restaurant structure or some multiple kind of groupings that they are now. We kind of compiled them into this newer structure so most of them are falling in that that higher risk B-1, that C-1, or that D-1 kind of a category.

So this is based off a data that we pulled from our system on June 30th and the actual what we would assume for the annual revenue based on this new structure. So previously, we were bringing in about \$115,000 to \$120,000. Under the current structure, we'd be upping that to about \$180,000 based on current fees. On average, we licensed about 530 licenses every year. Right now we actually have more than we've ever had. From this poll, we had 543 active licenses. So it's about 10 more on average than we do every year and we have seen that bump up over the last couple of years, which is shocking with the turnout that we've seen. In our world, there's more people actually going for new food licenses. So this number is a little bit higher than when we gave it to the Board of Health but this is what that current breakdown structure would look like with the new system and it simplifies things moving forward for us.

Heidi Peek-Kukulka, Environmental Health Manager

So as Rene just mentioned, so this makes it much easier for people who are just getting started and want to open a new food service business. They'll know what their fee is going to be. We don't have to wait until we issue an approval letter and somebody comes in for licensing. So I'm expecting that this will be a much smoother process internally as well as for the client. And again, I can't say enough about risk based aspects of this change. It really is going to make it much easier to assign people to an appropriate risk. This will give us some momentum to make sure that we can update our fee schedule in the future.

I appreciate Alderman Jette's point about sustainability for our program. That's very important that Nashua have a really active food service program to protect the citizens. Anything you'd add to this?

Rene Beaudoin, Deputy Health Officer

No, I think that's it.

Heidi Peek-Kukulka, Environmental Health Manager

Next slide, please. We're also putting in a late fee for annual licenses. Part of what we do is chase down people to pay. COVID was a strange situation for a lot of people, but we kept them actually licensed through it and there were some that obviously went out of business. As Rene had said, we are also seeing that there are an awful lot of them coming into business now as well.

We made a slight increase for our temporary and farmers market fees. Also with an expedited fee for late submissions because that can be a norm and we're trying to - there's a lot of work that goes into the approval of those and if we don't have enough time, we don't want to approve something that might be unsafe.

Our reinspection fees currently they are half of an annual license fee for an individual establishment. Now we're setting two base fees instead of that calculation that people have to make in the field what that license fee is, what's half of it, and it's important to do that inspection. So for the higher risk, its \$200; \$100, for the lower risk ones. No fee for public schools, the Soup Kitchens, nonprofits that don't sell alcohol, religious organizations. We also simplified and slightly flattened our plan approval fees as well. So people will know a little bit better going into this what to expect.

Next. And there we are at the end and if anyone has any questions.

Chairwoman Kelly

Thank you very much. I'm gonna put it out to the Committee for questions.

Alderman Lopez

I actually have a couple. First one - I don't see food trucks on there specifically. I mean is it a restaurant with no seats? How does that get feed?

Rene Beaudoin, Deputy Health Officer

So the mobile vendors would actually fall under our D-1 category. So it's very similar to restaurants with less than 25 seats, or private schools, the childcare, and any of the mobile vendors will all be now lumped into that one area. So that's just a flat rate now.

Alderman Lopez

Okay. If they have to do modifications in order to get permitting, maintain permitting, or anything like that does that count under construction or how do you guys handle that exactly?

Rene Beaudoin, Deputy Health Officer

Yes, so that's handled in the plan review fees. So if there is any change to their current structure, they would do a minor fee for the review structure. The great thing about this plan is that if there was some adjustments previously and there was a change to the operation or to the seeding, now they would also be charged these extra fees every time that that had happened. That will no longer be the case moving forward. So, again, it really simplifies this moving forward.

Alderman Lopez

And then my last question is for some of the larger restaurants downtown that have like multiple expansion capacity – I'm thinking of Martha's particularly that have maybe 200 plus seats inside but then over the summer they could have a large amount of outdoor seating. Then they also have the upstairs event rooms where they could be empty most of the year or they could be hosting an event. How do you calculate something to meet that dynamic?

Heidi Peek-Kukulka, Environmental Health Manager

They would fall specifically into one of those categories. So let's see - I can't remember what they are, how big they are right now. Do you remember doing anything with Martha's specifically?

Rene Beaudoin, Deputy Health Officer

I do. So with Martha's or for some of the larger ones, so right now the seating fees are based off of the assembly permits from the Fire Marshal's office. So those are the bigger categories that was mentioned in the fee structures is the B-1, C-1, and the D-1 structure. Your B-1 is your greatest structure. So it's any restaurant with a greater than 100 seats would fall under that B-1 category; between 25 and 100 would fall under the C-1 category; and less than 25 would fall under that D-1 category. Again, those are based off of the assembly permits from the Fire Marshal's office.

Alderman Lopez

Okay so if I understand that right, then places with expansion capacity beyond 100 it doesn't matter if they go from 105 to like 300, 400. They've been inspected. We know what their capacity is and where they've been inspected on that full amount.

Rene Beaudoin, Deputy Health Inspector

Yes and that's why it'll simplify fees moving forward because prior they had to flex, we'd be charging them every seat that they're flexing while now it's just that kind of base rate.

Alderman Lopez

Okay. I just wanted to make sure we weren't reading something where they do the annual thing but then every time they do an event, you have to look at that over something along those lines but it sounds like you are definitely leveling that down and kind of streamlining the process.

Alderman Thibeault

Thank you, Madam Chairwoman. So I'm going to ask the same question I asked earlier before it started because I wanted to get it on the record. I love this by the way. I think, you know, one of my questions was going to be what are the other cities doing but I saw that you had that up there. I think it's great that we're now trying to be more equitable, and it's driving up more revenue, and it's being more fair to each of the organizations. I've thought in my head a lot about our fees and in general from dog licenses, to this, to sport leagues in the city are a little low or not right so I'm glad we're starting to look at that.

My question was because it wasn't called out specifically other than nonprofit, so sports leagues in the city that have concessions. Do they or will they fall into the nonprofit and no longer have to pay for having a concession stand?

Heidi Peek-Kukulka, Environmental Health Manager

I think so and I'm sorry that that's not a straight answer, but I am pretty sure. We also have a seasonal vendors. So which this is new to us as well. We haven't quite assigned each one to each thing. But if somebody can demonstrate nonprofit status, we can certainly - that would be where they would fall as F-1 with no fee.

Alderman Thibeault

So something like Cal Ripken is I know it well. They are a 501:C3 organization or they were at the time. But then there's city stuff like Babe Ruth is the city. So what would that fall under because that's now - I don't know what that falls under compared to Cal Ripken who has that paperwork? City stuff may not, is that right? Does that make sense?

Heidi Peek-Kukulka, Environmental Health Manager

We typically don't charge the city itself.

Alderman Thibeault

Gotcha and they don't really have concession stands in a lot of their places anyway if I remember correctly. Okay. Thank you.

Heidi Peek-Kukulka, Environmental Health Manager

Thank you.

Chairwoman Kelly

I have a couple of questions. First off, you know, I think this makes a lot of sense. It sounds like it's bringing us in line with other cities and towns in the area. It also sounds like you're simplifying it, which I think is really great.

I had a question around – this is small business owner brain here - around the re-inspection fees and the late fees. Do we make it fairly easy to like reup your license or is it like you physically have to come here or what's our system look like in terms of making it streamlined for the businesses?

Heidi Peek-Kukulka, Environmental Health Manager

Yes, we have a software program that we're still working the bugs out of. We could have a more specific software program but with the advent for us of paying online, it really simplifies things. If somebody doesn't come in for a license, we will either drop it off or put it in the mail for someone. So that is much easier than having to go into the office. But we're also there 8 to 5 Monday through Friday without holidays. Did I answer your question or am I moving off track?

Chairwoman Kelly

No you touched on - I think that the online payment makes a lot of sense.

My follow up was going to be if we could look into whether the software allows you to just set it up to auto pay. I totally get that you guys are busy and you don't want to have to chase people for their licenses but I also think that business owners, especially restaurants, have nontraditional hours. I don't want to make it an undue burden on them to get themselves relicensed.

Heidi Peek-Kukulka, Environmental Health Manager

Yes, I agree. That was one of the things that we had anticipated that the new software would do that it would automate the process a little better for us. That hasn't turned out to be exactly the case and so eventually we'd like to look for a more modified software plan that allows that because we know that most of the food service they hold completely different hours and it's very hard for them to actually get in first thing in the morning to conduct their business. So yeah, that would be ideal.

Chairwoman Kelly

And I'm happy to help in any way. I come from a family that owned a restaurant. My brother's a chef, so my hope would be that most people are just very busy and their schedules are off of our sort of 9 to 5. Go ahead.

Rene Beaudoin, Deputy Health Officer

Thank you. No, I just would like to add to that. So just to let you know how the process works. The licenses will get mailed out about six weeks prior to the date that it is up for the renewal. We did add online payments about a year and a half ago which most people have absolutely loved. So we've asked for it for a long time and most people are using that and it's making it a lot better. So we do have the online payment option, the mail in option, or the walk into our office option during the normal business hours. But the online option has been a huge lifesaver for many of these people. And to add to that software, it was promised that there eventually will be an online portal or business can actually have their own kind of version in that portal and then they can set up all these things. Whether that will come to fruition, we're not sure but that was the ultimate goal of this current software program.

Chairwoman Kelly

That's great and I just, you know, as a business owner, anything that I can hit autopay on and not have to think about is you guys get what you need and it's not on my plate once a year. So that was the only question that I had.

Alderman Lopez

In regards to the portal, I heard back from several restaurants and/or vendors when I was trying to find out what the community responses would be as if they could like auto populate events that they do either every year or every week, they would love that if they're not changing their plans.

Heidi Peek-Kukulka, Environmental Health Manager

Thank you.

Chairwoman Kelly

So it sounds like you have some support. If you need additional ability through your software, let us know.

Heidi Peek-Kukulka, Environmental Health Manager

Thank you.

Chairwoman Kelly

Okay. I don't see anyone else's hand up.

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

Yea: Alderman Kelly, Alderman Gouveia, Alderman Lopez,
Alderman Thibeault

Nay:

0

MOTION CARRIED

Chairwoman Kelly

Thank you for coming out and explaining. I appreciate it.

Heidi Peek-Kukulka, Environmental Health Manager

Thank you.

Rene Beaudoin, Deputy Heath Officer

Thank you.

O-22-023

Endorsers: Alderman Richard A. Dowd
Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Derek Thibeault
Alderman-at-Large Gloria Timmons
Alderman Patricia Klee
Alderman-at-Large Lori Wilshire

UPDATING FIRE PREVENTION FEES

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL

ON THE QUESTION

Chairwoman Kelly

Chief do you want to give us a quick overview?

Steve Buxton, Fire Chief

Sure, thank you. Nashua Fire Chief Steve Buxton. I also have with me tonight our Fire Marshal Adam Pouliot. I'd like to start by thanking Alderman Jette. He was one of the ones in budget review who pointed out that our fee structures had not been updated in quite a few years, since 2007 actually. So the following day after that meeting, I reached out to Fire Marshal Pouliot who had stated that they had undertaken that previously years ago and hit a few roadblocks. So we undertook the effort again. He did some research into what was going on in other communities of like size, where he had acquaintances. He'll walk you through all that and can explain how we came up with the fee structure or the updated fee structure that you have before you tonight, so I'll turn it over to him.

Adam Pouliot, Fire Marshal

Adam Pouliot, Fire Marshal for the city. So Chief asked me to take a look at our fee schedule and see what kind of changes we could make. As he said, I reached out to some of the bigger cities - Manchester, Concord, and Keene. Looked at what they were charging. Most of those cities have updated their fee schedule on a more regular basis than we have. Ours has not been updated since 2007. So I took their information, went through our existing schedule, looked at some areas where we were missing, and made some changes.

I would say most specifically, our site review plans, building review plans were where we made some of the biggest changes. Those fees are based on square feet of structures and under the old schedule, they kind of capped out at 25,000 square feet. If you look around the city, you can see that we've had a lot of projects that far exceed that. Those plan reviews take much longer so we were missing the mark and one of the areas.

Same with our fire alarm and sprinkler systems. A lot of those are based on square feet of building space. We've been building a lot bigger buildings and they would cap out at you know 52,000 square feet. We've been adding buildings that are much larger than that. So made some adjustments there.

Added a couple of things like food trucks were never in our fee schedule. We've been inspecting food trucks for few years now. They weren't in the fee schedule. We have not been charging a fee for that. We've been doing them basically just to get eyes on them and make sure that they're operating safely in the city. So that's a new add.

And the other significant increase would be on our incident reports, environmental searches, property history searches. We've been really inundated with property requests over the last few years. Obviously, real estate transactions take place. Lenders want to know history on, you know, above ground storage tanks, below ground storage tanks, any hazmat storage, things like that. That involves an awful lot of research because prior to 2007, a lot of our stuff was not online or not on computer and not easy to pull up. We're gonna go down to the basement and we're pulling paper files to go back. So those kinds of requests, we have to give them the information under the Right to Know laws. Very time consuming and with the amount of property sales and transactions going on, we've been inundated with those. So we've upped those fees. So those are some of the big changes.

Chairwoman Kelly

Alright. Thank you for that overview. Do I have questions from the Committee?

Alderman Lopez

In the previous presenters, they had made different allowances for nonprofits, for churches, that kind of stuff. It doesn't look like that's the case here?

Adam Pouliot, Fire Marshal

It has not been the case. Churches or places of assembly, they're required to be inspected. A lot of them have commercial kitchens as well. So those get inspected. So those are required annually. So under the place of assembly inspections, it's the \$50 fee for permitted area. We've always charge that. We've never had any complaints or concerns.

Alderman Lopez

Yeah I wasn't objection, I was making note of it.

Adam Pouliot, Fire Marshal

Oh and that's the one area honestly where I didn't increase the fee. Place of assembly inspection stayed the same because I think that's fair and it's right in line with what other communities are charging.

Alderman Lopez

I also noticed if they fail an inspection and need to re-inspection, I think the second one then it's a flat \$150 fee regardless of what the price was for regular inspection?

Adam Pouliot, Fire Marshal

Correct.

Alderman Lopez

Okay and that's basically for not following feedback.

Chairwoman Kelly

Okay. All set Alderman Lopez

Alderman Lopez

Yup.

Chairwoman Kelly

I have one question.

Adam Pouliot, Fire Marshal

Sure.

Chairwoman Kelly

I think this makes a lot of sense and it looks like you really thought through it. So thank you for doing that work. I was actually interested in getting a little bit in the weeds here but under the like, systems, carbon dioxide, etc., it says pre-engineered and engineered and they were different fees before. I just want to know what's the difference.

Adam Pouliot, Fire Marshal

That's a good question. Because honestly from an inspection standpoint, there's no difference whether it's an engineered in stock system that they could just take out of the warehouse, install in your place, or if it's something engineered for a specific, you know, process in a factory or something. There's no difference in the plan review for it. There's no difference in the inspection and test of the system. So it didn't make any sense to have two different fees.

Chairwoman Kelly

Understood. My only other question, I know I said I only had one, was around I know you said you spoke to some of the other cities in terms of like our highest fee or kind of the ones that are potentially most charged. Are we in line with them?

Adam Pouliot, Fire Marshal

Yes.

Chairwoman Kelly

Okay. We're not above them?

Adam Pouliot, Fire Marshal

We are not above them. I don't think we're above in any other line items.

Chairwoman Kelly

Okay, perfect.

Alderman Thibeault

Thank you, Madam Chairwoman. I just thought of a question while you're asking that because on the environmental health inspection stuff, we saw that there was, I guess, more revenue coming in. Do you guys know is this a revenue increase or revenue decrease with the changes?

Adam Pouliot, Fire Marshal

This should be a revenue increase.

Alderman Thibeault

Increase, okay.

Chairwoman Kelly

Everyone else all set? Okay. Please take the roll. The motion before us was to recommend final passage.

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

Yea: Alderman Kelly, Alderman Gouveia, Alderman Lopez,
Alderman Thibeault 4

Nay: 0

MOTION CARRIED

Chairwoman Kelly

Thank you so much for coming out.

TABLED IN COMMITTEE - None

PUBLIC COMMENT - None

GENERAL DISCUSSION

Alderman Thibeault

Yeah, I mean I guess I'll just combine this for myself into Remarks by Aldermen. I won't say anything at that point. I do want to thank Alderman Jette. I think, you know, anytime we have something that hasn't been updated since 2006 or 2007, it's time to look at it. If we have other things like that if anybody's listening, I'm proud to endorse because that's way too long to let something go. So thank you for bringing that forward, and I think this makes a lot of sense, and both of them that came through was great. So thank you.

Another thing I want to mention and, again, I didn't have any comments tonight until but I wanted to thank Alderman Jette and then I wanted to make this comment. Based on the public coming in earlier on to this meeting and, again, I don't know what was going on there but there was foul language. We keep pushing ourselves to a time where we're gonna get rid of Zoom for the public and make them come in because we can't keep having meetings where we have vulgar language and just awful behavior because you can hide behind the screen.

If the public wants to be part of these meetings, they can certainly come in and make any comments they want during the two sessions we have for most meetings. I just think that it was, again, it's so disruptive and so just not what we want to hear in the city. We have a great city and I've been defending it all weekend online. We're a great place to live. We're 51 out of whatever 150 again – and I don't remember what it for but a lot of cities looked at and we made the list again. So we constantly make lists. This is a good city to live in and we get a few rabble rousers that like to say it's not a good city, but it is. I want to thank everybody that lives in the city that does the right thing. So thank you.

Alderman Lopez

So for my part, I appreciate Alderman Jette's attention to updating fee schedules. I was concerned about potentially raising fees at a time where we're looking at, you know, inflation costs and all those sorts of things increasing. What I saw our departments doing wasn't necessarily raising the fees, but updating the manner in which the fees are attached particularly in the environmental health so that it's more focused on the risk base versus the other. With the Fire Marshal permits, it's more reflective of city staff time being used to do the inspections. So I appreciate that because I'm wary of things like parking fees, for example, where an argument is well we can get more money out of people so we should. It's not competitive enough. That's not the point of our public revenue generating things. I think there could be a temptation to just look at anything that hasn't been updated and use the fact that it wasn't updated as a chance to raise it. I don't think that's what happened here. I think there were some intelligent choices made and some good rationalizations for it. So I appreciate the work that was done there.

And then as a follow up to the commenting on Zoom, I think that had very little to do with our city. They were not addressing anything on the board or even anybody in this room. They were just trolling and having ongoing conversations with each other and that does a disservice to the people of Nashua because we're on their time. We're representing them. We were elected to do this business and for somebody potentially anywhere in the country to be able to just log into our virtual zoom things and go back and forth like that, that's not what the intention behind public comment is either. So I echo Alderman Thibeault's opinions and I think it's time that we look at whether Zoom is really improving access or whether it's becoming a barrier to people who authentically wanted to comment or follow along having to listen to that at the beginning and having to wait through it in order to make their

own comments. Thank you.

Alderman Jette

Thank you. So on that point, I'm the last person to talk about Zoom are anything to do with computers. But I do participate in a lot of Zoom meetings both here and in my work. I know that in a lot of other meetings the ability to say anything during the meeting is controlled by someone who's running the meeting. You can't really speak unless you're first recognized somehow. So I'm wondering if those people – Alderman Lopez was right. They weren't talking to us that I could tell and they weren't talking about anything that we were doing. I just wonder if it was just a fluke that they got on. But if someone does get on, it seems to me we can - I know it happens in other meetings so there must be some way of controlling that so that a person can't just speak without first being recognized by the Chair or by someone that's controlling the meeting. I wouldn't throw out Zoom just on the experience that we just had tonight. I would like to have someone look into how that happened and is there a way of preventing that?

Alderman Lopez

I can tell you how it happened, but I'm not going to do it right now. I'll do it after the meeting when it's not on Zoom.

Alderman Jette

Okay.

Chairwoman Kelly

I think that I was really - I enjoyed the presentations from both departments that put these together. I think that the idea that they did this in a very smart way is correct. I was pleasantly surprised with I'm an entrepreneur knowing what you're going to pay if you're putting up a restaurant, you didn't necessarily know until you're into it. I think that'll help people planning and wanting to get into business to have a really solid idea of what they're getting into in terms of fees and getting all the approvals. So I thought that was a really good job by both departments.

Zoom is, I know it's a hot topic, I come down on I think especially with staff being able to Zoom. It's just so much better for them from a quality of life perspective. They have to be here but they're here all day too and allowing them to access the meeting in a way that allows them to get home, have dinner, see their families, whatever it is, is a humane way of going about the work we have to do here. It's important but I think that people need to have to have time and this allows them to get home before, you know, sometimes 10 o'clock whatever we have our meetings. We're elected to be here but I'm sure they would love to get home to their beds sooner than we are some nights.

I think that Zoom definitely improved and made it a lot easier for the public to come in access and give comment, which I'm always in favor of. I like to hear from our constituents but I also do agree that it has gotten, you know, more and more nasty in the way that has been within the chamber and I think it's important that we look at that and make sure that when we're here and when we're in the chamber, we're all talking about things. We're all part of the same community that we're being, you know, fair, and open, and non-combative in the way that we discussed because we can be in different sides of the aisle that's fine but these need to be civil conversations for us to be able to move the city forward and do the work we need to do.

So. I'm a little torn on Zoom. I think it was critical during the time that we were in COVID. I think it's critical for staff. Interested to hear how the conversation goes with the full Board around public and their ability to access and comment on our meetings.

REMARKS BY THE ALDERMEN - None

ADJOURNMENT

MOTION BY ALDERMAN LOPEZ TO ADJOURN, BY ROLL CALL

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

Yea: Alderman Kelly, Alderman Gouveia, Alderman Lopez,
Alderman Thibeault

Nay:

0

MOTION CARRIED

The meeting was declared closed at 7:44 p.m.

Alderman Derek Thibeault
Committee Clerk



Environmental Health Food Service Fees

Division of Public Health and Community Services

Heidi E. Peek-Kukulka

August 1st, 2022

Environmental Health Food Service Fee Schedule



- Nashua's current fee system utilizes outdated model based on a variety of classifications and capacity.
- Last fee schedule update was in 2006.
 - Currently large variability in fees across license holders.
 - Current structure is not risk based and inequitable
- Proposed update modernizes fees and makes Nashua more comparable to the fee structures in similar jurisdictions such as Manchester, Portsmouth, and similarly sized jurisdictions in Massachusetts.

Updated Fee Breakdown



Category	# of License Holders	New Fee	Projected Annual Revenue
A-1	9	1000	9000
B-1	94	550	51,700
B-2	5	1500	7,500
C-1	224	350	78,400
C-2	25	450	11,250
D-1	122	200	24,400
E-1	14	100	1,400
E-2	4	25	100
F-1	45	0	0

Data as of June 30th, 2022

Projected Annual Revenue - \$183,750



Benefits of a Tiered System

- Transparent fee structure at application stage.
 - Current structure makes it impossible to inform a prospective business owner what the final licensing fee will be, often leading to confusion.
- Clarifies the licensing categories using FDA's risk based inspection and licensing model.
- Easier to update fee schedule in the future and allows for easier and faster processing in our licensing software.



Other Changes

- ❑ Late fee for annual licenses
- ❑ Slight increase-temporary and farmers market vendor fees, with expedited fee for late submissions
- ❑ Reinspection fees-\$200 for A-1, B-1, B-2; \$100 for C-1, C-2, D-1, E-1 and E-2
- ❑ No fee for public schools, soup kitchens, etc.
- ❑ Simplification of plan approval fees

Questions?

Heidi E Peek-Kukulka, Health Officer

Ren Beaudoin, Deputy Health Officer

THANK YOU



CITY OF NASHUA
Division of Public Health
& Community Services

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