

REPORT OF THE FINANCE COMMITTEE

AUGUST 4, 2021

A meeting of the Finance Committee was held on Wednesday, August 4, 2021, at 7:00 p.m. in the Aldermanic Chamber and via Zoom. The meeting link information can be found on the agenda.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Mayor Jim Donchess
Alderman Patricia Klee, Vice Chair
Alderman-at-Large Michael B. O'Brien
Alderswoman Elizabeth Lu
Alderman Linda Harriott-Gathright

Members not in Attendance: Alderswoman-at-Large Shoshanna Kelly
Alderman-at-Large Brandon Michael Laws

Also in Attendance: John Griffin, CFO/Comptroller
David Fredette, Treasurer/Tax Collector
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Bobbie Bagley, Director of Public Health
David Boucher, Wastewater Superintendent

Mayor Donchess

Is there any member of the public who would like to address the committee? All right, we'll go on to communications first from Kelly Parkinson, Purchasing Manager.

PUBLIC COMMENT - None

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: Animal Impoundment and Quarantine Services for Rabies Control, in the amount not to exceed \$99,081 funded from accounts 56214 Humane Society - Animal Control (Division of Public Health & Community Services)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE RENEWAL OF THE HUMANE SOCIETY CONTRACT FOR FISCAL YEAR 2022 IN AN AMOUNT NOT TO EXCEED \$99,081. FUNDING WILL BE THROUGH DEPARTMENT: 109 CIVIC AND COMMUNITY ACTIVITIES; FUND 56214 HUMANE SOCIETY – ANIMAL CONTROL

ON THE QUESTION

Mayor Donchess

I think Bobbie Bagley would be here to address this, but she is ill. The communication is from her is fairly self-explanatory.

Alderman Klee

Director Bagley is on Zoom.

Mayor Donchess

Director Bagley are you on here?

Bobbie Bagley, Public Health Division Director

Yes good evening Mayor.

Mayor Donchess

I assumed you were under the weather or whatever. You are under the weather.

Bobbie Bagley, Public Health Division Director

I am under the weather.

Mayor Donchess

Well could you tell the committee about the contract?

Bobbie Bagley, Public Health Division Director

Yes, Sir. So the contract that we have with the Humane Society is for them to provide services for housing animals and dogs, cats, ferrets and chickens if they're found. They also provide quarterly updates for us on all of the services that provide for those animals when they are housed at their facility. This is a contract that we've had in place for a number of years. The Humane Society has done a fantastic job with helping us to maintain and take and house on these animals once they're brought in and they also try to find homes for them as well.

Mayor Donchess

All right and this is, of course, a contract that has been we've had with the Humane Society for many years – at least 20 I think probably more. Any discussion or questions?

Alderman Klee

Thank you very much Mr. Mayor. Director Bagley we say chickens but we don't mean roosters, correct? They did not pick up the roosters that are wandering around or in someone's yard. They don't pick them up for someone, is that correct?

Bobbie Bagley, Public Health Division Director

That is correct.

Alderman Klee

Thank you.

Alderwoman Lu

Thank you. I don't know whether anyone from Humane Society is available. I had a couple of questions about our services. I wondered like how many cats and dogs we actually taken from the streets every year. But if he's not available and you don't know that, then I can certainly contact him tomorrow.

Mayor Donchess

Director Bagley – yes go ahead. Do you have an answer to that?

Bobbie Bagley, Public Health Division Director

Well we actually do get a quarterly report. Alderman Lu I can get that information and send that back. I don't have that readily available. I can double check really quickly to see what the last quarter report that did come back of you give me just a few.

Mayor Donchess

Well we don't want to put you - I know if we're waiting it'll probably take you three times as long, right? So Alderwoman Lu would you mind if we came back to that after Ms. Bagley finds that?

Alderwoman Lu

I don't mind. Could I just ask one other question? She may be more readily able to answer.

Mayor Donchess

Go ahead.

Alderwoman Lu

Do we bring in dogs to put up for adoption? And if so, do these funds go toward spaying dogs that, you know, are they subsidized by the City of Nashua - the spaying and neutering?

Bobbie Bagley, Public Health Division Director

Alderman Lu that I don't know. I do know that they do bring in dogs and I do know that they do try and get families for the dogs. One of our staff actually adopted a dog. But as far as the contract covering spaying and neutering, I have to check that.

Alderwoman Lu

Okay if you'd like to or I - that's fine. I'll be in touch with you.

Mayor Donchess

I think their budget is far more than this \$99,000. So, you know, I'm sure if they do spaying, I mean, I'm sure they've got quite a bit of other money. Of course the contract is here, so there's a scope of services and it describes what they do. I think if you look at it, it's sort of sections one through nine. You know it has to do with getting control of strays and other things like that are loose in Nashua or taking care of these strays that are located. It says nothing about neutering or any other related service.

Alderwoman Lu

Thank you. Yeah that's something that I can always follow up on. I understand that the contract hasn't gone up in many years and so thank you.

Bobbie Bagley, Public Health Division Director

Yes Mayor. So I did find that report so they sent the first quarter's report in for January, February, and March. What they do not have is a cumulative number and there's quite a few listed for each month. They do work with

making sure that they get the animals either adopted or returned to their owners from this report that I have here. It looks like there are a few animals - I see one, two - a few animals that have actually been euthanized as well. So what I can do is I can forward this Alderman Lu if you'd like to have this quarterly report, I can forward this - like I said, they don't have a cumulative number on the bottom of each month. They just list all of the animals that they've taken in and they list the outcome.

Alderwoman Lu

Thank you. Yes that would be fine. That would be wonderful. Thank you.

Mayor Donchess

All right. Any other comments or questions?

Alderman Klee

Thank you. Just as a side comment to Alderwoman Lu. I adopted from them and I had to pay the spaying fee. So I believe that it's the adopter who pays the spaying when it goes that and I can't say that for fact that the ones that they pick up they do, but I do know that when I did adopt a dog from there you either pay a spaying fee or you get the dog spayed and you have to sign a paper within seven days that the dog was spayed and you bring that to the Humane Society. I'm assuming they're still doing the same practice.

Alderwoman Lu

Thank you Alderman Klee.

Mayor Donchess

All those in favor.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Billboard Advertising in the amount not to exceed \$40,295 funded from accounts
Grants/61250 Marketing & Promotion (Division of Public Health and Community Services)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE CONTRACT WITH OUTFRONT MEDIA ADVERTISING FOR FISCAL YEAR 2022 IN AN AMOUNT NOT TO EXCEED \$40,295; FUNDING WILL BE THROUGH: GRANTS - \$38,280.25 AND \$2,014.75 FROM GENERAL FUND

ON THE QUESTION

Bobbie Bagley, Public Health Division Director

Yes thank you. So the contract with Outfront Media is one that we are very excited about actually being able to have an annual contract with them. We've done work with this particular marketing agency for a number of years now. We use the company to help us get our billboards posted as well as creating advertisements for all of the public health initiatives that we are working on. We have the opportunity to have billboards posted and several of our surrounding towns so not just in Nashua but also in Milford, in Merrimack, and other places where they have billboards. We've been able to push out information on our COVID vaccine, our STD, HIV, testing dates, World Aids Day. So this contract for us this year comes at a very timely time when we have to push out a great deal of information and communicate broadly our reach for our public health messaging. This is the first time that we actually have set up an annual contract with them. The amount for this subcontract is

about a little over \$40,000. Last year, we spent about \$43,000 with them and we're able to save by having an annual contract in place.

Mayor Donchess

Questions or comments?

Alderwoman Lu

Thank you. So it seems as though the city's portion from the general fund will be between \$2,000 and \$3,000. I just wonder as these bills come in, will we see a bill for \$2,000 or \$3,000 come through the record of expenditures or will we see - not just like some clarity on how that will look in the record of expenditures if I could. I know some of it's coming from COVID and other grants.

Mayor Donchess

Mr. Fredette are you listening to that question? The entire amount would appear in the record of expenditures, right?

David Fredette, Treasurer/Tax Collector

Yes.

Mayor Donchess

It would be the entire amount.

Alderwoman Lu

Okay and so the general fund will have up to \$3,000 because that's 5%. And where will the rest show up? Is there a COVID account that I am not aware of?

Mayor Donchess

David are you familiar - Mr. Fredette you – you're meaning where in the budget or where?

Alderwoman Lu

In the past, it varies a lot but often the grant is named that this is being charged to but frequently but it's not tonight and I'm just looking for some understanding of how that will show up.

Mayor Donchess

Now is Ms. Parkinson on here? Is she on the call?

Kelly Parkinson, Purchasing Manager

Yes I am.

Mayor Donchess

All right. Did you hear the question?

Kelly Parkinson, Purchasing Manager

I did and from what I remember cause Ms. Bagley and I had a conversation about this. There are several grants, I believe, that are funding this. So it's not one particular grant.

Alderwoman Lu

May I follow up?

Bobbie Bagley, Public Health Division Director

Yes so what we're doing is we're putting in a contract with them so we'll have a payment authorization that will be set up. So there will be one amount that will be encumbered and it will list the grants that the funding is coming from. So we have several grants across Community Services and Community Health that support this entire contract. So there will be funds across the marketing line items from each of those grants.

We have a COVID and it's called, "The Enhanced Laboratories Detection Grant" that we have for three years and we've put in a marketing line and that will be specifically for the billboards and any of the marketing that covers COVID vaccination or COVID testing information, or any type of information that's promoting vaccination.

We also will have from our HIV grant or STD grant, lines again from the marketing mind in each of those accounts. A certain amount of money will be contributed to this overall subcontract. So that will make up the amount in total of the \$40,000. I think its \$40,100 or \$40,200. Whatever that amount is, is an accumulation of funds from the marketing lines from all of those different grants because at different points in times throughout the year, we are actually promoting different public health initiatives and so we had a billboard that focused on mental health awareness. So that will come under our substance misuse, BDAS - the Bureau of Alcohol Substance Misuse Grant. I mentioned HIV awareness and so in December we put up a billboard that we'll run that will cover promoting HIV awareness or aids awareness and that will come from the marketing line under the HIV grant. So all of these will be listed under the subcontract and the information that was sent over to our Finance Department. All of those grants are listed with the amounts are coming from each of those grants.

Alderwoman Lu

May I follow up?

Mayor Donchess

Yeah.

Alderwoman Lu

Thank you. I can again, you know, follow up with them. I'm simply responding to something that I've read in the code that when we make an appropriation in the Finance Committee the source of funds are identified. It sounds as though it's many, many different grants that all have a marketing line. Is that what you're saying? Okay thank you.

Bobbie Bagley, Public Health Division Director

Yes.

Alderman Klee

Thank you, Mr. Mayor. This question is for Kelly Parkinson. Ms. Parkinson it, it does say on this document that the \$40,295 is the not to exceed contract and that \$38,280.25 is to come from the grants and \$2,014.75 to

come from the city's general fund. Is that accurate? I know that Alderwoman Lu was talking about like a 5% or something or and that it was close to 3000 so I just want to make sure we have that on the record as being accurate per this letter.

Kelly Parkinson, Purchasing Manager

That 5% is the \$2,014.75. Yes.

Alderman Klee

Great. That's what I thought. I just wanted to make sure it was on the record. Thank you so much.

Mayor Donchess

All right - all in favor of the motion, say, aye. Opposed, motion passes.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Protective Clothing in the amount not to exceed \$34,380.50 funded from accounts 61110
Protective Clothing (Police)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE PURCHASE OF THIRTY-EIGHT (38) SECOND CHANCE SX02 LEVEL II BULLETPROOF VESTS FROM ATLANTIC TACTICAL OF NEW CUMBERLAND, PA, IN THE AMOUNT NOT TO EXCEED \$34,380.50. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 61110 PROTECTIVE CLOTHING

ON THE QUESTION

Mayor Donchess

All right. Now is there anyone from the Police Department here? No it's Kelly Parkinson. Okay go ahead.

Kelly Parkinson, Purchasing Manager

Ms. Smith could not make it tonight. So I'm speaking to this and the next one. This is the 38 replacement vest for officers whose vests have come to the end of their warranty period. The vests that are at the end of the warranty period will be taken out of service and used for training on a go forward. It will also cover any new hires that are hired this year. It's coming from grant funding from the 2020 Bulletproof Vest Partnership Grant and the Department Protective Clothing Account and the Department Protective Clothing Account. The Atlantic Tactical is the supplier that is a New Hampshire State contract.

Mayor Donchess

Alright, anybody. All those in favor of the motion, say aye. Opposed. Motion passes.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Ammunition and Supplies in the amount not to exceed \$75,107.59 funded from accounts
61121 Ammunition & Supplies (Police)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND AWARD THE PURCHASE OF 277 CASES OF VARIOUS AMMUNITIONS & AMMUNITION SUPPLIES FROM EAGLE

POINT GUN/TJ MORRIS & SON OF THOROFARE, NJ, IN THE AMOUNT NOT TO EXCEED \$75,107.59; FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND 61121 AMMUNITION & SUPPLIES

Mayor Donchess

All those in favor of the motion, say aye. Opposed. Motion passes.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: 22 Month Contract to Install and Monitor 4 Flow Meters within the Wastewater Collection System in the amount not to exceed \$61,200 funded from accounts 53107 Architect & Engineering Services (Wastewater)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE TWO YEAR CONTRACT TO INSTALL AND MONITOR FOUR FLOW METERS WITHIN THE COLLECTION SYSTEM TO FLOW ASSESSMENT OF AUBURN, NH, IN THE AMOUNT OF \$61,200. FUNDING WILL BY THROUGH: DEPARTMENT 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 53 – PROFESSIONAL SERVICES

ON THE QUESTION

Mayor Donchess

Mr. Boucher.

David Boucher, Wastewater Superintendent

Thank you Mr. Mayor. Dave Boucher, Wastewater Superintendent. This is for a contract to install four additional flow meters into our interceptor system and the wastewater facility or throughout the city. Currently we have one flow meter that measures all the flow throughout the city and it's located at the wastewater plant. This would be to get a better understanding of how the flow moves through the city. Also to detect any additional flows that may come through and give us a better understanding of where it's coming from.

The company we're using is a company we currently have a contract with and they have flow meters in our CSO sites. So they measure any flow that they discharged to the river. These four additional meters would constantly monitor flow. We get monthly reports so we can have our better understanding of how the flow works. I can take any questions.

Mayor Donchess

Anybody? All those in favor of the motion say aye, Opposed. Motion passes.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Construction Engineering for Phase 2 of the Pump Station Upgrade Project in the amount not to exceed \$427,600 funded from accounts 81700 Infrastructure Improvements (Wastewater)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE CONTRACT WITH WRIGHT PIERCE OF THOMPSON, ME, IN AN AMOUNT NOT TO EXCEED \$427,600 FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE PUMP STATION UPGRADES PHASE II PROJECT. FUNDING WILL BE THROUGH: DEPARTMENT 169 WASTEWATER; FUND: SRF LOAN; ACTIVITY: PUMP STATION UPGRADES PHASE II, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Mr. Boucher.

David Boucher, Wastewater Superintendent

This is a project that we have is Phase Two of the pump station upgrades. Currently we had the 6 of our 13 pump stations updated. This is to do the remaining eight pump stations throughout the city. Wright Pierce is the engineering firm we had hired for Phase One. We work well with them. We'd like to have them as the construction phase engineers for the Phase Two portion of our project upgrade.

Mayor Donchess

Anyone? Questions, comments?

Alderwoman Lu

Will this also go forward to the full Board at \$400,000?

Mayor Donchess

I think not because it's not a multi-year contract and it's not over a million dollars, correct? The next one would.

Alderwoman Lu

Okay. Thank you.

Mayor Donchess

Anyone else? All those in favor of the motion, say aye. Opposed. Motion passes.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Construction for Phase 2 of the Pump Station Upgrade Project in the amount not to exceed \$5,335,200 funded from accounts SRF Loan/81700 Infrastructure Improvements (Wastewater)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE CONTRACT WITH DEFELICE CORPORATION OF DRACUT, MA, IN AN AMOUNT NOT TO EXCEED \$5,335,200 FOR CONSTRUCTION OF THE PUMP STATION UPGRADES PHASE II PROJECT. FUNDING WILL BE THROUGH: DEPARTMENT 169 WASTEWATER; FUND: SRF LOAN; ACTIVITY: PUMP STATION UPGRADES PHASE II

ON THE QUESTION

Mayor Donchess

Mr. Boucher.

David Boucher, Wastewater Superintendent

Well this was put out to bid. We had two bids come in. Defelice was the low bidder. Defelice is the company

that did the first phase of the project. We work well them. We'd like to use them for the Phase II pump station. I'll take any questions.

Mayor Donchess

Anyone? All those in favor of the motion, say aye. Opposed. Motion passes.

Alderman Harriott-Gathright

I think one no, right?

Mayor Donchess

Yes a voice vote so it's - do you wish to be recorded no? Alderwoman Lu?

Alderwoman Lu

Correct. Yes I would like to

Mayor Donchess

A voice vote but with the one recorded no vote.

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Blower Fan Installation at the Wastewater Blower Building in the amount not to exceed \$29,400 funded from accounts 81200 Buildings & Improvements (Wastewater)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE INSTALLATION OF THREE SUPPLY FANS IN THE WASTEWATER FACILITY BLOWER BUILDING IN THE AMOUNT OF \$29,400. FUNDING WILL BE THROUGH: DEPARTMENT 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 81 CAPITAL OUTLAY/IMPROVEMENTS, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Mr. Boucher.

David Boucher, Wastewater Superintendent

So the wastewater plant purchased three supply fans for our blower building. It's the building that houses our turblex blowers to supply air to our process. The supply fans are important because the blowers generate a lot of heat. The three blowers or supply fans that were in there had reached their useful life. They a large so we need a company to assist in installing these because they are suspended above piping at a second story elevation.

So this company would come in and remove the old supply fans and install the new supply fans with the assistance of some rigging.

Mayor Donchess

Any discussion? All those in favor of the motion, say, aye. Motion passes.

MOTION CARRIED

Mayor Donchess

The next two communications are for information only, not for necessarily for approval regarding some change orders.

From: Kelly Parkinson, Purchasing Manager
Re: Change Order for City Hall Renovation (Administrative Services)

From: Kelly Parkinson, Purchasing Manager
Re: Change Order for Variable Frequency Drives (Wastewater)

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

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM JULY 2, 2021 TO JULY 15, 2021 AND JULY 16, 2021 TO JULY 29, 2021

Mayor Donchess

Discussion? All those in favor of the motion say aye. Motion passes.

MOTION CARRIED

GENERAL DISCUSSION

Mayor Donchess

Alderwoman Lu.

Alderwoman Lu

Yes thank you. Is it possible ask a few questions on the change order for the City Hall renovation?

Mayor Donchess

Mr. Boucher are you still around? There's going to be a question on one of the change orders. All right so please ask your question.

Alderwoman Lu

It's the change order for city hall renovations?

Mayor Donchess

Oh, that one. Okay. Sorry.

David Boucher, Wastewater Superintendent

Can't answer that one.

Mayor Donchess

I was thinking of the sewage treatment plant. So Ms. Kleiner is here to address any questions concerning that.

Alderwoman Lu

Correct me if I'm wrong but I couldn't find any further description of these item charges then like cut out metal base, and furnish and install five additional lights, relocate VAV in Clerk's ceiling. I mean I may have missed something because...

Kim Kleiner, Director of Administrative Services

No.

Alderwoman Lu

Okay.

Mayor Donchess

Go ahead.

Kim Kleiner, Director of Administrative Services

No Alderwoman Lu. You did not miss anything. I believe what we did provide to this afternoon was a list that looked like this and it is sent to us from D.L. King the contractor. They list on here all of the change orders. Of course the committee knows about them and we understand what they are. We've been working with this contractor for a year now. Certainly if you had any questions concerning what each one particular was, we would be happy to provide you with more information. They're in a certain order so you'll find everything the beginning corrective actions were Assessing, and then they move to Motor Vehicles, and then they moved to the City Clerk, which is the order in which we progressed through the building.

Alderwoman Lu

I may be missing something. I'm not sure what you held up but could we just cover relocate VAV and Clerk's ceiling?

Kim Kleiner, Director of Administrative Services

Certainly.

Alderwoman Lu

What is a VAV?

Kim Kleiner, Director of Administrative Services

So that particular change order was for some duct work that needed for our air handler to be moved and reconstructed considering that we put up a wall now, and you have desks areas, and the room has been split into two. We had to relocate some duct work for our air flow.

Alderwoman Lu

Would you bear with me and just tell me what it is that you held up so I can...

Kim Kleiner, Director of Administrative Services

Sure. It was attached to the e-mail that I sent you this afternoon when you requested more information and this is the change order log.

Alderwoman Lu

What was the file called, do you know?

Kim Kleiner, Director of Administrative Services

I believe it was the last one in the e-mails attached to the e-mails that I sent out and I'm happy to provide this to anybody. It's just a list. If you look on my Memo, you see that there's a description and an amount. That's what Alderwoman Lou is speaking to. It matches the same description that is on this from DL King.

Alderwoman Lu

So I'm sorry is that something we all received or you sent it to me in response to my request?

Kim Kleiner, Director of Administrative Services

I sent it to you. I sent DL King's to you in response to your request.

Alderwoman Lu

Last e-mail you sent to me. Okay. Is that right?

Kim Kleiner, Director of Administrative Services

No, the first one.

Alderwoman Lu

Well, okay.

Mayor Donchess

But she's saying that the same information is part of the Memo of July 11th. It's just that the colored exhibit that Ms. Kleiner sent to you has red and green colors but the same information is presented in the Memo that's part of the agenda.

Alderwoman Lu

Okay. So my question is didn't the contract include duct work? So why are we - I mean didn't they bid on this particular on this duct work or is this a change to the plans?

Kim Kleiner, Director of Administrative Services

Excellent question. Yes so they did. There was some work done and there was a changed the plan. So once we sat with the architect and we figured out how many spaces the City Clerk need, how many desks, and then she asked for a standing desk as well. There was some changes made to that wall and the dimensions of that wall which created the changed the duct work.

Alderwoman Lu

But did you sit with the engineer before you put out the bid or after you actually contracted with DL King? I just am trying to understand.

Kim Kleiner, Director of Administrative Services

The Architect Dennis Myers actually constructed the bid with us and the RFP that we put out to bid. So it was Dennis Myers plans that were in the bid that was put out with the RFP. That was changed throughout the process of the project as things came up. Sometimes those plans needed to be altered.

Alderwoman Lu

Okay. So this included an alteration. So and what about reworking the countertop in the Clerk's office? Why did that have to be done?

Kim Kleiner, Director of Administrative Services

So once we changed that desk area for the addition of the standing desk in the City Clerk's area, the counter had already been ordered per the original plans and that needed to be reworked, which involved them cutting it to a different specification.

Alderwoman Lu

Okay and the changes to the clerk's main entrance?

Kim Kleiner, Director of Administrative Services

The changes to the main entrance was actually a what we considered a better fit once we looked at the air flow that was going through the City clerk's office. There was some concern. The original plans had a door being put in the brick between the two sliding doors at the Elm Street entrance. The original plans called for a door being added there. Once we looked at the building and the changes that were being made to that wall, we determined that that may create too much cold air flow into that office. So the architect and the mechanical engineer actually suggested that we open up the entrance that currently existed, which was a single door and make that a double door with an in and an out. So that was changed as well.

Alderwoman Lu

Okay. So may I follow up?

Mayor Donchess

Yes.

Alderwoman Lu

I read in the original RFP and the original – hmm I can't think of what they're called – that well, did we change our plans also for the booster for the panel - the electric panel? Were changes made to that or...

Kim Kleiner, Director of Administrative Services

We did.

Alderwoman Lu

Changes there too. Okay.

Kim Kleiner, Director of Administrative Services

So Mayor Donchess. There were some additional fire suppression and some fire alarm apparatus that were added to the plan after working with the Fire Marshal. We had to add those to the City Clerk's area. There were some also added to Motor Vehicles. The City Clerk area additions require that electrical panel to have a booster in order to fit the supply.

Alderwoman Lu

I just, you know, I have to ask how we didn't we couldn't predict that but I don't know how that's done. So may I follow up?

Mayor Donchess

Yes.

Alderwoman Lu

I'm just wondering. I know we're not voting on this because it's under \$25,000, I assume.

Mayor Donchess

Yes.

Alderwoman Lu

But is it - it doesn't seem – okay - granted there is a reduction because did somebody not get plexiglass barriers on their desks or did...?

Kim Kleiner, Director of Administrative Services

That is correct. So the changes that were made to the specifications for the City Clerk's area required less plexiglass needed. There was also less plexiglass needed in Assessing earlier on. I do, I do Alderwoman Lu understand I think where you're coming from. Unfortunately I have to kind of caution when you open up a building of this age, there are things that you are going to find that no architect or no engineer could have predicted. We found those when we did this Chamber and we found those throughout this project. I'll give you a for instance. It's one of the earlier change orders. When we opened the wall in Assessing between the Assessing Office and the main hallway, we realized that's a fire rated wall. We realized those pipes and up above in the ceiling had not been protected and had to now look to - Alderman O'Brien who knows more about this than I do - they had not been insulated properly with fire rated protection. We can't move forward at that point. We have to complete that even though that may not have been done originally correctly. So with a building of this age you're going to find those things and we had an excellent architect that sat with us through every meeting of this project and he and his mechanical staff looked at every change that DL King brought to us and we relied heavily on their expertise.

Alderwoman Lu

Okay. May I just go back to one of the earlier change orders?

Kim Kleiner, Director of Administrative Services

Certainly.

Alderwoman Lu

When the contract said abate all asbestos and lead paint, did that not cover the change order on November 26th that included abatement of installation – asbestos installation.

Kim Kleiner, Director of Administrative Services

That's an excellent question.

Alderwoman Lu

Going back.

Kim Kleiner, Director of Administrative Services

Excellent question.

Alderwoman Lu

I don't mean to throw that at you. That was a while ago.

Kim Kleiner, Director of Administrative Services

Nope. That's okay and I fully understand your question. So we had some flooring in the motor vehicle area which we knew contained some asbestos. We actually had a contractor come in and give us an estimate on how much that would be to remove that prior to going out for the bid. That's the area that the contract is speaking to. So it was well aware. It was a question asked during the walk through of the bid. What we did not realize was that there was another area within the building. So the contract specifically speaks to the area in motor vehicles that the bidders were well aware of that during the walkthrough. It did not speak to this additional area which we were unaware of.

Alderwoman Lu

Okay. I took a close look at this change order because I recently was disappointed to hear that there are mostly locked doors in the building now and I didn't remember ever seeing that on any change order and shame on me for not looking closer because it was in the original bid. I think it's one thing to have, you know, locks on doors but is it necessary to keep them locked? This is a public building. Everyone in here is meant to be available to serve the public and not everyone has time, the wherewithal, or the ability to call ahead and make an appointment. So if you can't walk in and make an appointment, then have a telephone number posted at every door that's locked that's manned a telephone number that's manned because if our staff is not serving someone at that time and someone's outside the door, then, you know, be available to address what that person came, drove to city hall for.

So that's what prompted me to look so closely at the change order into then, you know, I was looking for when in the world did these locks on the doors come in. I don't think I ever saw anything about additional cameras in hallways. I don't think I found out but I'm not in favor of having the doors locked. If you need to lock them because there's no one in there that's fine but like I said I think everyone - it's a shame to have someone drive

to City Hall and they think they're going to be able to do business with, I don't know, and to find doors locked. Thank you.

Kim Kleiner, Director of Administrative Services

As a result of this project, there is no public access area that has a locked door. It does not exist. So prior you entered Assessing the main area to be serviced. There is a service area outside of Assessing now - a service counter where the public would do business that is not locked. There is a service area for Tax. That is not locked. There is no area that the public would need to access that has a locked door as a result of this project.

Alderwoman Lu

I don't - may I follow up? I just - I know where the locks are and I always considered those public employees. Personnel - I don't know. So I'm a public person. I'm a member of the public. I want to go into personnel. I can't because it's locked. I have to make an appointment. I'd feel better if you could get through. I tried. I sat on the line for three minutes today trying to speak with City Clerk. I mean either improve your phone attendance or open up the doors. I mean, that's fine. If that is not a public part of the building - have you had problems before? I know there was one individual that you feel you had a problem with, but is this an ongoing issue that people are coming and going into all kinds members' offices or is it just...

Mayor Donchess

Well still, all of the City Clerk's area is publicly accessible. Assessing is publicly accessible, Motor Vehicles, Tax, all of the areas that the public uses are publicly accessible. I mean I think what she's saying is we have a finance person deep in some office. You know it is - does a member of the public want to or should just walk in by down hallways, down to someone's back office, and just pop in and start asking a question of someone who really their job has nothing to do with just answering questions but instead they're supposed to be working for 90,000 people? So I don't think it's unreasonable. If you wanted to see this person, whoever this is, who's not involved in customer service to make an appointment to see them if there's any reason to see them. I mean, I don't think we've received complaints about people who want to walk into the back offices and ask, you know, just pop in and start asking questions of someone who isn't a customer service, a public service isn't in a customer service or public service job.

Alderwoman Lu

Well I respectfully disagree and City Hall is more than, you know, registering your car and paying your tax bill, and that type of thing. It's more than that. It's for some people it's the center of their government and when they have concerns for any reason - I don't understand why our city employees can't be available to them.

Mayor Donchess

Well, of course, we're talking in these hypotheticals. Can you give us an example of a member of the public who wanted to ask a specific question of a specific individual who's made some kind of complaint about this?

Alderwoman Lu

Well, I think it's a principle so I will answer your question.

Mayor Donchess

All right go ahead.

Alderwoman Lu

I will answer your question but I just want to be on record that I don't think - I think this is a principle that I'm

talking about. Now if I named someone, a close friend of mine, who had complained to me everyone in this room, I'm afraid...

Mayor Donchess

Well don't name them. What employee did they want to see for what reason?

Alderwoman Lu

Several. I think they, I think they I don't know why.

Mayor Donchess

Can you give us an example?

Alderwoman Lu

I think they wanted to speak with possibly the Treasurer and the door was locked and they were told you can't go in there. And they said, "I know. I can't the door is locked."

Mayor Donchess

The Treasurer is here and he is accessible to the public.

Alderwoman Lu

This is nothing against the Treasurer.

Mayor Donchess

You just said that someone wanted to speak to the Treasure and it was a problem because they couldn't just walk right into the Treasurer's Office. Right? Correct?

Alderwoman Lu

Well yes.

Mayor Donchess

So the Treasurer is here.

David Fredette, Treasurer/Tax Collector

Mayor I did get a - somebody shared a concern with me last week and I was going to talk to Kim about it cause we do have to make some changes to it. But the old setup was nobody could still walk into my office cause there was a gate there if you remember...

Mayor Donchess

Right.

David Fredette, Treasurer/Tax Collector

and somebody had to let them in from the gate. Now I have a door that's got a frosted window so we don't even know who's out there, unfortunately. So maybe it should have been a clear window. I don't know but and

it's locked. So somebody has to knock on it. So I was going to put up a sign with the phone number in case somebody wants to call because one of the Clerk's can see somebody at the door, but if she's handling a customer, she can't just leave the customer to open up the door. So we need some kind of a switch or something to maybe open up the door. I mean, it was something that was brought to my attention last week and I haven't had a chance to talk to Kim about it but I did mention it to Jay I think today or yesterday.

Mayor Donchess

So that correction he's trying to make but I mean this building was built in the setup that you saw before was built in the 1930s.

Now given a few some of the things that have happened, not some of the, a few of the things that, the many, many things that have happened around the country, I can say that all cities are a lot more concerned about security than they used to be. You know you've had shootings, and murders, and killings, people who come in and, and yes, we'd all like to think that that would never happen here. You know, that Nashua is too, you know, good a community for anything like that to happen, but it's happened in a lot of other communities that never expected it. So you know, you can belittle that concern but having known mayors where those things did happen. I can tell you that, you know, once it happens no one says oh my God there should never be a locked door. So I think we've reached a reasonable compromise between making the areas of the building that are designed to serve the public very accessible and yet other areas of the building were really there's no customer service function involved available by appointment. So I think it's an appropriate balance and obviously you said you disagree and okay but it is a disagreement but I think there's a reasonable rationale for what's been done.

Alderwoman Lu

Okay. Thank you.

Mayor Donchess

Any other general discussion? All right. Public comment. Is there any public comments from members of the public?

Alderwoman Lu

Excuse me. Mayor Donchess I think I had brought something up also that we didn't finish with if I may.

Mayor Donchess

Please go ahead.

Alderwoman Lu

Thanks. So we've inserted this deduction for plexiglass barriers in here. If it weren't there, this would be voted upon.

Mayor Donchess

You want it vote on? Do you want it vote on?

Alderwoman Lu

No. I'd like just some guidance on what is normally done and when the deduction for plexiglass came about.

Mayor Donchess

When did the deduction for plexiglass come about?

Kim Kleiner, Administrative Services Director

So most of these change orders are brought to us in a group. So we're working in a particular area and we then identify all the particular changes within that area. So at the same time that that deduction for plexiglass was brought, we are also talking about installing the package drop box and changes to the main entrance. You'll find that these are all grouped in a specific area. So it's really bright as a package and it's when we approved them, not necessarily, you know, it could have been one day the plexiglass was brought and the next day the furniture – furnish the package box was brought but at one meeting they were all approved and they're all brought together.

Alderwoman Lu

Thank you. Thank you for answering my questions. I appreciate it.

PUBLIC COMMENTMayor Donchess

All right - Public comment. Does any member of the public wish to address the committee? Okay.

Laurie Ortolano

Yeah this is Laurie Ortolano.

Mayor Donchess

Please, please go ahead.

Laurie Ortolano

Laurie Ortolano - 41 Berkeley Street. Just a couple quick things. The discussion about the lock doors is a concern to me and I will tell you I talked to Kim Kleiner about this last week. I don't agree with what you're saying here, Mr. Mayor. You brought up a safety issue that no one else brought up when I addressed it and I think it's not relevant to what's going on. The offices that were open were Finance. Don't describe it as down a hallway tucked in the back. The only reason it's located there is because we've got an old building built like a maze and that's where they are. Now you go down the hallway and it opens into a suite of offices. I used to be able to walk in there. Sometimes the door was propped open and just ask Rose if she could check a bill for me. I didn't do it often, but I will tell you it was very convenient when I was in Assessing or over in permits and I wanted something checked. I could do it.

The other thing is Human Resources. I think I've gone in there two or three times to request a resume or a piece of information I could walk in and ask. The third area is down next to Assessing are the ladies who process abatement checks. My check address was incorrect. I walked in and asked them to correct it. I consider that city business and these locked doors I was told by Ms. Kleiner it was the choice of the directors. I specifically asked her about Mr. Fredette's and John Griffin's office and it was their choice to have those locks put on. She said she left it up to the directors to choose if they wanted them and they did. I feel we should find new directors who don't want locks. So I disagree with you completely.

Also, I sent an email out regarding - and this is a finance, a money issue. I'm speaking to you about it because I don't know who else to speak to about it. I sent an e-mail out looking at risk exposure from the Legal Office. We run risk exposure reports for abatements and appeals. Risk Management runs a risk exposure report or a

liability report based on workers' comp, and slip and falls, and employee issues but the third area that we have risk exposure is our lawsuits or pending lawsuits and I didn't realize that that was held separately by the Legal office. I have never seen any reporting on those risks and the number of suits we have running in Legal. Now I wrote a letter to the Budget Committee and you were cc'd on it Mr. Mayor today to ask a few questions about it and then request if there was a report that they provided to me. I got a response back from Rick Dowd telling me to this question is best answered by Legal and any Right-To-Know requests gets referred to Legal. I let him know that I was confused by that because I was told to go to departments. But that also I had questions in my e-mail and Legal isn't responsible for answering questions.

Well, tonight, while you're sitting in this meeting, Attorney Bolton puts out one of his punch in the face e-mails that says, "the Legal Department represents the city and provides advice only to city officials and employees regarding the city matters. Please do not ever advise anyone other than a city official or employee to contact us with questions. Please know many, many Right-To-Know requests are not referred to the Legal Department." Well, obviously he's giving a reprimand to Rick Dowd who clearly didn't know it wasn't supposed to be referred there and I think you're right to no training and understanding of what your departments are supposed to do is unclear. I spoke to a department this week that said to me, of course, you know I have to bring this through Legal. So I don't know what you're doing, but this e-mail - and I don't know if Attorney Bolton is there but I'm sure his ego is - it fills a room no matter where he is. I think it's obnoxious to write this. Handle that privately and train your people because they don't know. I forwarded it, the e-mail, to Attorney Bolton as a Right-To-Know but then told the committee I'm asking questions and I feel the questions are yours to answer.

I wrote an e-mail to you maybe three weeks ago asking you to help me clarify what are the channels I'm supposed to use to get information? I received nothing. These types of scolding e-mails from your legal office are obnoxious. You really need a new Corporation Counsel. There's no - and I will tell you, I have called legal offices around the State. I have worked with legal offices to get Right-To-Know information and Attorneys...guess what you can call them and get...

Mayor Donchess

Ms. Ortolano we limit these...Ms. Ortolano. Sorry but we limit the public comment to 3 minutes and we're way over that right now. So could you just conclude, please?

Laurie Ortolano

Give me 30 more seconds because you didn't give me a warning like you usually do. So yes I can limit my time and I will.

Mayor Donchess

Thirty seconds. Go ahead, 30 seconds.

Laurie Ortolano

Thank you. I will let you know that other legal offices around the State as well as the Attorney General's office, the Department of Revenue legal office will take my phone call, work with me, answer questions, and help me understand how data is stored and maintained in their facilities to fill a Right-To-Know request. Your Legal office refuses to do that thereby driving up the cost not only for all taxpayers. It's obnoxious. You need to dump Attorney Bolton and find somebody who wants to do that job as Corporation Counsel. Thank you.

Mayor Donchess

All right. Any other member of the public want to address the committee? If not, we're going to remarks by Alderman. Any alderman wish to make remarks. Alderwoman Lu

REMARKS BY THE ALDERMEN

Alderwoman Lu

Thank you. I just wanted to propose something because this committee regularly votes on several contracts at a meeting. I'm proposing that we be provided a quarterly report of the contracts that are due to expire and be renewed. That would allow members of this committee and the full Board of Alderman to a more effective timeframe so that we can become informed and of the terms of the current contract, and consider the record of service, the costs, and any changes that are proposed in a contracted renewal. Thank you.

Alderman O'Brien

I really would like to know exactly what Alderman Lu is talking about. From what I've seen on some of the contracts and some of the things, and let's say they could be at myriad of stuff. I am not really qualified to look at a bulldozer to say which is the best bulldozer to operate at a landfill and I recognize that the director of the landfill is quite capable to know what size bulldozer was needed. So we do within the packets get it and it's been approved in the budget process. So I just don't understand. Is it you want that information to counteract what the director is requesting for a bulldozer in the example?

Alderwoman Lu

Would you like me to respond?

Mayor Donchess

Sure.

Alderwoman Lu

No. I may not have been as clear as I should have been. I to some extent I believe that when I vote on a contract I should familiarize myself with what it is I'm saying yes to and my only thought is if we knew that you know in the next quarter you know these 15 contracts are going to expire and probably be, you know, and have to what I had thought was regularly occurring service, that if we don't renew it, then we'll have to find someone new. It just gives a little bit of a heads-up. If I find one is particularly confusing or of interest to me, or if I'll want to know well - I find, you know, I don't know something about what we do contract, then I can do some upfront informing myself ahead of the four day timeframe or four to five day timeframe when I'll know about, say six contracts that are being renewed. Does that not seem reasonable?

I don't mean that I want a guarantee of what contracts will be coming up. I simply mean if from March to June we've got, you know, sometimes, you know, sometimes we have six contracts in one meeting. Not often but sometimes there are three and other items to look into and I just think it would be nice. I know that I'm sure city hall knows when contracts, you know, has a ticker to know when contracts are coming due, just so that I'll know that if I want to look into what the current contract is and better review the contract I'll be voting on that I'll have, you know, maybe two or three months to look at that, or maybe one month. That's all.

Alderman O'Brien

I'm good. Thank you.

Mayor Donchess

Any other remarks by alderman?

NON-PUBLIC SESSION - None

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN

Mayor Donchess

All those in favor of the motion, say, aye. Opposed. Motion passes.

MOTION CARRIED

The Finance Committee meeting was adjourned at 8:04 p.m.

Alderman-at-Large Michael B. O'Brien, Sr.
Committee Clerk