

## REPORT OF THE FINANCE COMMITTEE

OCTOBER 19, 2022

A meeting of the Finance Committee was held on Wednesday, October 19, 2022, at 6:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

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

Members not in Attendance: Alderwoman-at-Large Gloria Timmons

Also in Attendance: Alderman Derek Thibeault  
Alderman Richard A. Dowd (via Zoom)  
Cheryl Lindner, Treasury Management Officer  
Amy Girard, Purchasing Manager  
Nick Miseirvitch, CIO, Information Technology  
William Atkinson, Assistant Fire Chief  
Karen Smith, NPD Business Manager  
Matt Sullivan, Community Development Director  
Lisa Fauteux, Public Works Director  
Jeff LaFleur, Superintendent of Solid Waste

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PUBLIC COMMENT - None

### COMMUNICATIONS

From: Amy Girard, Purchasing Manager  
Re: Software Maintenance: Hyland Onbase in the amount of \$56,611.85 funded from 54407 Software Maintenance/General Fund

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE ANNUAL RENEWAL REQUIRED FOR THE CONTINUED OPERATION OF HYLAND ONBASE SOFTWARE SUPPORT SERVICES FOR THE CITY'S DOCUMENT MANAGEMENT AND PO/PO INVOICE DOCUMENT WITH HYLAND SOFTWARE, INC. IN THE AMOUNT OF \$56,611.85. FUNDING WILL BE THROUGH: DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE/GENERAL FUND**

### ON THE QUESTION

Mayor Donchess

Mr. Miseirvitch?

Nick Miseirvitch CIO, Information Technology

Thank you, Mr. Mayor. This software as described manages all the financial data or financial documents for the entire City. So we have been using it for several years and it's tens of thousands if not hundreds of thousands of documents are stored in it. This is just the annual renewal for that software.

Mayor Donchess

Any questions or comments?

### **MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Storage Area Network in the amount of \$231,442.00 funded from 81342 Computer Software & Hardware/Capital Projects

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND AWARD THE PURCHASE OF THE PHASE 3 STORAGE AREA NETWORK DISASTER RECOVERY SITE WITH NEW ERA TECHNOLOGIES IN THE AMOUNT OF \$231,442. FUNDING WILL BE THROUGH: DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 81342 COMPUTER SOFTWARE & HARDWARE/CAPITAL PROJECTS**

ON THE QUESTION

Mayor Donchess

Mr. Miseirvitch?

Nick Miseirvitch, CIO - Information Technology

As stated, this is the next phase in the City's disaster recovery project. So this will encompass the storage component. There will be a unit at the primary data center and an identical unit at the disaster recovery data center so the two will replicate data in real-time and fail over as necessary with no downtime to City business.

Mayor Donchess

And could you just take a moment to address the overall purpose of the system?

Nick Miseirvitch, CIO - Information Technology

Sure. The system is a stand-alone unit. It's like a big box if you will. It has redundancy built in with multiple controllers, the brains, multiple discs where the storage is, multiple network interface network cards which is how it connects into the network to communicate with the servers, and as such. It has software built into it to keep an eye on any interruptions in service as well as mentioned replicate that data over to its counterpart. So the two units will have the same data at any time. So for example if someone saves a document here and the system goes down, that document will be available at the DR site already.

Mayor Donchess

And overall this provides additional security in the event the City is hacked or in some way interfered with from the outside?

Nick Miseirvitch, CIO - Information Technology

Correct.

Mayor Donchess

Alright. Any questions/comments? Alderman Gouveia?

Alderman Gouveia

Thank you Mr. Mayor. Just a quick question. We've seen this project come up time and time again. How much is left on the whole project as a whole?

Nick Miseirvitch, CIO - Information Technology

After this how much money or how much is left to do?

Alderman Gouveia

Both.

Nick Miseirvitch, CIO - Information Technology

Okay. What's left to do is we still need to run additional fiber and then we need to purchase some additional software licenses. That's all on the DR side because we're adding equipment. Funding wise - after this would be approximately \$320,000.

Alderman Gouveia

So we're near the end of the project?

Nick Miseirvitch, CIO - Information Technology

Correct.

Alderman Gouveia

Okay. Thank you.

Mayor Donchess

Alright. Any other questions/discussions?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Municipal Fire Alarm Upgrade Change Order #1 in the amount of \$35,967.89 funded from 81700 Infrastructure Improvements/Capital Projects

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE CHANGE ORDER #1 FOR ADDITIONAL COPPER WIRE TO UPGRADE THE MUNICIPAL FIRE ALARM SYSTEM IN THE AMOUNT OF \$35,967.89. FUNDING WILL BE THROUGH: DEPARTMENT 152 FIRE RESCUE; FUND 81700 INFRASTRUCTURE IMPROVEMENTS/BOND**

ON THE QUESTION

Mayor Donchess

I think Assistant Chief Atkinson is here?

William Atkinson, Assistant Fire Chief

Yes Sir. Good evening Mr. Mayor, Board. This change order is related to a purchase order that was approved by this Board back in June. Purchase Order #171794 for \$111,100.61. I'm sorry. That purchase order was for \$152,000 of which \$111,000 has been expended. So we're simply requesting change order to utilize the balance of that \$152,000 to purchase additional copper wire. The vendor that was chosen which was the lowest cost, most qualified vendor has agreed to hold the price. So when they start manufacturing the additional wire, they're going to add this on to the extrusion process at a most competitive price. So this enables us to complete updating our overloaded one hundred milliamp fire alarm system throughout the City.

Mayor Donchess

Anyone?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Compressed Natural Gas Price Increase in the amount not to exceed \$50,000 funded from 61310 Compressed Natural Gas

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE COMPRESSED NATURAL GAS PRICE INCREASE WITH AVSG IN AN AMOUNT NOT TO EXCEED \$50,000. FUNDING WILL BE THROUGH: DEPARTMENT 186 TRANSPORTATION; FUND: 61310 COMPRESSED NATURAL GAS**

ON THE QUESTION

Mayor Donchess

Mr. Sullivan?

Matt Sullivan, Community Development Director

Thank you Mr. Mayor, Committee members. Before you this evening on behalf of Nashua Transit and DPW's request to amend the City's existing contract for compressed natural gas with AVSG, this is an anticipated price increase of \$2.49 per gallon to \$2.699 per gallon. I would note that the proposed term of the contracts just to amend something that you see in your packet is actually November 1, 2022 rather than 2021 out until June 30, 2023. So essentially, we have a seven month or rather an eight month contract in front of you this evening. If you have any technical questions happy to answer those.

I did just want to note for the record, I know this came up last year that the transit system actually has 10 CNG powered vehicles as part of its fleet. There was some question last year about expanding that. That is a possibility in the future but that's not in our immediate plans at this time.

Mayor Donchess

Alderwoman Klee?

Alderwoman Klee

Thank you. Director Sullivan the amendment 3 that we have here, are you saying that line #1 where it says the lessee will invoice the City at a rate of \$2.69 we should be changing that date to November 1, 2022 through June 30, 2023?

Matt Sullivan, Community Development Director

That's correct. In the final amendment that will hopefully signed by the Mayor, that should reflect a date of November 1, 2022 to June 30, 2023. Correct.

Alderman Klee

Mr. Mayor do we have to make any kind of amendment to this or just you'll be signing the appropriate documents?

Matt Sullivan, Community Development Director

I don't believe an amendment is necessary from the Committee.

Alderman Klee

Okay. Then just one other question? I remember when we first started talking about this we knew there would be an increase. Do we foresee another one coming down the road?

Matt Sullivan, Community Development Director

Happy to answer that. Difficult to say of course but based on current market conditions I think it's fair to assume it would be appropriate to assume that there will be an increase in 2023 but it's impossible to know for certain.

Alderman Klee

Just for clarification? But we won't see an amendment to the current contract is what I'm asking?

Matt Sullivan, Community Development Director

It's possible you will see an amendment to the current contract in 2023 yes to reflect new pricing. That is possible.

Alderman Klee

Okay, thank you.

Mayor Donchess

Anyone else?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: NPD HVAC Project Change Order #3 in the amount of \$34,724.80 funded from 81200 Buildings & Improvements

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE CHANGE ORDER #3 TO UPDATE THE REQUIREMENTS FOR THE HVAC UPGRADE AT THE NASHUA POLICE DEPARTMENT IN THE AMOUNT OF \$34,724.80. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 81200 BUILDINGS & IMPROVEMENTS**

ON THE QUESTION

Mayor Donchess

I believe Miss Smith is here?

Karen Smith, NPD Business Manager

Good evening. Basically, this will be paid through the current bond. There's no additional funding needed and we have 13 changes and a couple of credits. Do you want me to go through the 13 changes?

Mayor Donchess

Well could you one at a time you mean?

Karen Smith, NPD Business Manager

Yes.

Mayor Donchess

Well maybe you could summarize them.

Karen Smith, NPD Business Manager

Sure. Basically we had a few items that as we're going through were finding items that just needed to be finished that were needed improvements. A couple items are tiles in the cafeteria that needed replacing, paint that we chose to do ourselves instead of having them. There was a price increase. Those types of minor items that needed to be done to have the project done efficiently and complete. Some steel work in the stairwell, the louvers, just minor items that needed to be done that tallied up to that \$34,000.

Mayor Donchess

When do you anticipate the project being completed?

Karen Smith, NPD Business Manager

End of October. Its finish work basically. They might be coming back. We most likely will be coming back for a few more of these items. The HVAC project is just about completed. What we're going to have is still the lockers as part of the bond project. If you recall, that this was three items we had not only the HVAC, we had windows, and then the lockers. So the lockers are on order and they're going to be scheduled for October and if everything is on scheduled, knock on wood.

Mayor Donchess

Alderman Klee?

Alderman Klee

Thank you, Mr. Mayor. You said this is within the bond so you don't need to ask for additional funding. How close to the amount of the approved bond are we relative to so far what we've expect to spend?

Karen Smith, NPD Business Manager

We do need to come back for additional. I don't have a final number yet. We are in the black very close by the time we're done but I don't have an exact number. But I think in the black is probably good.

Alderman Klee

That's really what I wanted to hear. Thank you.

Karen Smith, NPD Business Manager

Again, I don't have the lockers done. I don't want to jinx anything.

Alderman Klee

Or anything closer.

Mayor Donchess

And we're of course optimistic that the HVAC system will result in energy savings.

Karen Smith, NPD Business Manager

Yes, brand new system. I would hope so.

Mayor Donchess

And so we'll be working to try to calculate how much that is once the project is done. Any other questions or comments?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Software Maintenance in the amount of \$79,477.51 funded from 54407 Software Maintenance/General Fund

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE RENEWING THE MAINTENANCE FOR SOFTWARE FOR THE DISPATCH AND RECORDS SYSTEM WITH CENTRAL SQUARE (TRITECH SOFTWARE) IN THE AMOUNT OF \$79,477.51. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 54407 SOFTWARE MAINTENANCE/GENERAL FUND**

ON THE QUESTION

Mayor Donchess

Miss Smith?

Karen Smith, NPD Business Manager

I did bring subject matter experts but I think I can address this. It's very basic as far as this is a renewing of a maintenance contract. It's for the existing dispatch and records management which is 90% of what our users at the Police Department use. If you have any questions though, I do have support staff.

Mayor Donchess

Anyone?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Ford Police Interceptor Vehicle in the amount of \$64,166.69 funded from 81500 Vehicles/CERF

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE OF A 2023 FORD POLICE INTERCEPTOR HYBRID AWD UTILITY VEHICLE (TO REPLACE THE 2017 FORD INTERCEPTOR) THROUGH MHQ IN THE AMOUNT OF \$64,166.69. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 81500 VEHICLES/CERF**

ON THE QUESTION

Mayor Donchess

Miss Smith?

Karen Smith, NPD Business Manager

Okay. So we have multiple purchases for vehicles. The first one is a marked vehicle. This includes equipment also on the vehicle. The equipment does not retrofit nicely so there is an additional cost. We did have to go back to the CERF Committee which has been approved to the Board of Aldermen for additional funding. There was the 10% rule that requires us to go back. This particular vehicle did have \$12,000 increase on the pricing that had to just from the manufacturer increase along with the vehicle and the equipment. So it's a hybrid. We did anticipate that and the amount of money that put into CERF was for the hybrid vehicle but the pricing has gone up. The funding has now been placed in that for us for this purchase. We have additional two vehicles and six vehicles will be coming along - excuse me, seven vehicles total of marked and two unmarked in this purchase for our 2023 CERF scheduled items.

Mayor Donchess

Anyone? So CERF is the Capital Equipment Reserve Fund. That's the source of money for this?

Karen Smith, NPD Business Manager

Correct.

Mayor Donchess

And you're saying that the price went up \$12,000 as a result of inflation and all of the factors that we see in the economy since the original estimate was done in the CERF schedule.

Karen Smith, NPD Business Manager

Correct.

Mayor Donchess

Approximately how many miles does the vehicle have that is going to be replaced by this?

Karen Smith, NPD Business Manager

We always try to get 100,000 miles on our vehicles. In the past, we were asked to test and we did end up doing higher than 100,000. We found that it's not worth it. You're going to end up with transmission problems and it just was painful. It was very painful. So we've gone back to doing our 2 1/2 year schedule. It's beneficial to make sure we're doing the 100,000 but at the same time not exceeding the warranties. That's a very good balance and that's what's the best value for the money and for the department to get the use of the vehicles.

Mayor Donchess

Thank you. Anyone else?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Ford Police Interceptor Vehicle in the amount of \$105,065.57 funded from 81500 Vehicles/CERF

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE OF TWO (2) 2023 FORD POLICE INTERCEPTOR HYBRID AWD UTILITY VEHICLE (UNMARKED) THROUGH MHQ IN THE AMOUNT OF \$105,065.57. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 81500 VEHICLES/CERF**

ON THE QUESTION

Mayor Donchess

Miss Smith?

Karen Smith, NPD Business Manager

Again, these are vehicles that were on the replacement schedule. We did have to receive funding for additional funds because of the price from the manufacturer. These particular vehicles was 13% above the 10%. They didn't require the additional equipment but they did have the manufacturer pricing. Again, we'll have to deal with this pricing in FY24 as a base because FY23 did not have that set into the schedule but we'll cross that bridge next year.

Mayor Donchess

All right. I believe the Board of Aldermen approved the increased purchase price at the last meeting of the Board of Aldermen.

Karen Smith, NPD Business Manager

Correct.

Mayor Donchess

For these vehicles that was 13%?

Karen Smith, NPD Business Manager

Yes.

Mayor Donchess

Any other questions/comments? Alderman Klee?

Alderman Klee

Thank you Mr. Mayor. I did see in the documentation on the quote and so on that we are trading in two vehicles. Is that correct? Two 2014 Chevy Impalas.

Karen Smith, NPD Business Manager

Correct.

Alderman Klee

Okay. I have no idea what value of vehicles are especially after we get done with them. Is this normal with the value is of \$1,000 and \$500 of these vehicles?

Karen Smith, NPD Business Manager

Yes. I feel comfortable. Again, I do have support here but we did very well on the next one that we're going to speak to. They are newer but these vehicles are the 2014 Chevy Impalas versus the other Fords. We did get better trades on those but I feel very comfortable that our Fleet Manager reviewed this and he knows his vehicles.

Alderman Klee

I don't want to question his job. Thank you.



Mayor Donchess

Anything else? Alderman Comeau?

Alderman Comeau

Yes. Thank you, Mr. Mayor. I just wanted to clarify the previous motion specifically said that these were to replace 2017 model and this one doesn't say it's replacing. So am I to assume these two are going to replace those 2014 models that you just referenced?

Karen Smith, NPD Business Manager

The letter that I have attached has a 2014 and 2012 and those are in the quote.

Alderman Comeau

So these are not additional vehicles, these are replacements of existing vehicles?

Karen Smith, NPD Business Manager

Replacements, yes. Occasionally, we do have to do have a new vehicle if there was an accident. Again, that would still be a replacement or there has been occasion we've bought a new vehicle but that's rare.

Alderman Comeau

Okay. Thank you.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Police Interceptor Vehicle in the amount of \$309,794.82 funded from 81500 Vehicles/CERF

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE PURCHASE OF SIX (6) 2023 FORD POLICE INTERCEPTOR HYBRID AWD UTILITY VEHICLE (MARKED) THROUGH MHQ IN THE AMOUNT OF \$309,794.82. FUNDING WILL BE THROUGH: DEPARTMENT 150 POLICE DEPARTMENT; FUND: 81500 VEHICLES/CERF**

ON THE QUESTION

Mayor Donchess

Miss Smith?

Karen Smith, NPD Business Manager

Okay. On this one as was referenced a question about the trades, we did get \$6,800 on these vehicles. So that is a much better number. Same thing. This was approved on the schedule for 2023. We also were able to go back to the Board of Aldermen and ask for the additional funding that was required due to the 10% rule for the shortage. That was at 14%. So that has been funded and this is, again, the replacement schedule based on our 100,000 anticipated mileage. They're not at it right now but by the time the vehicles come in the spring is when the mileage will be in that general area.

Mayor Donchess

The 10% rule you're referring to is in the Capital Equipment Reserve Fund Ordinance and says if the price goes up more than 10% as schedule or as estimated in the approved CERF list, then you have to come back to the Board of Aldermen to get that approval and that's what happened. All right. Anyone else?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Revenue for Prosecutorial Services from the Town of Hollis, NH in the amount of \$200,908.50

**MOTION BY ALDERMAN COMEAU TO PLACE ON FILE AND APPROVE THE RENEWAL OF A MULTI-YEAR CONTRACT TO ENGAGE IN PROVIDING THE SERVICES OF A CRIMINAL CASE PROSECUTOR TO THE TOWN OF HOLLIS IN THE AMOUNT OF \$200,908.50 (YEAR 1 - \$65,000; YEAR 2 - \$66,950; YEAR 3 - \$68,958.50). THIS IS REVENUE TO THE CITY OF NASHUA.**

ON THE QUESTION

Mayor Donchess

Miss Smith?

Karen Smith, NPD Business Manager

So this is a little different. Instead of asking to spending money, we're actually taking money in. This is revenue. It's a renewed contract for support for the Hollis partnership that we have where we help them with the prosecutor's office and supply them prosecution service with an attorney that's part-time.

Mayor Donchess

Okay. Anyone?

**MOTION CARRIED**

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN COMEAU THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM SEPTEMBER 30, 2022 TO OCTOBER 13, 2022**

**MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT – None

REMARKS BY THE ALDERMEN

Alderman Klee

Thank you, Mr. Mayor. I'm beginning to feel like I'm going to sound like a broken record here. Once again, I wanted to thank everybody who came out to Saturday's event - the Riverfest event. It was quite a success. I saw many people from the horseshoe there as well as many constituents. I did speak to people that came as far as Mason, NH, and Shirley, MA. So it was quite successful. So many people worked very, very hard to make sure that it would go off. Sadly because cars did not move, Soul Sisters were not able to participate in it. They tried. Kendra tried like crazy to get that vehicle over into the corner but there's only so much you can do with people being there and so on. She was a really good sport about everything. It was a loss for all of us but Hazy Ice Cream was there. They were giving away free ice cream to all the kids. Alderman Moran was one of the recipients of the raffle. I assume his children like the apples but it was really a good time for everybody and I want to thank everybody that attended. Mr. Mayor I know you were there as well so.

Mayor Donchess

Alright, anyone else?

ADJOURNMENT

**MOTION BY ALDERMAN KLEE TO ADJOURN  
MOTION CARRIED**

The Finance Committee meeting was adjourned at 6:26 p.m.

Alderman Alex Comeau  
Committee Clerk