



THE CITY OF NASHUA

Office of Economic Development

"The Gate City"

TO: Joint Board of Public Works & Committee on Infrastructure

FROM: Tim Cummings, Economic Development Director

Date: May 25, 2021

RE: Organizational & Process Orientation

The enclosed documents outline and memorializes the process we will embark upon to construct the new DPW administrative building. I am providing this cover memo in an effort to help provide context and guidance on this matter.

First Order of Business

The first order of business is to elected a Chair & Vice Chair to steward this initiative.

Recommendation: Chair: Michael O'Brien & Vice Chair Frank Teas

Rational: It would make sense to have the current Chair of Infrastructure and the current Vice Chair of the Board of Public Works in the leadership roles to help facilitate and guide this process.

Request: Nomination of M. O'Brien for Chair
Nomination of F. Teas for Vice Chair

Background

A few weeks back as the sale of the Burke Street property began to look more imminent the question arose as to what the official process would be to construct a new DPW building. After consultation with the City's Legal Department, DPW Administration and the Office of Economic Development the following was learned:

Charter: Board of Public Works

§ 60. General powers and duties The said board shall have cognizance, direction and full control (a) of the construction, alteration, cleaning, watering and repair of streets, highways, bridges and sidewalks; (b) of the location, construction, extension, care and maintenance of public sewers and drains; (c) of the planting and care of the shade and ornamental trees standing in the streets and public ways; (d) of the location and supervision of electric power, electric light, telephone, telegraph, and trolley wires; of electric light, telephone, trolley and telegraph poles, and of any gas and water pipes and other conduits, and erection, placing and removing thereof; (e) they shall have all the powers and authority now vested in the committee on highways and bridges and the committee on sewers and drains, as well as full power and authority to contract for and purchase all material and supplies used in the department created by this act [charter]; (f) they shall have the purchasing as well as the care and control

of all teams and other property used in the department of public works established as aforesaid. And all powers and duties by law vested in surveyors of highways shall apply to said board of public works when inconsistent herewith. The board of public works shall also have sole power to select and purchase land for the purpose of the public works department; and when the said board has secured by vote of the board of aldermen an adequate appropriation for the purchase of a specified lot at a specified price, then said board may purchase the same. **The said board and the land and buildings committee of the board of aldermen, jointly shall direct the construction of all buildings erected, altered, remodeled or changed, for the use of the public works department; and no building shall be erected, altered, remodeled or changed, unless the plans thereof have previously been submitted to the board of public works and approved by it. Upon completion of such building or after the selection and purchase of land, the board of public works shall have full and complete care and control of the same; and whenever such land or buildings shall no longer be used for the purposes of the public works department the care and control thereof shall revert to the city.**

Second Order of Business

The second order of business is to establish a small working group to be advisory to the Joint Board of Public Works & Committee on Infrastructure on this initiative

Rational: I am recommending a five (5) member working group made of the two members of the Board of Public Works who are most familiar with the project to date and then also the Chair, Vice Chair and Secretary of Infrastructure Committee. This working group will meet to help give input and provide feedback as necessary and ultimately provide a recommendation to the Joint BPWs & Infrastructure.

Recommendation: K. Moriarty, F. Teas, J. Schmidt, T. Lopez & M. O'Brien

Miscellaneous Housekeeping items relative to Process

- Setting Meeting day/time
 - **Recommendation** late afternoons on Tuesdays at 4 PM

- Administrative Matters
 - Both Meetings (Joint & Working Group) will be public meetings
 - Notice will be given prior to mtg adhering to the statutory obligation
 - Agendas will be provided in advance
 - Minutes will be kept for both meetings, but only verbatim minutes at the Joint Committee level, the working group will only meet the statutory requirement
 - Staffing will be Tim Cummings & Lisa Fauteux
 - The Joint Committee will be televised, but the Working Group will not be
 - Location when the meetings are constituted in person will be at 9 Riverside
 - Hybrid Option - we will create a hybrid option as necessary and do our best to make all accommodations possible
 - Adhere to RTK Requirements
 - Facilitation of the Meeting will be done by Tim Cummings
 - Distribution List is being developed
 - Let's keep a learning mindset – this is a new form of communication
 - Please turn on your video when possible – Please keep yourself on mute
 - Everyone's comments, thoughts and ideas are valued. Please be courtesy
 - Casual/Informal meeting in tone and nature