

PERSONNEL/ADMINISTRATIVE AFFAIRS COMMITTEE

MAY 6, 2019

7:00 p.m.

Aldermanic Chamber

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

From: Mayor Jim Donchess
Re: Administrative Services Director and Division

From: Derek S. Danielson, Assistant Treasurer
Re: Revisions to NRO Chapter 45, Article IV, Board of Public Works Retirement System

INTERVIEWS

Administrative Services Director

Kim Kleiner (New Appointment) For an Indefinite Term at the Pleasure of the Mayor

Board of Assessors

Lydia Foley (New Appointment) For an Indefinite Term at the Pleasure of the Mayor

Downtown Improvements Committee

Edward Hayes (New Appointment) Term to Expire: December 13, 2019

Mine Falls Park Advisory Committee

Lisa Hardy (New Appointment) Term to Expire: March 1, 2022

Trisha Mullin (New Appointment) Term to Expire: May 1, 2022

Zoning Board of Adjustment

Nicholas A Kanakis, Alternate (New Appointment) Term to Expire: September 11, 2020

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

APPOINTMENTS BY THE MAYOR

Administrative Services Director

Kim Kleiner (New Appointment) For an Indefinite Term at the Pleasure of the Mayor
32B Courtland Street
Nashua, NH 03064

Board of Assessors

Lydia Foley (New Appointment)
2 Bruce Street
Nashua, NH 03064

For an Indefinite Term at the Pleasure of the Mayor

Conservation Commission

Brandon Pierotti (Reappointment)
14 Lochmere Lane
Nashua, NH 03063

Term to Expire: December 31, 2021

Richard Gillespie (Reappointment)
15 Spencer Drive
Nashua, NH 03062

Term to Expire: December 31, 2021

Downtown Improvements Committee

Edward Hayes (New Appointment)
Terra Salon
137 Main Street
Nashua NH 03060

Term to Expire: December 13, 2019

Mine Falls Park Advisory Committee

Lisa Hardy (New Appointment)
7 Burritt Street
Nashua, NH 03060

Term to Expire: March 1, 2022

Trisha Mullin (New Appointment)
275 Broad Street
Nashua, NH 03063

Term to Expire: May 1, 2022

Zoning Board of Adjustment

Nicholas A. Kanakis, Alternate (New Appointment)
159 Main Street
Nashua NH 03060

Term to Expire: September 11, 2020

UNFINISHED BUSINESS – RESOLUTIONS – None

UNFINISHED BUSINESS – ORDINANCES

O-19-037

Endorsers: Alderman Ernest Jette
Alderman Tom Lopez

**RAISING THE AGE TO PURCHASE, USE, AND POSSESS TOBACCO PRODUCTS AND
E-CIGARETTES FROM EIGHTEEN (18) TO TWENTY-ONE (21)**

- Re-referred to Committee – 4/9/2019

NEW BUSINESS – RESOLUTIONS

R-19-128

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Richard A. Dowd
Alderman Patricia Klee
Alderman-at-Large Brandon Michael Laws
Alderman Tom Lopez
Alderman-at-Large Shoshanna Kelly
Alderman Mary Ann Melizzi-Golja
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt

EXTENDING AND ENLARGING THE NASHUA RAIL TRANSIT COMMITTEE

NEW BUSINESS – ORDINANCES

O-19-041

Endorsers: Mayor Jim Donchess
Alderman Jan Schmidt
Alderman Mary Ann Melizzi-Golja
Alderman-at-Large Shoshanna Kelly
Alderman Tom Lopez
Alderman Patricia Klee

ADDING TWO STUDENT MEMBERS TO THE ENVIRONMENT AND ENERGY COMMITTEE

O-19-043

Endorser: Alderman-at-Large Michael B. O'Brien, Sr.

UPDATING THE ORDINANCES REGARDING THE BOARD OF PUBLIC WORKS RETIREMENT SYSTEM

DISCUSSION

PUBLIC COMMENT

REMARKS BY THE ALDERMEN

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT

Jim Donchess

Mayor • City of Nashua

April 18, 2019

Board of Aldermen, City of Nashua
229 Main Street, P.O. Box 2019
Nashua, NH 03061

RE: Administrative Services Director and Division

Dear members of the Board of Aldermen,

I ask that you approve my appointment of Kim Kleiner as Administrative Services Director for the City of Nashua.

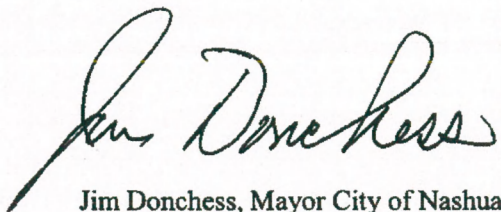
The Administrative Services Director plans and directs the operation of the Administrative Services Division, which includes Human Resources, Information Technology, GIS, Purchasing, Assessing and Risk Management.

Ms. Kleiner's experience and expertise make her the best person to be Administrative Services Director for the City of Nashua. As the Mayor's Office Chief of Staff, Ms. Kleiner has a deep understanding of all City Hall departments. For the past several years, she has been successfully working regularly with Division Directors and acting as a liaison to the Nashua School District, Police Department and Fire Rescue. Ms. Kleiner also performed the recent management audit of the Assessing Department and has been working with Assessing staff and other departments to improve the city's assessing function as identified in the audit.

The Administrative Services Director also performs an integral role in budget planning and the city's fiscal policy. Ms. Kleiner has played a vital role in preparing the last four city budgets. Ms. Kleiner also has a strong background in finance and senior management in the private sector. She is a proven leader with excellent analytical, problem-solving and communication skills. In addition to her experience in city government, Ms. Kleiner served four years on the Nashua School Board.

Ms. Kleiner will effectively lead the Administrative Services Division. Appointing Ms. Kleiner to this position will mean a more efficient and effective city government. Thank you.

Sincerely,



Jim Donchess, Mayor City of Nashua



City of Nashua
Office of The Treasurer
229 Main Street - Nashua, NH 03060

(603) 589-3194
Fax (603) 589-3228

TO: Personnel/Administrative Affairs Committee May 1, 2019

CC: Jim Donchess, Mayor
David G. Fredette, Treasurer/Tax Collector
Board of Public Works Retirement System Trustees
Board of Public Works

FROM: Derek S. Danielson, Assistant Treasurer

RE: Revisions to NRO Chapter 45 Article IV, Board of Public Works Retirement System

The purpose of this communication is to provide background information regarding the proposed changes to NRO Chapter 45 Article IV, Board of Public Works Retirement System.

The City of Nashua Board of Public Works Employees' Retirement System administers the retirement fund for Division of Public Works employees of the City of Nashua, New Hampshire. The Public Works Retirement System was established on July 1, 1947. The plan is a Defined Benefit Plan providing service connected disability and death, and retirement protection to its members and their families. The Retirement System operates pursuant to NRO 45, Article IV.

On November 15th, 2018 the Finance Committee approved a multiyear contract with a third-party pension administration (TPA) firm, which was confirmed by the Board of Aldermen on November 27th, 2018. The firm will take over the administrative aspects of operating the pension plan (benefit payments to retirees, tracking of creditable weeks and contributions by employees, et cetera). As such, the Ordinance governing the plan requires updates to ensure conformity with the capabilities of the TPA firm.

Most changes were 'house-keeping' in nature; clarifications, codifications of current policies, and corrections. The prime change regards timing of payments to retirees. Please see the attached "Summary of Revisions" document for a list of all proposed changes.

Both current employee members and retiree members were provided notice of the proposed changes on February 1st, 2019.

The Retirement System Board of Trustees voted to approve and recommend the proposed changes on March 26th, 2019. The Board of Public Works voted to approve and recommend the proposed changes on March 28th, 2019.

Enclosure: Summary of Revisions

Summary of Revisions made to NRO Chapter 45 Article IV - Board of Public Works Retirement System

3/19/2019

Line No.	Section	Proposed Revision
1	45-9 - Definitions	Add "Full Time" to "EMPLOYEE" definition.
2	45-9 - Definitions	Define "FULL TIME" as 40 hours.
3	45-11 - Appointment, term and compensation of BoT	Formalize employee election of employee representatives. Strike appointment from BPW.
4	45-11 - Appointment, term and compensation of BoT	Added City Treasurer as person authorized to perform work as approved by the BoT.
5	45-11 - Appointment, term and compensation of BoT	Increased employee representatives to 3 (from 2). Defined that employee reps shall come from each employee group.
6	45-11 - Appointment, term and compensation of BoT	Added Treasurer or designee as Trustee.
7	45-12 - Quorum and votes	Changed from three to four.
8	45-15 - Clerical Work	Change "Clerical" to "Administrative" Work. Changed person authorized to designate an employee to do this work to the Director from the BPW.
9	45-16 - Time of Payments	Change weekly to monthly.
10	45-17, A - Contributions to system	Formalize utilization of paid time off codes (sick, vacation, etc.) to make contribution deductions.
11	45-17, E - Contributions to system	Add E: Formalize that contribution deductions are made when EE receives accrued time off payout.
12	45-18, A - Membership	Add "full-time" to definition of membership.
13	45-18, B - Membership	Correct "Department" to "Division"
14	45-18, C1 - Membership	Add Military Duty as exempt reason for termination of membership.
15	45-20 - Military Service	Further define Military Service and what occurs during deployment.
16	45-21, A - Service retirement benefits	Define timeline/process for application for retirement, payment timing and date of 1st payment. (A, B, E)
17	45-21, C - Service retirement benefits	Formalize BoT policy that up to 80 hours can be used to bridge minimum time required for benefit.
18	45-21, C - Service retirement benefits	Formalize catch-up contribuon policy - change lump sum to double-up payroll deductions.
19	45-22, A1 - Disability Retirement	Clean up of language.
20	45-22, C1 - Disability Retirement	Clean up of language.
21	45-22, C2 - Disability Retirement	Correction of Accidental Disability Retirement definitions
22	45-22, D1-3 - Disability Retirement	Formatting fixes.
23	45-26, B1 d - Payment of retirement benefits	Clarification
24	45-27, D & E - Termination of employment benefits	Add sections D & E: describes refund/rollover process and gives City option to refund if no response from former member.
25	45-28, A - Repayment of Refund	Fixes contradiction, further defines how a re-employed member can payback previously refunded contributions.
26	45-29 - Reemployment of Retiree (NEW SECTION)	Added section regarding reemployment of BPW pension-collection retiree.
27	45-30 - Protection against fraud	Renumbered Ordinance section
28	45-31 - Exemption from legal process	Renumbered Ordinance section