

BUDGET REVIEW COMMITTEE

MAY 16, 2023

A meeting of the Budget Review Committee was held Tuesday, May 16, 2023, at 7:00 p.m. in the Aldermanic Chamber.

Alderman Richard A. Dowd, Chairman, presided.

Let's start the meeting by taking a roll call attendance.

Members of Committee present: Alderman Richard A. Dowd, Chairman
Alderman-at-Large Michael B. O'Brien
Alderman-at-Large Lori Wilshire
Alderwoman-at-Large Shoshanna Kelly (via Zoom)
Alderman June M. Caron
Alderman Ernest Jette
Alderman John Sullivan

Members not in Attendance:

Also in Attendance: Tim Cummings, Administrative Services Director
Jessica Hagg, Arlington Street Community Center Director
Nancy Trask, Human Resources Manager
Peter Donovan, Payroll Manager
Ashley Wilson, Benefits Manager
Nick Miseirvitch, Chief Information Officer
Jennifer Deshaies, Risk Manager
Amy Girard, Purchasing Manager
Jeff Poehnert, PEG Program Manager
Jennifer Zins, Assessing

ROLL CALL

PUBLIC COMMENT - None

COMMUNICATIONS - None

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES – None

TABLED IN COMMITTEE

**MOTION BY ALDERMAN O'BRIEN TO REMOVE FROM THE TABLE R-23-125
MOTION CARRIED**

R-23-125

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Richard A. Dowd
Alderman-at-Large Lori Wilshire

**RELATIVE TO THE ADOPTION OF THE FISCAL YEAR 2024 PROPOSED BUDGET FOR THE CITY OF
NASHUA GENERAL, ENTERPRISE, SPECIAL REVENUE AND GRANT FUNDS**

DEPARTMENTAL REVIEWS OF THE PROPOSED FY23 BUDGET FOR THE CITY OF NASHUA

	<u>ADMINISTRATIVE SERVICES</u>	<u>Appropriations</u>	<u>Revenue</u>
106	ADMINISTRATIVE SERVICES	52	
110	ARLINGTON STREET COMMUNITY CENTER	55	

111	HUMAN RESOURCES	59	
112	PAYROLL	62	
113	BENEFITS	65	
120	TELECOMMUNICATIONS	68	
122	INFORMATION TECHNOLOGY	74	
128	RISK MANAGEMENT	74	
129	CITY BUILDINGS	77	
130	PURCHASING	80	80
132	ASSESSING	83	
134	GIS	86	86
2505	CTAB/PEG ACCESS CHANNELS FUND	89	89

ON THE QUESTIONChairman Dowd

To start us off, Director Cummings.

Tim Cummings, Administrative Services Director

Yes, thank you.

Chairman Dowd

Yes, Alderman Caron?

Alderman Caron

Question. Did we ever find out why the bottom line totals for proposed budget is exactly the same as what the Mayor has given out where last week we found out that one of the budgets was higher proposal than what the Mayor did. You said you were going to try to get an answer for that.

Chairman Dowd

Mr. Griffin would you like to come up and explain? I actually talk to Mr. Griffin about it.

Alderman Caron

Thank you. I appreciate it.

John Griffin, CFO/Treasurer/Tax Collector

Certainly Mr. Chairman. John Griffin, CFO/Treasurer/Tax Collector. Once again, I have the benefit of being here for ten years plus. I watched with earnest the last week's meeting, especially Thursday, and wanted to kind of shed some light on how we conduct things here and almost admit to a mistake that I made.

So basically what we do is we start the budget process roughly two and a half months before the Mayor submits the budget. What we try to do in that process is have an agreement amongst colleagues that although the department budget might have been more than the department proposed along with the Mayor proposed, it's just a lot of noise that's created because we have choices to make every day. We try to communicate the best we can to those Directors that for whatever reason did not get exactly what they requested. But I will tell you that we deliberate. The team this year was composed of the Mayor, myself, Mr. Cummings, and Megan Caron who was instrumental in creating the budget book.

So if you recall for several years, the department proposed equaled the Mayor's proposal with a few notable exceptions. Last year, the year before the Mayor made a bottom line cut. Larger departments such as Police, Fire, and Education and the reason for that is we're trying to craft the budget that's reasonable and appropriate but those departments large in nature sometimes disagree with the Mayor. So the Mayor what he does is he allows the department proposed to go in and

then the bottom line cuts it. This year with, and I'll get into the citywide communications, but this year the Fire Department put forth a budget. As the Mayor indicated, he needed to make some reductions and the debate will ensue. That was the only one as you'll notice through the budget that the department proposed doesn't equal the Mayor proposal. Where the mistake I made was I should have included citywide communications because Mr. Mansfield and his team essentially public safety. Although the Mayor, and the team, and I made the reductions, it wasn't an error. There's no problem with the software. I put it in as the Department proposed and Mayor proposed and if I had to do over again, I would have put it in department proposed and then cut it.

So hopefully – I'm willing to answer any questions you have but this is a process that I came to know in 2010 and so on. If you go back and your budget books, the only cuts are the Mayoral cuts most notably on the bottom line. We all have come in with increases that we're interested in. I'll name a few - Welfare. Couple of options there. We could basically cut that \$384,000, take \$150,000 of it to an adoption of the Board, just reduce it, and add it to revenue and you have the same effect as paying some of those charges out of that fund. We decided my recommendation was let's see how it goes this year. Let's see how it goes next year. I'm very sensitive to the continuing funding of these things. This particular as Mr. Mack indicated, that particular fund was created in 1998-1999 because there was catastrophic funding requirements on that particular fund. That hasn't happened in a long time due to the efforts of Mr. Mack and his team. We watch it closely. It has \$384,000 in it. Mr. Mack was very open during our budgetary discussions. As he mentioned, he proposed increasingly welfare assistance. He also acknowledged he had \$384,000 in the budget. We're just trying to tie things together. Would it be great if we had an infinite amount of money and we can just add - we can bring his appropriation up from 400 something to 540 and keep the 384 but we're trying to manage those things as effectively as possible. So hopefully I've explained what we're trying to do. If you have any questions, feel free to ask. Thank you.

Chairman Dowd

Follow up Alderman Caron?

Alderman Caron

Yes thank you. Okay so I haven't sat on the Budget Committee because I worked with budgets for a long time. We always showed what we wanted as a department knowing that the Mayor and Board of Aldermen could make those cuts. So looking at this, it looks like everybody's in agreement. So I guess my question will be that to the division director or department head what is lacking in your budget? You know like the question was asked to Mr. Mansfield about that. I guess it was a position or some other funding how much was your line item and it was like \$30,000 different than what the proposed. So we just have to remember that because if we're going to deliberate later on whether we're just going to stand with the Mayor's budget or make changes or additions, we need to know that. So I guess that was the question I was trying to find out and why.

I like the streamline. I think it's easier to read but it's a little confusing because it's like while we're all set and ready to go so why are we here? Everybody's happy with what the Mayor proposed. So I appreciate your explanation but my concern would be questioning each Division Director or Department Head what was cut out of your budget. We need to we need to know that as a Budget Committee to make those decisions down the road but thank you so much. I appreciate it.

John Griffin, CFO/Treasurer/Tax Collector

You're welcome.

Chairman Dowd

Also, Shoshana Kelly has joined us on zoom so votes from here on will be by roll call.

Alderman O'Brien

You have to ask her why she is on Zoom and if she's alone.

Alderwoman Kelly

I can answer those questions. I am attending via Zoom due to health concerns and I'm by myself.

Chairman Dowd

All set. Okay, Director Cummings?

Tim Cummings, Administrative Services Director

Yes thank you, Mr. Chairman. Through you to the Committee, for the record my name is Tim Cummings. I am the Administrative Services Director for the City. I'm here before you this evening to talk about the Administrative Services Division. While I have your attention, I want to note I also put together the Economic Development, Hunt, and Parking budgets but as I understand it, those won't be discussed this evening. I'll be coming back before you on Thursday with our new Economic Development Director, and Jill Stansfield, and Amy Deroche to have a conversation on those budgets at that time. I just wanted to set the table for you all this evening and I hope you can appreciate the fact that that conversation will occur on Thursday evening.

Relative to the Administrative Services budgets, I'm going to ask that you go easy on me. I am newer to this role. I am learning a lot about these budgets. So I'm going to make a commitment to you that if I don't have this answer for you this evening, I'll take notes, I will follow up with a written communication of some sort because I'm going to assure you right now I am not going to know every answer relative to these various budgets. I would like to recognize the fact that we have department heads here with us this evening and hopefully they may be able to pick up where I may fall short and between the two of us if we can't get you an answer this evening, we'll follow up with you.

Chairman Dowd

So if there's a question that comes up this evening and you don't have an answer to, please give that answer to Donna so she can distribute it to the Board. Thanks.

Tim Cummings, Administrative Services Director

No problem. Happy to do that, again. Tim Cummings, Administrative Services Director. So last comment I want to make is relative to my overall approach to the budgeting. What I tried to do more often than not with this budget before you is to keep it level services from last year only because I felt like I didn't really have enough time yet to make any concrete recommendations or do some true analysis to be able to come before you to make wholesale changes. I did when I interviewed for the position made it abundantly clear that from my perspective, I thought Administrative Services was underfunded to a degree and that I thought we were lacking in resources in some areas. This is my observation being from the outside looking in with my few years working for the City. I wanted to come before you and offer some recommendations and some suggestions for you to consider hopefully to enhance the Administrative Services Division. Those will be conversations that happen in future years.

I did look at a couple of departments this year and make some minor tweaks. As we go along, I will get into that. I guess I could compare it to something along the likes of what we're doing with parking right now. As you all know, parking is something that we've been studying here in the City for quite a while. I have moved in a very deliberate fashion much slower than maybe our Parking Manager would like. I take a very conservative approach but I want to make sure we have all our answers before we jump and we have done that type of due diligence. I think, again, to use Parking as an example that will be a good conversation that we'll be having on Thursday night and more specifically throughout Fiscal Year '24 because I do see some wholesale changes occurring in Parking.

I want to take that type of management approach to some of the departments here in Administrative Services where I think this organization is run very lean and has done a lot with the resources that they have. I have some concerns where there may be some liability issues or just some gaps in performance because of that lack of resources. I feel it's my duty to just call your attention to it. Ultimately, you're the policy makers. You can decide how you want to spend the money. I can only make these recommendations to you, or provide options, and that's essentially what I hope to do over the coming months.

Finally, I just would like to remind you all that a lot of the Administrative Services budgets are very small in nature. The rule of small numbers is percentages tend to look higher because if you make minor increases in small budgets, it will show dramatically when you're trying to do things based off of a percentage analysis. Something I always keep in the back of my mind. So a lot of times when I'm approaching this conversation, I look at it as more of a holistic approach where we're aiming to keep the entire City's budget at a certain level. As you know, the Mayor has given instruction to try to have a 3% guideline. We submitted a Mayor's budget of just over 4% and that's well under the 7% inflation that we're seeing. So I think that this is a very disciplined budget, and well thought out, and I'm pleased to be here before you this evening.

Mr. Chairman if I could jump right into Administrative Services?

Chairman Dowd

Yes.

Tim Cummings, Administrative Services Director

So relative to Administrative Services, again very straightforward budget. Again, kept it pretty consistent to last year. A couple of changes I do want to call your attention to. There was a consulting services line item that was escrowed. We are working diligently to move away from the escrow process so some of what was prior year escrows are getting moved into the operational budget so you're seeing a little bump in the contracted services. These are for miscellaneous contracts that we have throughout the various departments, particularly within the HR Department and trying to maintain a happy and well-balanced workforce.

There's another issue that I want to point out that is a little bit of a deviation from last year to this year and that's reflective in vehicles repairs and maintenance where we bumped that line item up a little bit. As you may or may not know, Administrative Services acts as the fleet manager if you will for general government. So a lot of vehicles that Community Development uses, or Administrative Services uses, or other departments that don't have access to municipal vehicles, we take surplus police vehicles and we rededicate them for the City's use. It's getting a little tough to maintain some of these older, tired vehicles. So we've bumped that up and I would just note that this might be a conversation for us to have at a later date in terms of making sure we develop a strategy that everyone's comfortable with. We may be spending more on the maintenance of these vehicles than we are actually using and we may want to reconsider how we handle this item. For right now, this is how we've been handling it.

The last item is I've heard very loud and clear from various City employees that we have an amazing Grant Manager who writes our grants for us on the City side but its split 50/50. So it was a requested that we try to bring her entire salary in here on the City side and so she could dedicate her services full time to citywide projects where we'll be soliciting grants. I think you've heard over the years how much grant money she's brought in to the City so I think it's a value well worth investing in. I'll leave my comments there. Thank you, Mr. Chairman.

Chairman Dowd

Just out of curiosity, weren't we splitting her with the School Department?

Tim Cummings, Administrative Services Director

Fifty-Fifty, yes. So the School Department would in theory have to pick up 50% part-time position if we were to move her over 100% over here on the City side.

Chairman Dowd

Are they okay with that?

Tim Cummings, Administrative Services Director

That's my understanding yes.

Chairman Dowd

Questions for Administrative Services? Alderman Jette?

Alderman Jette

Just on that point, I didn't quite catch - so the grant writer you want to move into 100% on the City side? What will the school do? What did you say the school would do?

Tim Cummings, Administrative Services Director

The schools are going to need to backfill that position.

Alderman Jette

Hire someone else?

Tim Cummings, Administrative Services Director

At .5 or at a full 1.0 FTE. I'm not exactly sure what their plan is but that is what they would have to do. It's my understanding is that this is understood. We obviously on the City side have recognized her value and the millions of dollars she's brought in over the last few years. If I may Mr. Chairman?

Alderman Jette

Thank you.

Chairman Dowd

Yes, go ahead.

Tim Cummings, Administrative Services Director

I may get a question about whether this office is fully staffed. It is today fully staffed. No vacancies. One addition to the staff which was a prior year budget was the Record Compliance Administrator. That is something that we had in a prior year budget that we actually filled this year. So we're at 100% complement.

I think a good strategic move for us to do moving forward in the future, and I'm kind of just telegraphing a thought that I have, is to separate that position out and actually create a different new department in future years for Record Compliance Administration where I have a feeling that as records administration continues to be a bigger part of local government, it may behoove us to separate this service out so you can track it more closely and see what resources may or may not need to be put towards it. Right now, we're housing it in the Administrative Services office but I think that that's going to be a conversation I'm going to be looking to have with you all over the coming Fiscal Year '24.

Chairman Dowd

Any additional questions? Alderman Caron?

Alderman Caron

Thank you. Can you tell us what your proposed budget was or if there were any cuts?

Tim Cummings, Administrative Services Director

So I'm going to answer your question that way if I could.

Alderman Caron

Certainly.

Tim Cummings, Administrative Services Director

So again, Tim Cummings, Administrative Services Director. There was no "Mayoral cuts" to this budget. It was as presented.

Alderman Caron

Thank you.

Chairman Dowd

Yes, Alderman Thibeault?

Alderman Thibeault

Thank you, Mr. Chairman. I'm not on this Committee but I have a few questions just because I'm trying to, you know, continue to learn about these different departments. So my first question is I see on here in the budget says COO too. Is that your title as well which should be maybe referring you as COO Cummings or?

Tim Cummings, Administrative Services Director

No Administrative Services Director is fine. Similar to Treasurer Griffin or CFO Griffin.

Alderman Thibeault

Okay.

Tim Cummings, Administrative Services Director

It doesn't matter.

Alderman Thibeault

Okay.

Chairman Dowd

Follow up question.

Alderman Thibeault

So I have two other questions but you sparked one when you were talking about records. I'm just curious. When you say records, do you mean all records - so vital records, Assessing records, every kind of record we have in here falls under this?

Tim Cummings, Administrative Services Director

No. If I may, Mr. Chairman?

Chairman Dowd

Yes go ahead.

Tim Cummings, Administrative Services Director

No. Technically the keeper of the records is the clerk. So to be clear, the keeper of the records is and will continue to be the clerk. However, we have compliance issues with records retention and specifically 91-A, the Right-to-Know Law. So this is a specific and dedicated service that not just Nashua but a lot of municipalities offer to give people a centralized point of contact. A lot of municipalities have adopted this best practice that will help standardize and help respond to various record requests and also, it's like a compliance mechanism where you have an internal person who's checking to make sure you're doing the other elements within RSA 91-A - minutes are posted, agendas – I'm sorry meeting notifications are done to try to be in compliance as best as possible. So this is something larger agencies do. If you look at any larger public agency, they typically have this type of service. Municipalities are only now starting to provide this service and it's definitely something larger municipalities are doing.

Alderman Thibeault

Great, thank you.

Chairman Dowd

Follow up question?

Alderman Thibeault

Yeah. So I was reading through this and I saw that you're looking to do an assessment of 14 Court Street. I thought that when Director Kleiner was here we had kind of done that. I kind of wanted to know what your plan was for that because you said to better manage the asset. It's definitely had some issues so it's definitely going to cost some money. So do we need another assessment? I thought we had and it kind of told us what we needed to do there?

Tim Cummings, Administrative Services Director

Thank you. Again, Tim Cummings, Administrative Services Director. So we actually really haven't pulled the trigger on that. We have set the money aside and I would ask that you continue to keep that money aside. Needless to say with the transition that is one of the things that's on the to do list that I haven't gotten to yet but I do want to prioritize that. I do want to come back before you over the next year and talk about how we can better manage 14 Court Street. So that assessment hasn't been done yet. While I have your attention on that fact and it kind of goes hand in glove with the building maintenance budget that we'll be talking about in a little bit, I can tell you right now that I believe a future conversation needs to occur here in the City in terms of how we manage facilities. We need to have a more strategic and comprehensive approach to our facilities management. 14 Court Street being a great example of that. The Hunt Building being another example of that. City Hall here. We are more than a quarter of a billion dollar organization.

We have wonderful assets and one of the best things we can do is maintain the life of these assets as best as we can. That may mean we get a little bit more strategic and deliberative about maintaining these assets and that may mean spending a little bit more money upfront understanding that it will pay dividends in the long run. That's the type of management analysis that I want to come back before you on and say I want to propose a new facilities department. That would be for "general government". We talk about how we best want to do that. What services should be provided in a centralized manner and then what services still need to continue to be housed within the individual departments. We've just spent just on hard construction costs a little more than \$11 million in building out a new DPW building. I think it would behoove us to have this very strategic conversation so you can manage that asset. There may be some services that centralized facilities office could offer that won't necessarily get the attention when a DPW was worried about clearing the roads, and making sure that fields are being mowed, and that's their priority and I completely recognize that and that's the way it should be. But as this organization evolves, I think we need to keep that type of philosophy in the back of our mind.

Alderman Thibeault

Thank you. One last follow up?

Chairman Dowd

One last question.

Alderman Thibeault

So the last thing I got is it says here you're also looking to improve morale and communication across City departments. So that concerns me first because morale, you're improving it so it must be low. Is there going to be money spent to improve morale? What kinds of things are you looking to do to better communication? Will it cost anything to do that stuff?

Chairman Dowd

Yes, go ahead.

Tim Cummings, Administrative Services Director

Thank you. So I could understand why maybe at first blush that looks a little odd. When we know that, you know, human capital is our biggest asset and retention of labor is so critically important because it's not just about hiring and getting someone through the door but it's the money we invest in bringing them along and training them. We want to get as much value as we can out of them. So creating an environment where people feel supported and feel appreciated - little things that we can do I think will pay dividends. I think everyone recognizes that they work in the public sector. You have the lens of the public on you but, you know, one thing that we've started to do this year is through Human Resources office in particular, is just bouncing around the various general government departments with some popcorn, just popcorn and saying how's it going? Are you aware of your benefits? We want to hear from you. It's a slow Friday afternoon. This is something that we built into our strategic plan and we want to know what you're thinking. We want to then take that data and maybe develop some strategies to help improve morale and communication. I think morale has improved immensely

over the last year in particular that I've been in the role that I've been in and I've kind of seen it first firsthand. That's part of that contracted services line item that I mentioned earlier on in my opening comments that we want to set some money aside for.

Alderman Thibeault

I'm throwing a pizza party tomorrow so I understand. Thank you.

Chairman Dowd

Any other questions? Yes, Alderman Sullivan?

Alderman Sullivan

Thank you, Mr. Chairman. Director Cummings I understand and I appreciate your opening comments. To go easy on you and of course I think, you know, you're new to the role. However as I was going through the budgets, I did go department by department. I just want you to know that I took IT and I set it in a box over here because that's not fair to do because in light of recent events. However, a lot of the other departments here are well over the 3% lift. I understand what you said and heard what you said about that they're small numbers and that when you add a little bit to a small number, you can see a percentage jump. I understand that. However, you have a lot of departments under your purview and those numbers can add up. While it may - your total budget, again, IT over here represents about 3% of the entire general fund by my math. So it does add up. I will be curious to hear as the Directors come up why the overage? What is driving that overage? Not saying that it is or it isn't, that's a discussion for another time.

But you know for instance when I see the first line item Administrative Services up 13%. What is that driving it? You know \$71,000 more than in previous year. So those are numbers that I look at in preparation for tonight to listen for various things. So when the time comes to vote on it, I can understand and I can explain to my constituents why this budget overall while not in keeping with the Mayor's guideline of 3% is up more than that. So it's more of a comment than a question.

Tim Cummings, Administrative Services Director

Sure.

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

Yes, thank you. Point well taken and I appreciate the comment. I tried to address some of the concerns you just raised now and to answer maybe just to the general comment. Some of these costs are fixed costs. They're what we've had are contractually obligated to or are part of our policies and procedures relative to the unaffiliated plan and people moving through the various grids in step. Then I pointed out where I know we have increased it beyond that such as the grant position. For the most part, most of these budgets are fixed with fixed costs increasing more than more than inflation so we need to be cognizant of that. A lot of that is salary and/or the fixed costs that we have to operate. So the discretionary spending we try to cut back on as much as we possibly can. The point is definitely well taken. I completely agree.

Chairman Dowd

Everybody all set? Alderman Jette?

Alderman Jette

Thank you. So I really liked what you said about maintaining the assets that we have both physical and human assets. I really like hearing that. I think I'm 100% behind you on that. I did have a question and maybe you already think you answered it but on wages full time it's about \$100,000 increase. I know you said that there's a half of a grant writer that's been added there. What's the rest of it?

Tim Cummings, Administrative Services Director

Just contractually obligated increases. Nothing else.

Alderman Jette

Okay. Thank you.

Chairman Dowd

All set? All right we're gonna move on to Arlington Street Community Center.

Tim Cummings, Administrative Services Director

Thank you, Mr. Chairman. Again, Tim Cummings for the record Director of Administrative Services. Relative to the Arlington Street Community Center, unfortunately Jessica couldn't be with us this evening but I'm here on her behalf. This is a relatively straightforward budget. Again, this is a very small budget per se but it is one where we tried to present it and keep it as consistent for a level services budget as much as possible. I think the bigger question at hand that you all need to be aware of is this Arlington Street Community Center grant opportunity that we're pursuing which is a conversation we can have at another evening or we can have now. It's predominantly the big thing that's going to drive FY24 operations in mission. Although it doesn't necessarily affect the this operating budget, it's going to be a critical priority of that group for FY24. So Mr. Chairman would you like me to go into that detail now or would you like me to wait?

Chairman Dowd

Let's see if we have any questions on the Community Center? Yes, Alderman Thibeault?

Alderman Thibeault

Thank you, Mr. Chairman. I'm just curious what the capital improvement is for this year.

Chairman Dowd

Yes, go ahead.

Tim Cummings, Administrative Services Director

So that is the grant opportunity that I want to talk about. So if I may, Mr. Chairman?

Chairman Dowd

Yes. So just one thing. You have that under Capital Improvements. You've got to address why it's not on the list of...

Tim Cummings, Administrative Services Director

I believe the strategy will be, and this is subject to confirmation, is it might be an escrow request that we put before you because it's capital. Of course, that's only if we get awarded the grant. So it's the local match necessary for a \$1 million grant that was submitted and currently being pursued that is being offered through CDFA. The Community Development Finance Authority here in the State of New Hampshire has for the first time ever offered a very unique grant for community centers. So it is a grant that is tailor made for us and so that's why we wanted to seize on the opportunity to submit for it. I'm pleased to say that we were able to successfully submit. I believe there was about 80ish applications submitted. If we are successful, we would get approximately \$1 million that we could put towards the deferred capital maintenance of the building. We would have to provide a local match which that 125ish represents. We won't hear about this grant for a few more weeks or I should endeavor to say maybe even as early summer. So the thought process I believe is let's see if we get the grant. If we're successful in getting the grant, I would be looking to come back before you probably during escrows to have the local match in place and then we would needless to say go through the contracting process.

Chairman Dowd

Additional questions for the Community Development Center. Yes, Alderman Sullivan?

Alderman Sullivan

Thank you. I understand Jessica isn't here tonight but I'm wondering if you could ask her and then get back through Donna. I'm just looking under the services outline the bulleted points that they have. As I was reading it, I was craving just more detail. Really the question, you know, for instance assist community members and finding appropriate resources. So my question to that was, like what? That's what I would love to hear just a little bit more color if you will on what exactly Arlington Street like specifics. Just a better understand. Thanks.

Tim Cummings, Administrative Services Director

So if I may Mr. Chairman. That's a great example of something I'll follow up with you on with a written communication. I do know we keep track of numbers in terms of services that are provided. I can't recite them to you off the top of my head but I do know that a lot of community meetings are held there where the Arlington Street Community Center acts as a facilitator or conduit to try to provide local services to some disenfranchised populations in particular.

There's also a preschool that gets run out of there where, you know, I would say 10ish preschoolers are serviced by the Arlington Street Community School. So your point is well taken. I will get some specific numbers and follow up with you so you have that detail.

Alderman Sullivan

Thanks.

Chairman Dowd

All set? Alderman Caron?

Alderman Caron

I'm gonna ask the question again. Is this proposed budget exactly what the Mayor is providing?

Tim Cummings, Administrative Services Director

Yes, to answer that question. This is as presented and also is that 100% complement, no vacancies.

Chairman Dowd

Alderman Caron?

Alderman Caron

So is that going to be true for all the rest of your departments?

Tim Cummings, Administrative Services Director

No.

Alderman Caron

Oh, okay. Thank you. We lost again.

Chairman Dowd

That's a deferred question. Alderman Jette?

Alderman Jette

So the million dollar grant for deferred maintenance, what kind of maintenance does it need that it costs a million dollars?

Tim Cummings, Administrative Services Director

Thank you. If I may Mr. Chairman?

Chairman Dowd

Mr. Cummings?

Tim Cummings, Administrative Services Director

We had a construction management firm go out - Martini Northern, a very reputable construction management firm go out and help us develop a cost estimate. We needed to submit that for the grant. They talked about some of the various needs of the building. There's more than a million dollars of need for the building. That's only what the grant can help us with. You're looking at new windows, you're looking at new mechanicals, heating, air conditioning. You have electricity upgrades that are necessary. There's some weatherization, doorframes, and whatnot that needs to occur. The biggest thing that needs to occur, and I don't want to be alarmist here because we had it checked out by our Building Safety Officers and we're in good stead right now, but there is some deterioration in some of the exterior walls relative to the brick. We're going to need to get that stabilized. We don't want it to get worse and get to a point where it becomes structurally unsound. So we're going to need to get some of that brick work taken care of. A lot of this has to do with water infiltration that has occurred over the years. So all those costs are just the need to do and not anything of the wants that need to occur. That's a whole separate list.

Chairman Dowd

Okay. All set Alderman Jette? Follow up?

Alderman Jette

So when I was a child, there was a fire station there and next to the fire station was a library annex. I used to walk there and borrow books from it. So that building can't be that old.

Tim Cummings, Administrative Services Director

I absolutely agree with you Alderman Jette. That building could not be that old. I think that's a good point that you make relative to the annex. I think how cool would it be if we could have kind of like a satellite library someday there again. Right now, we do not have an occupancy on that building. It will take some improvement to be able to gain an occupancy but that's the type of vision that this grant could help us with. So I'm not saying this grant round but if we can show to CDFA that you know they continue with this grant that could be a next grant request that we talk about where we look to maybe activate that satellite building and have it act as an annex.

Chairman Dowd

Two things - the Community Development Center is next door to where the fire station was. When we started the Community Development Center, we put quite a bit of money into that building to get it so it could be occupied. All right. All set? Alderman O'Brien?

Alderman O'Brien

Yes. Well it's just one comment. I've had the honor to be the Captain of that particular fire station. I've seen things go down the toilet and do not know where they went. It was in pitiful shape. When rained out, the rain came down the walls and the City asked us to live there. It was pitiful. It was pitiful. The diesels would start up and the bedrooms are right adjacent to the main apparatus floor. So like all the walls were soot and everything from the diesels. It was unhealthy and very spartan living. The only good thing about it was a darn good busy company that everybody wanted to get into. The thing is, it does need a lot of work. I agree if it's going to stay and sometime if you want, I'll take it down to show you where the tunnel is.

Tim Cummings, Administrative Services Director

I have been to that tunnel.

Alderman O'Brien

All right.

Tim Cummings, Administrative Services Director

And I've been through that tunnel. It was quite a scary experience.

Alderman O'Brien

Thank God it's only short.

Chairman Dowd

Okay if it's all set, we'll move on to Human Resources.

Tim Cummings, Administrative Services Director

Excellent. Thank you Mr. Chairman. So again, Human Resources and with us this evening we have Nancy Trask. If I fall short, I am going to look to Nancy to help save me. I think this is, again, another relatively straightforward budget. No real changes here per se except for we did roll in some monies that were escrowed in previous years. Again, we're trying to get out of that habit of using escrows for operational costs and so that obviously means we're going to need to move some of what we have escrowed into operating budgets. So a lot of it reflects needs relative to strategic initiatives like professional development and training, helping with recruitment and attraction of employees. Something I set aside as something that was escrowed that I wanted to continue to set aside money for and as I get my sea legs here, I think it will help us immensely. Again, it goes hand in glove with morale and attracting employees is doing a compensation and salary survey. I did my due diligence before this meeting and I watched the prior Budget Committee meetings. I heard a common question arise to whether maybe there was enough money set aside for a lawyer in the lawyer's office. It's been open for a really long time. The question at hand is are we offering enough salary to attract the personnel. This type of strategic tool will hopefully help us answer some of those questions and that you are rightfully so asking. All I can tell you is we are offering what the current pay structure tells us we should be offering. We need to revisit that from time to time. I think we're due for that. So, again, Mr. Chairman relatively straightforward budget here. No major changes and something that I think we accomplished our goal by rolling in some of the prior year escrows into this operating budget.

Chairman Dowd

Alderman Sullivan?

Alderman Sullivan

Thank you. I think this might be a question for CFO Griffin. What I think I just heard you say is we took money from the escrows last year with the intent of adding in programs. As the same goes once you give people something, you can't take it away. So you're shaking your head, but what....

Tim Cummings, Administrative Services Director

I can clarify.

Alderman Sullivan

So I'm just - I need help understanding how what we thought when we were approving those escrows, an overage, to maybe pay for a one off project or whatnot is now adding money into the general fund for the following year. I think that's what I heard you say.

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

Yup just one clarifying to that - not programs but projects. So I would argue a good reasonable thing to use escrow money for our projects that are one time in nature and so like this for instance, this compensation salary survey is a one-time project. It was escrowed and we're moving it into the operational budget. Now your point is well taken if you don't want that year over year potential money to show up again in an operational budget but to do that, then you need to have an

escrow in process. It can't be both. We're trying to follow the direction that we've heard relative to try to move some monies out of the escrowing process and more into the operational budget and so that's why it's presented to you the way it is.

Chairman Dowd

Follow up or you're all set?

Alderman Sullivan

Okay. Let me ask it a different way please?

Chairman Dowd

Yes.

Alderman Sullivan

Last year we allocated money from the escrow accounts overage. You took that money and you paid for programs inside the HR Department - salary surveys etc., whatever that was. This year you want to do it again but you're not you're not counting on escrows to bring that to you, correct?

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

Yeah, essentially that's correct. We're not going to do it in the escrows. We're going to do it through this operational data.

Alderman Sullivan

Got it.

Tim Cummings, Administrative Services Director

I want to make sure I'm being attentive to the questions that are asked at hand. I've heard time and time again HR is at full compliment. No open positions within the HR Department at this time and the budget reflects what was requested by the department as presented by the Mayor.

Chairman Dowd

Other questions for Human Resources? I have one. The consulting services that last year were \$13,000 and now we're 1365 and we've only spent 2513. Can you just explain what those consulting services are?

Tim Cummings, Administrative Services Director

Yep. That was exactly the question that I think Alderman Sullivan was asking we were rolling in.

Chairman Dowd

So that's the study?

Tim Cummings, Administrative Services Director

Yep. Correct.

Chairman Dowd

Employment background checks - we have to do that every year?

Tim Cummings, Administrative Services Director

We have to do that with almost every single hire depending on what they're getting hired for but yes. Whether it's a driving record check or criminal record check depending on the position, it's taken very seriously.

Chairman Dowd

So this is for new employees and this is covering new employees coming into the department?

Tim Cummings, Administrative Services Director

Citywide, yep correct.

Chairman Dowd

Citywide, okay.

The only question I have is recruiting and retention initiatives was zero and now it's \$6500. Is that the popcorn?

Tim Cummings, Administrative Services Director

Oh, I am not spending \$6,500 on popcorn. But to your point Mr. Chairman, it is trying to make sure we're paying for advertisements in the right place, for postings, making sure we're participating in job fairs, making sure we are being more proactive than reactive. With the unemployment rate being the way it is and working in local government the way it is these days, it's hard. It's hard to get people and that not just anyone but people that will fit in at this organization. So we recognize that we're going to need to spend a little bit more money in this area.

Chairman Dowd

So for that amount what you said you were going to do that amount is probably low.

Tim Cummings, Administrative Services Director

Yes Mr. Chairman but I think I would rather take a very conservative approach.

Chairman Dowd

There you go. Any other questions? Seeing none, we'll go into payroll.

Tim Cummings, Administrative Services Director

Thank you Mr. Chairman. So again payroll. Peter Donovan couldn't be here with us this evening so I'm here and his stead. Happy to answer any questions that come up. It's relatively straightforward budget trying to provide a level services budget. I will note that any increases that you see here the other contractual increases that we have.

We did bump up the overtime a little bit because we've been seeing a trend where we're needing to spend a little bit more time getting payroll done. We do payroll weekly here in the City and that's maybe a conversation to be had about an efficiency that we could look at moving forward. As of right now, we run payroll weekly and so getting that done in a short timeframe is making some of our folks having to work a little bit longer, particularly when we're trying to get the information systems that we have all talking to one another correctly. It's not a huge concern but it's one that I just feel an obligation to make you aware of.

Lastly, consulting services. We bumped up but again that's reflective of something that has been escrowed that, again, moving away from that process we put it into the operational budget but is a consulting service that is needed to ensure that we can get payroll done in time by making sure we have our information systems all talking to one another.

So we are 100% staffed so we're at full complement. The budget as presented is what the Mayor recommended.

Chairman Dowd

Alderman Wilshire?

Alderman Wilshire

Thank you. As someone who does payroll I understand that there are time constraints. You gotta get it done. We switched to biweekly payroll a couple years ago and we saved a lot of money on the processing. Its well worth the discussion I think.

Tim Cummings, Administrative Services Director

If I may, Mr. Chairman?

Chairman Dowd

Yes, Director Cummings?

Tim Cummings, Administrative Services Director

So I don't want to say this too quickly. A thought I've had is an efficiency we could achieve that will pay dividends is by looking to do something like you just suggested Madam President but that will be a cultural shift for this organization. You're going to have labor groups here who are going to be very concerned with even the idea of this being discussed. I'm not saying we should shy away from that conversation. It's one that I actually would welcome and I have suggested a couple times internally and I think this would be something that I would be looking to have a more serious, robust conversation with you all on in FY24. I don't want to have that conversation in a light hearted manner because I can see the potential angst it may cause for folks but I do see some efficiencies being achieved.

Chairman Dowd

Follow up Alderman Wilshire?

Alderman Wilshire

I mean in that respect with the unions and everything, we did it with the healthcare. We did it and it was painful. It was painful getting there but we did it. So I look forward to the conversation.

Tim Cummings, Administrative Services Director

I do too.

Chairman Dowd

Alderman Thibeault?

Alderman Thibeault

Thank you Mr. Chair. Alderwoman Wilshire stole my thunder but yeah, biweekly seems to be the standard out there. She was exactly right. The healthcare was a huge change but if it can give you efficiencies that allow you to do other things that make whether it's their lives better or the City's lives better, I think it's absolutely a conversation we need to have. So thank you for bringing it up.

Tim Cummings, Administrative Services Director

Yes if I may, Mr. Chairman? That's exactly right. What I think what we would be doing is creating some efficiencies where we would be stretching our resources further because we'll be creating capacity. Right now they have to do so much in a certain finite amount of time that if we give them an extra week, it will help the process and the system so much more. So it's something that I've from the outside have looked at and said I think that is something that we could address or look to have a conversation with you all on. When I came here to Nashua a few years ago, I was shocked that I got paid weekly. I said who gets paid weekly anymore? I am very sensitive to the fact that we have people have been in their positions for 20 years. They've built their lifestyle around this and so it's a conversation that we should have but we need to be very deliberate about.

Chairman Dowd

Any other questions? Seeing none, we'll go into benefits.

Tim Cummings, Administrative Services Director

Again, Tim Cummings for the record. Director of Administrative Services. Benefits is very straightforward. It's being level funded from prior year. It's a fund that runs as you know, we are self-funded benefits program.

John Griffin is here this evening. I want to thank him for coming out and being here because he can speak to some of the more technical details on the benefits program that I can't necessarily talk about yet as I'm still getting up to speed. Essentially, it's a level services budget. No increases in staff though I do want to note we had our Benefits Manager leave a couple of weeks back now. We're in the process of interviewing. I believe we will have an offer letter out this week hopefully fingers crossed and we'll be back at full complement in relatively short order. This budget is being presented as requested by the Mayor.

Chairman Dowd

Any questions for benefits? Yes, Alderman Jette?

Alderman Jette

Thank you. So forgive my ignorance but when we talk about self-funded benefits, I thought we contracted that out to Anthem and people like that don't we? I mean we still need people internally?

Tim Cummings, Administrative Services Director

To administer, yes. The program yes but we have health insurance which Anthem is a provider of our health insurance. The administration of that is all internal. I should say for the record, we rely heavily on some very expert health insurance consultants as well.

Chairman Dowd

Any other questions? Okay. Seeing none, we'll move on to telecommunication.

Alderman Wilshire

Mr. Griffin has questions.

John Griffin, CFO/Treasurer/Tax Collector

Thank you Mr. Chairman. John Griffin, CFO/Treasurer/Tax Collector. Director Cummings did a nice job explaining what we do and we do a ton. These people in the Benefits Department just got through open enrollment which for a City of our size is no small feat, especially when everybody's calling them. Secondly, the team that we have engaged since 2010 is Workforce Benefits Solutions which helps guide us in not only the contract negotiations with entities such as Anthem, stop loss providers to protect the downside, as well as helping us with all the federal and State regulatory things that need to be done.

The current program is self-insured in the fact that we manage it and we farm out to Anthem not only the healthcare claims adjudication but the prescription drug program. Since I've been here for 13 years, the prescription drug program has just gone off the charts with regard to price escalators and you hear that nationally. We are able to negotiate with this team and with the team of Anthem significant prescription drug discounts and you'll see them in that small print out which we're gonna try to do better with that.

What's happened is, and we kind of projected that over the last few years we've come before you, is a significant increase in non-emergency things that are being done out there to include a lot of knee replacements, hip replacements, shoulders, everything you can imagine. That was pent up demand. As we remember, the hospitals could not provide those services during the pandemic because they were working on the other more pressing needs. That has had the result of us providing or recommending to the Mayor a 9% increase in healthcare costs for our employees. So we track it very carefully but we've seen a systematic reduction in the balance in the fund.

As Alderman Caron pointed out, we did a great job getting most of our unions that pretty much all set with the high deductible HMO and as a frustration that didn't we already accomplish everything with regard to healthcare? But the reality is most of the larger providers are trending at 9% - 10%. You're gonna see that every year. So Director Cummings, the Mayor, and I will be watching this fund. One of the things we may need escrow for is to replenish the fund because we didn't want to do a complete Big Bang Theory and charge 20% increase just to get the fund up. So we just we manage that fund and it's called "the Benefit Self-Insurance Fund". That's the fund that the monies come in through premiums paid by the employer and employee and all the claims go out. So for example, we budgeted \$41 million in claims this year and it looks to be approaching \$44 to \$45 million so we have to watch that carefully. So we're hopeful that the 9% increase will kind of stay the ship for this year but it's one of those things we have to watch going forward so thank you.

Tim Cummings, Administrative Services Director

And if I may Mr. Chairman, it's been relayed to me that it's not unheard of that a lot of municipalities this year are seeing something in the order of 12% and 13% increases. So to Mr. Griffin's point, it's definitely something we're going to need to monitor where we're doing well right now at about 9ish percent but in the following years, we may need to have a more sophisticated conversation about how we're handling our benefits.

Chairman Dowd

Okay. Any other questions? Telecommunications, didn't we do that with Mr. Mansfield already?

Tim Cummings, Administrative Services Director

I don't believe so, Mr. Chairman. I believe what you're referring to is Department 121 and this is something that I believe in the past Mr. Griffin has handled. I can speak to it a little bit but essentially that this is software and computer equipment if you will citywide or enterprise level systems are in this budget. It's a little different this year than previous years because the IT Department for many years was housing the operational costs for citywide enterprise systems. They were trying to do that as well as carry out their daily functions of providing services to the City. Anyone who has licensing agreements for software or whatnot, you know that those year-over-year increases go a lot larger than the standard 2% or 3% that are typical operating budget guidelines try to speak to.

So similar to the way benefits is being managed, I believe that this is a more comprehensive and strategic approach to consolidating our software and computer needs into an isolated bucket if you will. That is really a fixed cost that we have very little control over similar to utilities if you will and get it out of the department's budget because it was eroding their capacity to provide any other type of services trying to balance all the needs. So I think that that's a fair summary as to as to where this is at but I would I would defer to Mr. Griffin if you wanted to add any additional comments.

Chairman Dowd

So I was just tried to point out the agenda has telecommunication while the book has technology maintenance. So it's technology maintenance that you're addressing. Yes, Mr. Griffin?

John Griffin, CFO/Treasurer/Tax Collector

This was a change in the former telecommunications. Telecommunications was a relatively small budget in the \$200,000 range. During the budget deliberations, Mr. Miseirvitch suggested to Mr. Cummings and I that we carve out of his Information Technology budget certain maintenance contracts related to enterprise wide software. I think he would probably do a whole lot better job explaining.

In addition what's in there is certain softwares that we use - Cleargov being one of them. That's good places Director Cummings says to house these costs that are going to go up. They're subscription based so they're going to have a piece of increases that sometimes above and beyond what the Mayor would guide. So, Mr. Miseirvitch would be the right person right now to explain his interest in creating this new grouping and then between him and Director Cummings, they can talk about the next budget which is Information Technology. So I would suggest maybe Mr. Miseirvitch come up and explain a little bit more detail what's in this particular budget. Thank you.

Chairman Dowd

Yes, Mr. Miseirvitch? If you want to take a seat because you have the next one too. Alderman Sullivan has carved that one out so I don't know if that's part...

Alderman Sullivan

I have a tendency to spread out.

Nick Miseirvitch, Chief Information Officer

Thank you, Mr. Chair. Nick Miseirvitch, Chief Information Officer for the City. As Director Griffin and Director Cummings mentioned, this technology maintenance is the former Telecom - the 120 Telecom. We renamed it because it's going to be more encompassing than just telecommunications. So since it's at the new fiscal year, now is the time to make some of these changes. As was previously mentioned, the biggest change is moving the software maintenance out of IT's Department budget into this bucket of money if you will. The reason for that is primarily we are obligated to 7% increase on our contracts for software maintenance. So as a department, IT struggled with meeting that mandate to the sacrifice of it's eating away at plans to purchase hardware or plans to purchase this throughout the City. Again, it's not software used by IT. It's software used by all employees of the city whether it's here on the municipal side, the ERP Program used by everyone - School District, PD, etc. So that's the reason why we're making this proposal of relocating that line item and some other line items accordingly for the same reason.

Chairman Dowd

All right. Questions for technology maintenance? Questions?

Tim Cummings, Administrative Services Director

I think Alderman Sullivan has one. I want to say before he asks though, there's no salary associated with this line item so there's no staffing that needs to be a full complement.

Alderman Sullivan

I appreciate that. I thought I saw salary on this, no you're right.

Okay. So if I heard you correctly, I do this a lot - what you said and what I hear -, so I just want to make sure that we're in cahoots on that. You took this budget formally telecommunications, you broke it out of IT because for whatever reason if the budget dwindles than software expenses suffer. Software is beholden to year-over-year increases because that's the way the contracts are written. I might just offer maybe, I think purchasing is here as well, but maybe I negotiate software contracts and if you go longer than they can cut into the year-over-year increase. I'm just going to put that out there. Anyway. I think that if you...so that's why you did it at the risk of losing overall monies for software because of year-over-year cuts or erosion of budgets.

Nick Miseirvitch, Chief Information Officer

More for hardware expenditures actually than software because when the software maintenance exceeds the budgeted amount...

Alderman Sullivan

Then that eats into your hardware budget. I understand. All right.

Chairman Dowd

Not a good budget to be eating into lately. Yes, Alderman Thibeault?

Alderman Thibeault

Thank you Mr. Chairman. I think the only issue I had with this is, you know, I'm trying to look at see if there was increases or not and because it's written the way it's written - like for instance, photocopier lease no budget before \$50,000 now. I have to go look at another page to go there's the photocopier lease from last year. Okay it's the same. All right and then look at next line. So I wish there was a way to have shown like what it was because when you look at it, it goes 1.8 to \$135,000 and it's like oh my God but yet you could probably find those in the other lines from before. So I just wish the book was in a way where you could see like how much is this truly over what it was last year, and how much more are you asking this year. That's the only comment I wanted to make on that.

Chairman Dowd

Alderman Sullivan?

Alderman Sullivan

Thank you. To Alderman Thibeault's point, what can we look at last year to compare and contrast? Do we take the telecom budget and add it to the IT budget? What can we do apples to apples comparison?

Nick Miseirvitch, Chief Information Officer

Okay, all right. Let me take a look here.

Tim Cummings, Administrative Services Director

If I may?

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

I think this would be a good example of maybe a written communication where what we could do is pull out the three to four line items that were in the IT Department's budget and now have basically shifted to this new budget. It will show you that rough numbers, you know, those combined line items were somewhere around 950,000 almost a million dollars and now due to contractual increases, we're probably around like 1.3 and that's being shown in this separate budget as opposed to being housed in the Information Technology budget. So I think we can we can get that for you and that would maybe make it a little bit more clear and transparent.

Chairman Dowd

It took me a while to figure out the shifts.

Nick Miseirvitch, Chief Information Officer

If I may? To Director Cummings' point just for purposes of tonight's discussion, the copier maintenance contracts, photocopier lease - those two are exactly how they were the same amount identical to last year's budget when they were in IT. No increases for those.

Chairman Dowd

And they're not in IT this year?

Nick Miseirvitch, Chief Information Officer

Correct.

Chairman Dowd

That's why I didn't find the zeros to match to the...

Nick Miseirvitch, Chief Information Officer

Yeah the biggest increase was software maintenance. I believe last year was \$1.1 million more or less. Now it's 1.3 the following year. Again, we'll follow up with more detail. Then there's also increase as you see under Other Services, we had previously telephone voice and telephone cellular. I requested additional categories to break this up for better tracking purposes because not everything is telephone voice. So that's why you're seeing your numbers new this year and new numbers last year.

Chairman Dowd

All set. Any questions?

Alderman Sullivan

Just one more please.

Chairman Dowd

Yes, Alderman Sullivan?

Alderman Sullivan

Thank you. So for telephone cellular, we'll see and other departments will come up and they'll talk about cell phone services for their people in their department.

Nick Miseirvitch, Chief Information Officer

Correct.

Alderman Sullivan

How is that different from this which is...?

Nick Miseirvitch, Chief Information Officer

This line item for us and this one, it's for the devices that are predominantly in the fire vehicles and not assigned to a person. That's the distinction.

Alderman Sullivan

Okay.

Chairman Dowd

All set?

Alderman Sullivan

Yep.

Chairman Dowd

All right. Go right into IT.

Tim Cummings, Administrative Services Director

And before we roll into IT Mr. Chairman, I just want to make sure it's clear that this department was presented as requested by the Mayor.

Chairman Dowd

So who's gonna give the overview, Nick?

Nick Miseirvitch, Chief Information Officer

Sure. I'll give the overview unless you want to Director Cummings?

Tim Cummings, Administrative Services Director

No feel free. It's pretty straightforward from last year.

Nick Miseirvitch, Chief Information Officer

Yes. Not too many increases. Mostly salary. There's one particular item was hardware maintenance that was increased and that's due to additional equipment being purchased and now we have to maintain it. The other line items are pretty much held to what they were for FY23.

Tim Cummings, Administrative Services Director

And if I may, Mr. Chairman?

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

There's going to be a big personnel change that I want everyone to be aware of. With regret, I accepted Dan McMullen's retirement papers this week. He'll be leaving us at the end of May. So in FY24, we're going to have to look at a new structure for the IT Department. I just want everyone to be aware of that.

Chairman Dowd

Yes, Director Sullivan? I mean Alderman Sullivan.

Alderman Sullivan

Well I thought you were gonna say something so I didn't want to step on you.

Chairman Dowd

I was just going to say that I was going to ask whether the new IT security person is going to end up in this or is he going to be somewhere else? Director Cummings?

Tim Cummings, Administrative Services Director

Yes thank you, Mr. Chairman. So what I'm about to say hasn't been fully vetted out and is subject to change but there's two prevailing thoughts right now. We're not exactly sure which direction we're going to ultimately go but the first one would be separate department. That department would fall directly in line with the Office of the Mayor. Similar to the way the Director of Emergency Management, or the Legal office, or the Economic Development office reports directly to the Mayor. This would be a new office of cybersecurity that would be citywide that would be instituting policies, and protocol, training, and support for securing our information infrastructure, again, across all of our governmental apparatuses - police, fire, library, general government, schools, so on, and so forth.

We need some time to study this. We want to make sure we're doing this appropriately. As mentioned previously, the IT teams of the various City entities are going to get together, talk through some of these issues. Ultimately, I'd like to put together a document that will make some official recommendations, particularly a budget as well as some ordinance changes that would be necessary to be able to execute appropriately on this new mission. That's if we proceed in this direction. Alternatively, we should study whether we should provide this service through a contract and that might be a contracted service that we could have all these deliverables sketched out and have a third party execute for us. That is a conversation at hand that I think the IT teams need to kind of weigh out the pros and cons of and that's why the money was specifically set aside in contingency for FY24 so we can come back and report to you on how best we think it might make sense to implement this service but without question, we are going to need to implement some sort of service.

Chairman Dowd

Okay. Any other questions on IT? Alderman Jette?

Alderman Jette

Thank you. So looking at page 246 which lists the positions. I count there are 13 positions in your department.

Nick Miseirvitch, Chief Information Officer

Director Cummings can you comment on the technical spec too?

Tim Cummings, Administrative Services Director

Yes, I could. I think this is all going to subject to change now with the recent notice of a retirement so there could be some changing but as of right now, yes it's being presented. I hadn't gotten into have my full IT overview yet so if you want me to do my IT overview, I can talk about some of the salary changes.

Alderman Jette

Okay. I was just surprised because I've been there. I haven't seen that many people there whenever I've gone there but they may be hiding in different offices.

Nick Miseirvitch, Chief Information Officer

There's a back office there that was built.

Chairman Dowd

Director Cummings do you want to give an overview?

Tim Cummings, Administrative Services Director

Yes, if I could. So right now, we're at 100% complement. I do see that changing before FY24. We're going to need to backfill for at least one manager's position but that's also going to lead us to a conversation of whether we need to restructure or not. I think I'm going to be coming back before you and making some recommendations on that front. I want to just say with the caveat that this salary line item is in flux. I did want to make sure I pointed out that we set aside an additional IT Support Specialist position which is an increase this year due to the amount of time we know that some of the tech support has been helping out with public safety, particularly the Fire Department. I had added in one additional tech support position. Obviously now with the recent changes, we may need to reevaluate that.

Chairman Dowd

So is it safe to say that at some point between now and the final budget wrap up you may be back before us to clarify the IT area?

Tim Cummings, Administrative Services Director

Yes, that's fair to say. The only other comments I want to make on this front is there were no other substantive changes. All pretty straightforward from previous year. I addressed the staffing. It is being presented to you as requested by the Mayor with no additional cuts.

Chairman Dowd

Alderman Sullivan?

Alderman Sullivan

Thank you. To that point, you have one person retiring. So according to this, there are 13 people in this department. One is retiring.

Tim Cummings, Administrative Services Director

Yeah.

Alderman Sullivan

You just mentioned you're going to add somebody else in so is that a net headcount of one so 14?
Is that number reflected in this budget?

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

Yes, that's correct.

Alderman Sullivan

Under salaries and wages?

Tim Cummings, Administrative Services Director

Yes, correct. So I just want to be clear on that but that one salary represents half of what the current salary is for the retiree. So I could envision us potentially saving some money by potentially adding heads.

Alderman Sullivan

So saving money on that one position but overall, your salaries and wages might be higher because you have to add a head.

Tim Cummings, Administrative Services Director

Might be down because the salary may be - we might not have an obligation to pay the current salary for the manager at the dollar amount that is. It could get reduced but we would be adding potentially another positions. So the salary item would be potentially reduced but we might get additional capacity because of the retirement.

Chairman Dowd

So the salary for the new position though is going to be coming out of that contingency. So yes it will increase the salary level. It's not in here yet. We have to wait whether they're going to hire.

Alderman Sullivan

He just said it was and you just said it wasn't.

Chairman Dowd

Well I mean that salary that new position that we were talking about, that's going to be under the Mayor is not in here.

Alderman Sullivan

No I'm sorry but he mentioned that he was going to add an IT Support Specialist to this Department but also needed to replace the Manager that was leaving. So it's a net gain on the headcount of one. This is different, this is set apart than the (inaudible) section.

Chairman Dowd

Director Cummings are you talking about the IT person for the Fire Department?

Tim Cummings, Administrative Services Director

It would be a net gain of one head but the salary may not change because the manager level position most likely will get reduced.

Alderman Sullivan

So what you're saying is you might be able to hire two people for the price of one?

Tim Cummings, Administrative Services Director

That's correct. I just wanted to point that out to you that is the new dynamic that we have as of today and that just developed recently as of yesterday when I received notice of the pending retirement. Prior to that, it would have been an additional one FTE above and beyond prior year budget. So it wouldn't be a level services budget, you'd actually see a little bit of an increase. I just want to make folks aware of that potential reality that could have occurred.

Chairman Dowd

All set?

Alderman Sullivan

One final question. So the \$1,084,144 that you have requested for the 13 heads you believe will cover 14 heads in FY24?

Tim Cummings, Administrative Services Director

If I may?

Chairman Dowd

Yes, Director Cummings?

Tim Cummings, Administrative Services Director

Don't hold me to it, I want to come back to you but yes that is the prevailing theory.

Chairman Dowd

Alderman Jette?

Alderman Jette

What was the title of the position of the person who's retiring?

Tim Cummings, Administrative Services Director

Sure. IT Manager Infrastructure I believe is the correct title?

Nick Miseirvitch, Chief Information Officer

That is correct.

Alderman Jette

Okay, thank you.

Chairman Dowd

Any other questions? Seeing none, we'll go into Risk Management.

Tim Cummings, Administrative Services Director

Thank you Mr. Chairman. So again, Tim Cummings for the record and Jen Deshaies is here with us this evening. This is a pretty straight forward budget but there are changes in this budget from previous year's budget and I want to make sure folks are aware of some of these changes. So first and foremost, no real salary changes. It's pretty straightforward with the contractual obligations. No additional positions. We are at 100% complement. We are fully staffed.

There's a couple areas where I am recommending we spend some more money than last year. I want to make sure folks are aware of these additions. First and foremost is spending for cleaning up areas where the unhoused may be dwelling on public property or on right of way. We have recently have been requested to clean areas, sanitize areas. We need a third party contractor to do that in a sanitary manner to ensure we are doing it appropriately and safely. So there's additional funds for that new service that we have to provide. We've gotten a lot of comments and observations over the last couple of years and more so over the last year about this need. We've tried to do the best that we can to handle it in house but there's some safety concerns about having our employees do it. So therefore, we've set some money aside this year.

Additionally, we are setting some money aside upfront but hopefully we will get this money back and it's relative to property management services that we're going to need for the various tax delinquent properties that we will be taking back under the guidance and leadership of Mr. Griffin. We know we're undertaking a big tax delinquencies efforts to reclaim properties and get them back on the tax rolls. Undertaking this strategy is going to have a cost to us but all these costs we should be able to get back when we sell the property and return them to the tax rolls but we're going to have a little bit of an upfront cost that we need to budget for and so that's in the Risk Department as well and something that I want to make you aware of because it is an enhanced service from a prior year's budget.

Lastly, there was a request for legal services in this budget that I want to say the Mayor has suggested that we don't fund right now. So that is a difference than the department request. I think very strategic in doing so because we want to have a little bit more time to watch that line item and make sure we know how that's trending. We know we're going to need more money for it but that's, again, what I'm hoping to be a one-time blip and we're not going to necessarily need to put it into an operational budget year-over-year. So handling it later on through the escrow process is the current strategy. The request I think right now is conservatively going to be another \$500,000 that's going to be necessary but didn't want to put that unnecessarily into this operational budget when we thought we could address it later on during the escrow process.

Alderman Dowd

Questions? Alderman Thibeault?

Alderman Thibeault

Thank you, Mr. Chair. Other expenses - I'm seeing that we both line items loss prevention we had \$80,000 last year that we were putting in the budget. We were negative for that so we're putting \$175,000 this year. So why the difference there?

Safety training has gone up by \$40,000. What's that line? So those two what are the differences? Why are those so much different than in past budgets and past accurate for this year?

Tim Cummings, Administrative Services Director

Great question. So that 175 is the homeless - the unhoused issue that I spoke of in my opening comments. We need to spend a little bit more on training and I think that this is, again, it goes back to making sure we're doing what we can for our employees. So making sure that we're aware of the laws, we're being compliant with the laws. This is all relative to various harassment trainings, sexual harassment, or otherwise and so we are going to introduce a program where that's more of a concerted effort and we're going to be focusing on our larger departments. So this is citywide where it gets housed here but it will be for larger departments throughout the City.

I apologize Mr. Chairman. There's also one other line item and it's relatively minor but something I want to make you aware of is we've recently have been notified that we need to remove some shrubbery and trees in the right of way. It's not necessarily contemplated in the DPW budget but because of sight distance issues and with risk of it potentially being a liability for the City, we did put some additional money aside this year different from previous year for this initiative as well. Again relatively minor additional cost but wanted to put that out there so folks know that that is something we've been hearing about where we're doing the best that we can to address.

Chairman Dowd

Yes there are trees in different places in the City, especially on Tinker Road. They're in the City right-of-way. They're dead and if they fall, DPW has to pick them up. If they fall on a car or kill somebody, you want to address that?

Tim Cummings, Administrative Services Director

Well Mr. Chairman you're speaking very much to the issue at hand and we're trying to get ahead of it a little bit so I appreciate the comment.

Chairman Dowd

Part of that's in my Ward. I appreciate it a lot more. Questions? Alderman Sullivan?

Alderman Sullivan

Thank you. The line item that caught my eye was the workman's compensation claims from \$2 million to \$2.38 million. Wondering if you could talk through that a little bit please?

Tim Cummings, Administrative Services Director

I think this is a great time to hand it over to Jennifer Deshaies, the Risk Manager, who came out this evening.

Jennifer Deshaies, Risk Manager

Good evening Jen Deshaies, Risk Manager. Bear with me on second. So the workers compensation claims line item has increased or we're increasing it \$300,000 due to what's called "permanent impairment ratings". We thought we would see them go down this year after COVID but they're based upon payroll. Due to the overtime that we had during COVID, it's still playing into the claims when it comes to temporary total disability, tempered partial disability, and permanent impairment ratings. So that is what that is for. Does that answer it?

Chairman Dowd

Follow up question Alderman Sullivan?

Alderman Sullivan

So just to explain so I could explain this to like my kids. So these are people that for one reason or another are disabled, they can't work, and through guidelines set forth either in our own control or policies that we make we need to continue to pay them through workman's comp even though they are not returning to the City payroll. Am I, is that?

Jennifer Deshaies, Risk Manager

Not necessarily. These can be people that are returning to the City payroll or these can be people that are not. They're governed by State Statute. So any of these payments are approved by the Department of Labor prior to paying and what we do is we set reserves on these cases. So these are actual case reserves that we're seeing into the future that we're aware are going to hit the budget - this upcoming budget.

Alderman Sullivan

Oh, okay. All right.

Chairman Dowd

Alderman Jette?

Alderman Jette

So on that issue, I see there's a line item for - I can't read the number, it's too small for me - but workers compensation policies. That makes me think that we have workers compensation insurance.

Jennifer Deshaies, Risk Manager

We do. So we are self-insured per claim for a million dollars. That self-workers comp insurance is for anything above and beyond the \$1 million per claim for the life of a claim.

Alderman Jette

And so the under a million dollar claims we pay ourselves?

Jennifer Deshaies, Risk Manager

Yes, we absorb that into the budget.

Alderman Jette

And that's the number that Alderman Sullivan was asking you about.

Jennifer Deshaies, Risk Manager

Correct.

Chairman Dowd

Follow up?

Alderman Jette

Please. The legal services that Director Cummings talked about that he estimates conservatively at \$500,000. Is that outside legal services? What's that for?

Jennifer Deshaies, Risk Manager

So what you're seeing in the - we also budget within the claims arena for your workers comp attorneys when they're assigned to workers comp claims, property claims. That's what you're seeing there.

Alderman Jette

And that's that \$500,000 that he was talking about?

Jennifer Deshaies, Risk Manager

No. Do you want to speak to that Tim?

Tim Cummings, Administrative Services Director

I'll take that one. So Alderman Jette, I think your question at hand is what is driving that outside legal services cost at \$500,000. We've seen an increase in litigation to the City from various parties here. Some of them known to you others maybe not so much but that is driving outside counsel that we have to retain to be able to defend the City.

Alderman Jette

Okay.

Tim Cummings, Administrative Services Director

If I may just to further elaborate. It's my understanding that last year, we set aside something like \$300,000 for this initiative. I think to-date we're about 50% through that.

Jennifer Deshaies, Risk Manager

Correct.

Tim Cummings, Administrative Services Director

And we haven't even started some of the more intensive legal work that would need to occur. So that's why we're asking for some additional time to kind of evaluate how much we're going to need and that's why it may make more sense to do it through the escrow process. Again, I'm really hoping that this is more of a one-time type thing and not something that

we're going to need to have year-over-year appear in this operational budget. I'm getting a little ahead of myself. That's probably a conversation for a later date.

Chairman Dowd

All set? Follow up?

Alderman Jette

I have one more. When Attorney Bolton was here, he was asked about court ordered. There was a case where the court ordered us to pay legal fees of the other party and he said that that came out of your budget.

Jennifer Deshaies, Risk Manager

Correct and that is out of that line that Director Cummings just mentioned.

Alderman Jette

Which line is that?

Jennifer Deshaies, Risk Manager

That is out of that 300 we put aside for the legal fees - that line item. That's where that would have come out.

Alderman Jette

Okay. Where is that on here?

Tim Cummings, Administrative Services Director

I don't believe it would necessarily be delineated to that level of detail. It's rolled up, I believe, in legal services. I don't know what number you have in front of you but I believe it's 53128.

Alderman Jette

If I could? I think CFO Griffin you've done a great job with this new book but the type could be larger.

Tim Cummings, Administrative Services Director

Duly noted.

Chairman Dowd

Yes either that or supply magnifying pages. Alderman Sullivan?

Alderman Sullivan

Thank you. And if I may, I would have because I forgot my readers tonight - if you look at it on your iPad the electronic copy that they sent us is dynamite.

My question is so when you say \$500,000 being conservative when I hear conservative, I hear you're overshooting that. That maybe it won't be that much but you're just being conservative and you're gonna say I'm gonna ask for more and hopefully get it. This might be a question for CFO Griffin. In forecasting our escrows, my concern is that's a big chunk of money. That's a big chunk money that we're not asking for in this appropriation that we may or may not need. I mean your confidence level on escrows - I mean that's my thing is if you're forecasting what your overage is going to be by the end of the year should we should we be putting some of that in here so we're not hogtied if escrows don't go by forecast? I don't know if I'm asking my question correctly.

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

I'm following along. I think I'm not yet confident in the number so I don't want to put it in this document that's before you when I think we need a little bit more time. I know that there's going to be an opportunity to revisit this question sometime in the fall timeframe. I think, again, this is a good point. This is not programmatic. This is going to be more like "project based" and the fact that I'm really hoping that there's an end to this. So that's why handling it through the escrow process I think is well-intended. I hope that the number is much less than \$500,000 but I'd rather come in with that number right now and have it come under that than to come back before you during the year and ask for a transfer because we didn't have enough.

The other issue at hand is we only get to - unless we tap into our reserves or contingency, most of us folks who work in local government - not even necessarily here in this City Hall - is we recognize that we really only have an opportunity to fund various requests and services once, maybe twice a year. So some of what we're doing is we're trying to plan out and think how long we can stretch that \$300,000 or potentially \$500,000 to see because we don't ever want to ask for too much. Then you sometimes get ridiculed when you have to come back and ask for more. I'm not saying that happens here in this City but I've seen it in other municipalities. So that's why we're always very sensitive to this issue and that's why we want to have confidence in the number when we when we do ask for it.

Alderman Sullivan

Okay. All right. Thank you.

Chairman Dowd

All set? Alderman Thibeault?

Alderman Thibeault

Thank you, Mr. Chairman. So how many suits do we have currently against us that we have to deal with?

Tim Cummings, Administrative Services Director

Can I clarify that Mr. Chairman?

Chairman Dowd

Yeah, sure.

Tim Cummings, Administrative Services Director

So there's suits and that's handled through the Legal Department where there's some lawsuits handled through our Legal Department and then there's some lawsuits that are handled through outside counsel which has been through the Risk Department. So if you're asking for an accurate figure, again, that's something that I would have to come back to you.

Alderman Thibeault

Well I'm asking for like the \$500,000 that you're thinking about asking for. How many suits is that going towards? Like what would that be going towards?

Tim Cummings, Administrative Services Director

All in. Everything.

Jennifer Deshaies, Risk Manager

For the \$500,000?

Tim Cummings, Administrative Services Director

Yeah for all your litigation needs right now. Do you know off the top of your head?

Jennifer Deshaies, Risk Manager

No I do not because when we hire attorneys, it isn't just to defend something that's a lawsuit. It could be for the Department of Labor. It's a hearing, a mediation, advice. It could be any of those things so it's hard to quantify that number when it comes to lawsuits. It could just be claim driven on a lot of it.

Chairman Dowd

500K is a large number but lawyers are expensive.

Alderman Thibeault

Yeah.

Tim Cummings, Administrative Services Director

And to be clear, I think to add some clarity to this, it's more I think - and this what Manager Deshaies is trying to suggest - it's more than maybe what you're just thinking about in terms of lawsuits. It's because we have a lot of claims as well that we need to defend against but I can follow up with a written communication on the amount.

Chairman Dowd

Alderman Thibeault?

Alderman Thibeault

So I get what you're saying. I mean obviously sometimes it's an employee claim and it's not what I'm thinking about. I guess my question is, is this I mean like \$500,000 like everybody's been saying is a lot. So is this if you look back you know the last ten years is this way above anything we've seen before or is this relative to year to year it's going to be above this?

Jennifer Deshaies, Risk Manager

No. We're trending very high.

Tim Cummings, Administrative Services Director

Very high, very high. To the Chairman's point, lawyers are not cheap. Being married to one, I appreciate that.

Alderman Thibeault

Oh boy.

Chairman Dowd

Any other questions? Seeing none, okay. Move on to city buildings.

Tim Cummings, Administrative Services Director

Again for the record, Tim Cummings, Director of Administrative Services. Mr. Chairman, this is a very straightforward budget. Really no changes from the previous year. It's being presented to you with just the general obligatory fixed cost increases either due to equipment, or utility, or salary, or benefits, or whatever the case may be that a lot of it is non-discretionary.

I would like to take an opportunity to point out that this would be a budget that if this is a conversation that folks want to have would be the precursor to a more robust and deliberative conversation of both facilities management and how we may at some point in a future budget look at changing this building maintenance budget to be more of a Facilities Department. I'm getting a little off topic here this evening and I apologize but I did want to take the opportunity to kind of

raise the question to see what the appetite of this group may be. But nonetheless relative to this operating budget, it is a level services budget and pretty straightforward.

Chairman Dowd

Questions?

Alderman Caron

You know what my question is?

Tim Cummings, Administrative Services Director

And if I could to answer the questions at hand, this budget is being presented to you by the department with no cuts by the Mayor. It's at full complement and is staffed appropriately with no changes.

Chairman Dowd

Alderman Caron?

Alderman Caron

Thank you. How many employees do you have within this department? Oh, caught you.

Tim Cummings, Administrative Services Director

I believe off the top of my head something like sixish give or take.

Alderman Caron

Okay.

Alderman Thibeault

5.63.

Chairman Dowd

Alderman Caron?

Alderman Caron

I just want to say that in relation to this department and the staff, especially Jay, they are very accommodating and quick witted. When we talk about maintaining our facilities, we've had some major issues as you know at the Senior Center with the roofing, and water leaking, and things like that. They have been very responsive in getting that done and I know working with Risk because the Fire Department was really concerned about the leaking roofs and tiles falling through. So I just want you to know that they really do a service to the City in maintaining our facilities. Thank you.

Tim Cummings, Administrative Services Director

And to that point, they are stretched very thin. I mean I can't believe what they do. The amount of - I'm gonna come back before you and I'm gonna give you an astronomical number of like the amount of square feet that they need to maintain with less than six full-time employees. It's unbelievable. Then there's some assets that some folks may not even realize that we have an obligation to maintain. Most people don't realize the Senior Center is a lease agreement. We have some obligations on our end with that piece of real estate and that's great. I mean that's all well and good but I think sometimes it gets lost because how good they are, and how responsive they are, and they're doing the best that they can that I think it's easy to kind of overlook maybe some of the needs that are there. We do have some needs. There's some deferred capital maintenance with our buildings that would make a lot of operational sense if we were to spend the money to change. Case-in-point, there's some energy efficiencies that we could achieve by changing out our water faucets to be automatic turn off. So we have some people. We are a public building that leave the water faucets running and that drives

our utility costs up. If we could look to manage these items strategically a little bit differently, it would be better for the environment. It would be better for our organization in the overall. So anyway, I'll leave my comments there. Thank you, Mr. Chairman.

Chairman Dowd

So I've been involved with the budget for 14 years and this area is always lean. You're right, there are areas where we could spend a little now and save a lot later but we don't spend what we need and we pay a lot later. Alderman Thibeault?

Alderman Thibeault

Thank you Mr. Chairman. Just two quick questions. So how many buildings do we have and what's an MEP? Stupid question?

Tim Cummings, Administrative Services Director

No, great question. No stupid question. MEP - mechanical, electrical, plumbing. Typically those are your major building systems, your air conditioning, your heating, your ventilation, air circulation all falls into your MEP. Sometimes you see it also slash with an FP which is your fire protection. Again, they're your major building systems.

How many buildings we have? Great question because it really depends on how you want to look at it. Police maintain their own buildings.

Chairman Dowd

I think it's ten.

Alderman Thibeault

I see it now, thank you.

Tim Cummings, Administrative Services Director

General government about 10ish buildings.

Alderman Thibeault

Thank you.

Chairman Dowd

I'm going to have to get Alderman Thibeault on the Joint Special so he'll understand all of this.

Any other questions on city buildings? Okay seeing none, we'll go on to Purchasing.

Tim Cummings, Administrative Services Director

Excellent. Purchasing. We have Amy Girard here with us who will keep me on the straight and narrow if I get any of these details wrong. There is some minor changes here Mr. Chairman that I want to make sure you're well aware of and I present them to you for your consideration. So this budget has an additional position in it that I am recommending that you consider. It's for a contract administrator position. There is a lot of contracts that run through the City of Nashua that there's a lot of hands that touch but no one person really takes ownership of when it comes to some compliance mechanisms that we really need to have in place. I'm going to describe our current process as clunky. I think by putting an additional person in purchasing to help with the contract administration, it would help us immensely.

I'll give an example. A department within Admin. Services had a contract up before the Finance Committee and that contract was approved. Then it wasn't fully executed and then it didn't make its way through the process in a timely manner. We were able to get things done so we didn't necessarily incur any damage but what became very apparent through this process was we didn't necessarily have someone to help shepherd it through to ensure we got it over the finish line, including making sure that the records were filed correctly. As you know, we try to post all of our contracts, and

I'm going to use the word "try" on our website, and so I believe that this is a good increase in services. So not a level services from prior year. It's one that I'm recommending to you for consideration. I'm doing it with an eye toward making sure we are being compliant. I see a deficit or a gap right now in our current process. I will note that we do have a Contract Administrator in DPW and we have one person as a Contract Administrator for one Division but we don't have necessarily a Contract Administrator for any of the other Divisions. So that has left us to need to rely on business managers, the department head itself, various admins to ensure that the paperwork gets done. We do the best that we can. As I've been just observing things over the last year or so, I think this would be a good investment that will pay off dividends for us.

Another change in this budget that, again, makes it different from last year is I've asked that we look at taking on procurement software that we don't necessarily need to have the vendor, the bidders, or the proposers pay a fee to participate in. We want to encourage all our proposals to come in electronically. I'm concerned, and I've raised this concern over a few years, that we might not be covering the market as well as we could getting as many proposals as we should because some folks are choosing not to participate in our process because they don't want to pay the upfront fee to be able to submit a proposal. They have to pay that upfront fee because the City of Nashua doesn't pay for that service - that software. So it's relatively short money in my opinion, about \$25,000 extra that would allow us then to be truly electronic, receive our proposals electronically, and know that we have a comfort level in having some groups participate that otherwise may not. I can tell you I have gotten direct feedback from folks when I've reached out to them, ask them why they haven't submitted and they have been very honest to say well we didn't want to pay the \$25 upfront fee. We didn't know if we would really get the business from the City so we opted not to submit anything. I think this is something that we should look at entertaining because it will pay off for us in the long run.

The last change is a suggestion that we bring in some third party consulting services. Not necessarily sure if we're going to need all of this money per se. It's about \$10,000 but it's to help with some third party expertise when it comes to procuring fuel in particular. We right now lock in rates for our leaded and unleaded for the year or whatever the case may be with the contract. In conversations with our Purchasing Manager, it would be good to have some third party counsel and advice relative to the market to ensure that we are being good stewards of the of the public funds and we lock in for the appropriate amount of time or at the appropriate rate. So that's some additional consulting services that I'm requesting that otherwise wasn't in the budget from previous years. So with that being said Mr. Chairman, I'll leave my comments there except for to say we are fully staffed. There's no vacancies in the current budget and it's being presented as requested by the Mayor.

Chairman Dowd

Just one clarification point. All school buildings, maybe all buildings, construction are all reviewed by Legal - all contracts.

Tim Cummings, Administrative Services Director

Yes, all contracts are reviewed by Legal.

Chairman Dowd

But I mean these big ones are definitely. Questions? Alderman Jette?

Alderman Jette

Thank you. So when you talked about leaded fuel that caught my attention. Do we still use leaded fuel?

Tim Cummings, Administrative Services Director

Diesel? I'm sorry did I say leaded. I meant diesel.

Alderman Jette

Okay.

Chairman Dowd

All set?

Alderman Jette

Yes.

Chairman Dowd

Alderman Sullivan?

Alderman Sullivan

Thank you. You mentioned the Contract Administrator position is one that exists inside of DPW already. You did bring up an example about bringing a contract through Finance and maybe some deadlines were missed. I would love to see as a form of a follow up either the job description of the Contract Administrator from DPW along with maybe as a narrative that because of this position we were able to save money. Something. Something to help add value and justify cost.

Tim Cummings, Administrative Services Director

Sure.

Chairman Dowd

Any other questions? Seeing none, we'll move onto Assessing.

Tim Cummings, Administrative Services Director

Again for the record, Tim Cummings, Director of Administrative Services. We have Jennifer Zins with us here this evening. I want to talk to you a little bit about Assessing tonight because it is a change and it's somewhat of a dramatic change from what you've seen in previous years. It really comes down to how we are going to as a community manage our Assessing Department moving forward. I'm recommending to you three specific initiatives that we should undertake. First and foremost, I heard a lot of commentary about how much the assessments increased when we did our most recent reval. Some people suggested it was like in the order of magnitude of 40ish percent their assessment went up and that's because you had these peaks where we had long periods of time from when we did our revals and going from one revaluation to another revaluation. What I'm used to and what a lot of larger communities do is they try to smooth that line so you don't get these big jumps of your assessment increasing by 40ish percent but you do your revals more regularly. If you're in a market where your assessments are increasing, you're at least doing the revals in a very methodical way so you're not seeing that 40ish percent jump but you may see if you do your revals four times 10% each time. So it's a little bit smoother of a capture of that additional assessing dollars and it doesn't hit the taxpayer all at once.

What we have discussed with Vision, that is our current consultant who did the most recent revaluation, they did a full measure and list is actually agreeing to essentially a six year contract where they would do a reval three times over the six years and we would pay for this reval annually. So it would be every two years we would get a new reval but we would build it into our budget in a way where we would be paying and the numbers that we've discussed with them is \$430,000. So how we would do this is for the next six years, we would build into our operating budget about \$215,000. The reason why we would do this is because we would want to take on a new statistical revaluation starting in January of '24 which would be fiscal year '24. We would start paying for it in FY24 and then we would finish paying for that reval that full \$430,000 with a second payment in FY25, which would still be calendar year '24 for those of you who are following along.

This is for me not a very radical change. This is actually how I've seen it done in most of the communities I've worked in. In speaking to Vision, and in DRA, and Jennifer's here as well. It's how a lot of our larger New Hampshire municipalities are moving to and they're actually doing it this way. Portsmouth, Bedford are two communities off the top of my head that are handling it this way. So it's something that I wanted to offer to you tonight. We have been working very hard on this over the last six months or so to try to get to a place where we could do this. So that is one of the major changes that I'm suggesting we take on starting in FY24.

The other two elements is software - moving away from our current what is called CAMA - "CAMA" System to Vision Software. Again, a lot of the larger municipalities are using this software. The way I'm suggesting we pay for this is actually we have enough money in the current FY 2023 budget if we were to execute this contract prior to the closing of this fiscal year. We would be able to spend that monies. It's a little over \$100,000 - \$150,000 - between \$100,000 and \$150,000 but then there would be annual maintenance fees that would go along with this service and that's about a \$50,000ish that we would be obligating ourselves which you would see in addition to. Again, it would be a change from

last year's budget to this year's budget.

Finally looking to contract our Chief Assessing Services. So it's been very hard to find Assessors period. It's been even more challenging to find a Chief Assessor. So what I am suggesting we do is we work with a third party. In this case Vision because they had the most intimate knowledge of our market and of our assessing processes and it will save us money in the long run. We would take that - basically we have about \$100,000 in Assessing - Chief Assessing salary and we'd really just not spend more money but we would spend that money in a contracted service. That's, again, reflected in the FY24 budget. We've had conversations with Vision to help us with this. They would be looking at a multi-year contract so we would have to be agreeing to this for you know for multiple years. We're talking about three years and then after that period, I think we could reassess. No pun intended and maybe look to bring that position back in house but it's a service that we are required to have through our State regulators and we are going to need to do something. There's quite a dearth in the market, especially with all the attention that's occurred around assessing in general here in Nashua. It's my recommendation to you that this is this is how we proceed.

So those are the major changes between this year and last year what I'm proposing for FY24 and last year. The budget as presented is the department's request with no cuts by the Mayor. I'll conclude by saying we do have one vacancy in this department and it's one that the plan would be if everyone sees through and in the Vision. Again, no pun intended on what I'm talking about this evening. We have a vacancy in our Assessor II if you will. We have an Assessor I. What I would recommend we do is we move the Assessor I to an Assessor II. We have some administrative support that have grown professionally and I am a big believer in trying to promote from within so we would move that Administrative Assistant person into an entry level assessing position or Assessing I and then we would backfill that Administrative II position. I say that to you all to bring it full circle that even though we don't currently have an Assessing II position currently filled, it is absolutely necessary so we can continue providing the services expected of us and in that office.

Chairman Dowd

Any questions for Assessing? Alderman Sullivan?

Alderman Sullivan

Thank you. You said you don't have a Chief Assessor because there is not one listed under the - so you already took it out or is that Chief Assessor listed somewhere else and I'm not seeing it?

Tim Cummings, Administrative Services Director

No. I can't speak for why it's not showing. I don't know how the budget prints. I can tell you that salary that \$100,000ish is currently in FY23. I guess to answer your question what I believe you're talking about is that \$100,000ish got moved down to contracted services if that's where it got placed.

Alderman Sullivan

So you would normally have eight. You have seven listed but you actually have six.

Tim Cummings, Administrative Services Director

If I can again. Alderman Sullivan say that again to me?

Alderman Sullivan

Because the Chief Assessor is not listed in the headcount under Assessing.

Tim Cummings, Administrative Services Director

Yep.

Alderman Sullivan

You should actually have eight people in that department. You don't have a Chief Assessor so that's seven and then one vacant that's listed. So really you have six.

Tim Cummings, Administrative Services Director

Under FY23 scenario, correct? FY24, we would take that Chief Assessor move it into a third party consulting services so it would be out of the salary line item at that point.

Alderman Sullivan

Okay.

Chairman Dowd

Alderman Jette?

Alderman Jette

Thank you. So the people listed as Assessor I, II, and III those are the people that actually go out and look at properties, and measure them, and come back and figure out what the value should be. Is that correct? I don't want to interfere with the salaries you've got listed there seem low but I don't really know what the – are you able to get the work done? I know you have to make decisions about abatements by some period of time that's fast approaching. Where do things stand there?

Chairman Dowd

Director Cummings?

Tim Cummings, Administrative Services Director

You're teasing me to say we should be adding personnel to this department in a sense that, of course, we could use more resources. We are to answer your question specifically. We are getting it done with the resources that we have. We have a good system in place. I will say that even though we went through a reval, our abatements are not higher than what was anticipated to come in. They came in right on what people thought we would we would get. So we're able to handle it. I think that's the first point I want to make.

Relative to your other point and my secondary comment, our salaries are low. I think that's part of the reason why it is difficult to find talent and be able to get them here to work for us. These are all contractually obligated positions through a union so that would take a protracted effort to try to change that. It's what we have right now and so that's why I'm working within the means that we have.

Chairman Dowd

All set?

Alderman Jette

Could I follow up with another question?

Chairman Dowd

Follow up.

Alderman Jette

So what about the Board of Assessors? They're not listed here. Are they not paid? Are they completely volunteer?

Tim Cummings, Administrative Services Director

Yes. I actually found out recently that I do believe they receive some sort of compensation or stipend.

Chairman Dowd

There's a line item on here for public official's salary.

Tim Cummings, Administrative Services Director

I do believe they received something of that effect. I would have to get back to you on the details. If Alderman Dowd says that there is a line item on here and his intimate knowledge of this budget. I defer to him.

Chairman Dowd

Wages of appointed officials under 51, \$5,000.

Alderman Jette

I see it now. Thank you.

Tim Cummings, Administrative Services Director

But I was surprised to learn that they do receive compensation which was something that I learned.

Alderman Jette

They certainly deserve it. Could I follow up?

Chairman Dowd

Yes, follow up.

Alderman Jette

So another thing, I'm really not qualified to assess this information but I have to tell you that I have received a lot of complaints about Vision. When you talk about what sounds like a wholesale move towards Vision, and buying their software, and hiring them, I'm sure that you're making that decision with better information than I have. I've gotta tell you that people have complained to me about the way they were treated by Vision and have gone to the little conference where they offered after people got their number to go back and talk about it. People have told me, not just one, but several people have told me how they went, made their case, and the person they talked to said yeah that was a mistake we'll make sure that gets corrected. When they got their final number, it was exactly the same. When they complained to the City, the City meaning somebody in the Assessing Department, said we had nothing to do with it. That's Vision. I don't know how accurate that information is but I just thought I'd take the opportunity to give you that feedback.

Tim Cummings, Administrative Services Director

I appreciate the feedback. Thank you.

Chairman Dowd

I have Alderwoman Kelly waiting.

Alderwoman Kelly

Thank you. Coming on the heels of Alderman Jette is interesting but I wanted to just express my support of doing revaluations more often and that was with me came up last time we discussed this. I think having that incremental look will help us to keep people from having very large increases.

Chairman Dowd

All right. Thank you. Alderman Sullivan?

Alderman Sullivan

A related question to Assessing but where do we pay our abatements out of?

Tim Cummings, Administrative Services Director

There's a separate account. It's an abatement overlay that's separate from this that handles those issues.

Something I would like to offer as well. By doing these re-vals more regularly, we're always talking about it going up. However if the market was to change, we would also capture when the market decreases as well. So I would want everyone to realize the converse could actually happen too. Although because we're New England and we're particularly part of the Boston metro economy, I can speak being a former Economic Development Director that we have a very strong market. So that tends not to happen but it is something that you should all be cognizant of as well.

Chairman Dowd

All set?

Alderman Sullivan

Yes.

Chairman Dowd

I have two questions. Why are subscriptions gone up so high and what furniture are we looking at?

Tim Cummings, Administrative Services Director

Yes, thank you Mr. Chairman. This is just some of our furniture is tired, and old, and we need to improve upon that. So that's why we put some money in to replace some of the furniture and fixtures that you'd find in Assessing. To run a credentialed well-run professional organization, we want to make sure our staff has the appropriate certifications and credentialing. So that means that we have to have some memberships and subscriptions and have folks take the required classes and whatnot. We're pretty close to getting a member of our staff fully certified to be a Chief Assessor. I laid out to you a vision that would be what I would hope to be a short term solution and then once we could actually have a Chief Assessor, maybe come up through again, I'm always about trying to promote from within internally. I think that that would be the best case for all of us. So that's why you're seeing some of those line items go up as well.

Chairman Dowd

Any other questions for Assessing? Seeing none, we will move on to GIS.

Tim Cummings, Administrative Services Director

So again for the record, Tim Cummings, Director Administrative Services. Pretty straightforward budget Mr. Chairman. No real changes per se here. There was an escrow that we rolled into this operating budget that had to do with our software maintenance services, I believe. That was handled through an escrow that we wanted to capture.

Going to Alderman Caron's question, this was reduced. The department request was reduced because what we decided to do was forego one of our prior year escrows and do without because if it was unnecessary, we were able to manage it within our current operating budget. There was a slight tweak there on that so it's not 100% reflective of the department's request but nonetheless, one that we can absolutely live with. It is 100% staffed with no open positions and all the driving forces here really fixed cost between wages and other contractual obligations.

Chairman Dowd

Questions on GIS? Alderman Jette?

Alderman Jette

So, oh I see. I was looking at Pictometry fees. How do you pronounce it?

Tim Cummings, Administrative Services Director

Pictometry.

Alderman Jette

So that's revenue. I thought that was appropriations and I was wondering why it was so low. So Pictometry fees, what is that?

Tim Cummings, Administrative Services Director

I'm gonna have to get back to you on that Alderman Jette. I mean unless Mr. Griffin knows off the top of his head, I'm gonna want to check and get back to you on that specific item.

Chairman Dowd

You can just send that through Donna please.

Tim Cummings, Administrative Services Director

Yeah.

Chairman Dowd

Any other questions? All right. We'll move into CTAB, PEG Access Channels Fund.

Tim Cummings, Administrative Services Director

Thank you again Mr. Chairman. Tim Cummings, Director of Administrative Services. Again, relatively straightforward budget. Though I do want to call your attention to two items and some of this predates me so I don't have all the details. As you may be aware, we made a change with the administration of our local cable access service provider contracted service from one group to another group. That happened and that had an increase in cost because when we put that out for an RFP, the contract on that increased. That's reflected in this budget. Part of that also was is it's not necessarily an increase in headcount because as I understand it, all these staffers were currently in place but there was an understanding that one staffer was going to transition from the contract provider to local government access and provide some support for our education, and government, and local access as well. So their salary is now getting accounted for in this PEG budget that it wasn't in FY23 per se. It's not an increase in headcount. It's just a moving around of the dollars as I understand it. Again, this was all part of the change from one contract service provider to another.

The other item that should be noted, and it's not reflected in this budget but there is as I understand it a conversation that is ongoing and one that needs to continue about potentially changing the split in franchise fees. As I understand it, a 4% gets collected. A little less than 2% goes to funding this budget. It was discussed that maybe it getting split to more of a two/two split at some point in the future. So again, that's something for you all to be aware of as something that may come about at the end of the day. That really affects your revenues into your general fund but it's nothing that is contemplated in this FY24 budget but that is something that is an open conversation as I understand it.

Otherwise, Mr. Chairman it's a level services budget with all other staff being accounted for. There's no vacancies and the request is as presented by the department and the Mayor.

Chairman Dowd

Any questions in this area? Alderman Sullivan

Alderman Sullivan

Thank you. I know that for most part of tonight we're talking about appropriations. I wanted to talk about revenue because there was a jump in the cable franchise fee. Did you just speak to that about the two/two split?

Tim Cummings, Administrative Services Director

Yes.

Alderman Sullivan

Okay. So that's what that is reflected. Follow up if I may?

Chairman Dowd

Sure.

Alderman Sullivan

We've added at least in Ward 9 - I'm sure it's uniform across the City. We've added other internet service providers. Will that have any impact on any of this? I mean since really the economic model is changing and where are the opportunities to take advantage of that?

Tim Cummings, Administrative Services Director

So this is getting a little bit beyond my expertise.

Jeff Poehnert, PEG Program Manager

Director Cummings I am here. This is Jeff.

Tim Cummings, Administrative Services Director

Oh Jeff Poehnert is here.

Jeff Poehnert, PEG Program Manager

Sorry. I'm up here monitoring the system so that's why I'm on Zoom.

Tim Cummings, Administrative Services Director

So I'm going to conclude by handing it over to Jeff. As I understand it, a lot of it is federally driven law. So this federal statute that would need to change that would actually help us in that regard because as Alderman Sullivan points out, the business model is completely changing and it's something we need to be aware of.

Chairman Dowd

Go ahead.

Jeff Poehnert, PEG Program Manager

Everything that the Cable Act is based on of course was 1982. There was some rewrite to it in '96 but even '96 the internet was an infant. So it's not included. Anything on the internet that whatever revenue that is, is not included. It's only cable television.

And our problem in a way coming up in the future is those revenues are going to go down. So basically, there really does have to be a rewrite of the Cable Act but of course, that's federal and I don't think that's going to happen anytime soon. So that's why we wouldn't really get any benefit out of revenue from internet companies because it's not part of the coverage of the Cable Act.

Alderman Sullivan

I will write to my Congress person.

Jeff Poehnert, PEG Program Manager

I have.

Chairman Dowd

I'll give you their address. Thanks Jeff. Any other question on this area? Alderman O'Brien do you have a motion?

MOTION BY ALDERMAN O'BRIEN TO TABLE R-23-125**A viva voce roll call was taken which resulted as follows:**

Yea: Alderman Sullivan, Alderman Jette, Alderman Caron, Alderwoman Kelly,
Alderman-at-Large Wilshire, Alderman-at-Large O'Brien, Alderman Richard Dowd 7

Nay: 0

MOTION CARRIEDPUBLIC COMMENT - NoneGENERAL DISCUSSIONChairman Dowd

I just want to relay that the School Department has now set their graduation dates on the night we were going to have the Public Hearing on the budget. So I believe if I'm not mistaken, their graduation nights - I just want to double check this real quick is June 12 and 13th with rain dates to the 14th and the 15th. So Donna is trying to figure out when we can have that Public Hearing on the budget. The 19th is a holiday so stand by to stand by. We'll let you know as soon as we have a date for the Public Hearing on the budget but those are the nights you'll have off unless you have a graduate.

Alderman Thibeault

Yeah, general discussion. Thank you Mr. Chairman. I just wanted to say thank you to all the departments. I know you guys work all day and you know and now you're here at 9:30 so I appreciate it. I'm not on this Committee and I could have had plans to go somewhere else but it's important to me to be here and care about everybody that puts this budget together, and to learn about it, and to make sure I know so I can go back to my constituents what you guys all do. So I truly appreciate that.

On a quick side note, there was an election tonight. Ward 4 Marc Plamondon for State Rep. He won 151 to 60. So he'll be our new State Rep in Ward 4 so congratulations to Marc.

Alderman Sullivan

Thank you. I didn't really know an appropriate time to bring this up so I will at the end of the meeting under General Discussion but it is budget related. I had emailed the Committee last night about something that was brought up earlier about the COO position that was tagged on to the Administrative Services position. Again when I'm when I'm saying this, this is nothing personal. I look at it's a box and there's numbers next to it. When I went through the budget and I'm looking at you but none of this is personal. I noticed the salary lift from the position that the Economic Development Director to the Administrative Services/COO position at about an 11% lift. I looked at where that was in relation to the person who held that job just a year ago which was 18% higher than previous. Then I looked at the person that we backfilled that position with compared to the salary that was left and there were just salary discrepancies. As I look at the budget and I look at how departments are constructed and whatnot, those are things that I look at. You mentioned headcount and whatnot, I go to that immediately. That's where I go. I want to know if it's fully funded. I want to know if we have all seats filled and I want to know what people are getting paid. I draw lines and I go back and forth and if anything that I'm saying is incorrect, then please tell me where I'm wrong either follow up via email or whatever. I want to make sure that I have this right because this is open to the public and I think if people dig deep, they're going to ask questions. I just want to make sure that we're covering everything.

Tim Cummings, Administrative Services Director

Can I speak to that, Mr. Chairman?

Chairman Dowd

Yes.

Tim Cummings, Administrative Services Director

I apologize because I know that this is definitely not the norm for me to be speaking during your General Comments but I think the clarifications would behoove everyone.

I know that this has caused a little chatter out there because I've been party to some Right-to-Know requests over this. So I want to just get some facts out on the table. I can't speak to the analysis that was done by the prior speaker so I don't know the numbers that are being discussed per se but there's some very clear things that I want to get out there on the record first.

Last year to this year, there are COLA increases that would need to be factored into that. The unaffiliated if you're on the step plan and also getting your COLA, it's about an eight percentage increase. Four percent for a step, about four percent for the COLA, and that just needs to be factored in. So doing a look back between previous years might not be the most accurate representation.

No question, the current Economic Development Director who was brought in was brought in at a lower salary than the one I received. I also held the position for quite a few years longer. When I first started out, I started out at just around \$100,000. I can tell you that our current Economic Development Director is making more than that.

I did not get a pay raise when I took the Administrative Services job. I moved over to the appropriate step on the grid when I transferred grade. The Administrative Services Director was classified as a higher grade than the Director of Economic Development. It was not on the same grade but otherwise it was, you know, relatively the same rate of pay. I did that and I did it with the understanding of the Mayor that I was not going to get paid, although potentially allowed through our policies and procedures, an additional enhanced pay because I was doing two jobs for longer than six months. I said no. I am not going to take extra money because I could be entitled to get some sort of stipend for being the Director of Economic Development as well as the Administrative Services Director. What I did say to the Mayor when I took the position was, I think it would behoove us - and this isn't necessarily for Tim Cummings's benefit but the benefit of the organization to classify the Administrative Services Director as the Chief Operating Officer, the COO, in a very similar fashion as you have with the CFO as the Mayor is the CEO. Why do we want to do that? Well I think one - it makes it more accurate because it puts the Administrative Services title at the same level as the CFO. Right now you have a Treasurer/Tax Collector/CFO and it's the same grade. So that's just to make it consistent.

Two - I personally - and this is where it does benefit Tim Cummings - I don't think the average person knows what an "Administrative Services Director" does out there in the world and so it mattered to me to actually have it be a little bit more translatable to the outside world of what Administrative Services Director does in terms of, you know, making sure the operations of the organization runs well.

Finally, and this is the most important part, when a municipality gets to a certain size and Nashua is getting to that tipping point, it's not uncommon for senior management's titles to change to Chief. You're seeing it now with a movement towards the Chief Public Health Officer. You're seeing it now with the Chief Financial Officer. You're seeing it now with a Chief Operations Officer. You have a Fire Chief. You have a Chief of Staff. You have a Police Chief. You have chiefs. When you're an organization and your municipality is of a certain size, because you have a layer of middle management that will inevitably come about where you're going to have Directors. So you want to create that space. Smaller municipalities don't necessarily need to have that and I think there was a time when that worked for Nashua but I see you on a cusp of transitioning to needing to have that additional space as this organization grows and change. So with that being said Mr. Chairman, I think those clarifications would be helpful for the record.

Chairman Dowd

Just one additional thing just for informational purposes only - not taking the side of either of them but you also have a degree in what you're doing now whereas the former person didn't.

Tim Cummings, Administrative Services Director

That's very true.

Alderman Sullivan

I bring it up only because there was no I don't recall any discussion, any voting, anything that happened. I'm simply going through the budget book and I see COO next to your title which I've never seen before. I emailed it out and I know that we voted when we combined the positions of Tax Collector and CFO and I don't recall discussion, vote, anything around this Board around elevating that position. All due respect, my concern is that when you do that and then you say, you know, you have Directors and we're adding in layers of management and administration. That is where bloat can happen. That's why I get concerned when there is no check and balance on that. That's why I bring it up.

Chairman Dowd

So I think to be fair since he works for the Mayor, I think the questions you have should be directed to the Mayor.

Alderman Sullivan

That's very fair. Absolutely.

Chairman Dowd

Alderman Thibeault?

Alderman Thibeault

Yeah thank you Mr. Chair. I just want to say thank you for that explanation. I think the biggest problem I have because we have to answer constituents' questions is I heard it through a constituent. So I'm like I don't know. He keeps calling himself Administrative Director.

Tim Cummings, Administrative Services Director

(inaudible)

Alderman Thibeault

So I'm like I have no clue. I'm gonna have to check into it and then I open the book and there you are. I thought your explanation was perfect and maybe it was the Mayor or maybe I don't know, I just think better communication on it. So then we can battle the rumors and you don't have to do the Right-to-Knows. Again, it might be more the Mayor than you but that's the only problem I had with it. I don't have a problem with the changing of the title as much as I do with having to answer rumors and that's the problem, so.

Tim Cummings, Administrative Services Director

So if I may, Mr. Chairman?

Chairman Dowd

Yes.

Tim Cummings, Administrative Services Director

Point well taken and I would be happy to - I think you're absolutely right. I'd be happy to submit a communication for the record because I think that that was a miss on my part. So I do apologize.

Chairman Dowd

Any other things for Aldermanic comments?

REMARKS BY THE ALDERMEN - None

ADJOURNMENT

MOTION BY ALDERMAN O'BRIEN TO ADJOURN BY ROLL CALL

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

Yea: Alderman Sullivan, Alderman Jette, Alderman Caron, Alderwoman-at-Large Kelly,
Alderman-at-Large Wilshire, Alderman-at-Large O'Brien, Alderman Richard Dowd 7

Nay: 0

MOTION CARRIED

The meeting was declared closed at 9:41 p.m.

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