

## REPORT OF THE FINANCE COMMITTEE

JANUARY 15, 2020

A meeting of the Finance Committee was held on Wednesday, January 15, 2020, at 7:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

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

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

Also in Attendance: Dan Kookan, Purchasing Manager

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### ELECTION OF COMMITTEE CLERK

Mayor Donchess called for nominations for the Committee Clerk for the 2020-2021 term.

### **ALDERMAN KLEE NOMINATED ALDERMAN HARRIOTT-GATHRIGHT AS THE FINANCE COMMITTEE CLERK**

### **MOTION BY ALDERMAN KLEE TO CLOSE THE NOMINATIONS MOTION CARRIED**

### **MOTION BY ALDERMAN KLEE TO VOTE ON ELECTION OF ALDERMAN HARRIOTT-GATHRIGHT AS THE FINANCE COMMITTEE CLERK FOR THE 2020-2021 TERM MOTION CARRIED**

### Mayor Donchess

For our new members, the function of the Finance Committee is to consider and approve all contracts with the city that the city enters above the number of \$25,000. So you will see on every agenda a number of contracts that are up for consideration. That's the main function of the committee. The Finance Committee is the creation of the City Charter. Under the Charter, the Mayor in this case that's me chairs the committee and then there are six members of the Board of Aldermen appointed by the President that serve on the committee. In addition, we consider the record of expenditures every time which is the list of checks that the city has issued. Those get approved by the Finance Committee. Those are the basics. If any of our new members or anyone else has any questions about any of the procedure or what we're up to, please don't hesitate to ask.

### PUBLIC COMMENT - None

### COMMUNICATIONS

From: Dan Kookan, Purchasing Manager  
Re: Emergency PO Request - \$45,565 Sole Source for Undercarriage Replacement on the Solid Waste Caterpillar Dozer #15-072

### **MOTION BY ALDERMAN KLEE TO ACCEPT AND PLACE ON FILE**

ON THE QUESTIONMayor Donchess

What we have here is something that's not totally unusual but it's not the typical item. This is a notice of an emergency expenditure that had to be made which under the ordinances of the city the Mayor has to inform the Board of Aldermen via the Finance Committee about. Here we're simply moving to accept the communication and place it on file. This is an emergency repair that was already done and this is simply a communication telling you that this has occurred. Any questions or comments?

**MOTION CARRIED**

***There being no objection, Mayor Donchess accepted the communication and placed it on file.***

From: Dan Kookan, Purchasing Manager  
Re: Scheduled Replacement of Ladder Truck (Value: \$1,311,817)  
Department: 152 Fire Rescue; Fund: Cerf

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR THE PURCHASE OF A 2020 PIERCE ARROW XT AERIAL LADDER TRUCK WITH ASSOCIATED EQUIPMENT TO ALLEGIANCE FIRE AND RESCUE IN THE AMOUNT OF \$1,311,817. FUNDS ARE AVAILABLE IN DEPARTMENT 152 FIRE RESCUE; FUND: CERF**

ON THE QUESTIONMayor Donchess

We have Chief Rhodes to I think explain this item for us.

Fire Chief Rhodes

Good evening and Happy New Year to the Board. I am Brian Rhodes. I have the pleasure of serving as your Fire Chief. This evening I have Deputy Chief Steve Buxton with me.

Tonight we are here to request funds for the purchase of a 105 foot aerial ladder truck. That is on the CERF schedule replacement plan for this year. What we typical do is we have our ladder trucks in service for 15 years. We then place one in reserve status so that we can always maintain operational readiness in the city because there's always a breakdown, or there is always preventative maintenance, or something. What we will do is the vehicle we are replacing would become the reserve apparatus and we'd be replacing the vehicle known in our organization as "Ladder 4" which is a 1995 105 foot aerial. The reason why we've kind of got out of the rotation with this was four years ago we purchased Ladder 2 which is a 95 foot platform. We couldn't keep the other platform as a spare. We didn't want two so we sold that outright. This Board approved that sale to the Town of Orleans, Vermont. This is why this vehicle Ladder 4 is at the 25 year mark which coincidentally is still functioning today in front line service.

If there are any other questions, I could let Chief Buxton speak because he has worked diligently with the Apparatus Committee as to what this replacement will be.

Mayor Donchess

Of course this is contingent upon the Board of Aldermen passing the bond that was introduced last night which would pay for the ladder.

Fire Chief Rhodes

Correct. As I said, this is a scheduled replacement but out of respect for the Board and the work that it takes to put the planning and logistics of one of these vehicles together, we didn't want to rush it last year in '19 at the end of the year. Yes the city has taken the stance many years ago that vehicles of this dollar amount will be bonded. This will be contingent upon a bond sale.

Mayor Donchess

I think there's a public hearing scheduled. I forgot what date. Any questions or comments for the Fire Department?

Alderman O'Brien

I do have one. The '95 Pierce that's currently the spare. Is that the one that's breaking down is or is it one of the newer Pierce's is the one that has some mechanical and if it does, has Pierce looked at that? I know years ago we had a problem with pumping with Pierce overheating at fires and everything. Just wonder if they're working to address this. I understand mechanical, electronics, and there's a whole new avenue where we used to pull levers. Now everything is electronic and that little switch can break. I understand all that but are they trying to get beyond that?

Fire Chief Rhodes

Alderman yes. Unfortunately all of our apparatus are controlled by computers and that is the single most point of problem we have. I can say that between our mechanical staff which are second to none, the local dealership in Walpole, Massachusetts, and the manufacturer, they've been very responsive to try to fix what's happening. With that being said, they allotted us a dollar amount for kind of the problems we've been incurring to bring the price of this vehicle down. You can see that it was written for not to exceed \$1.4 million and we're coming in at \$1.3 million.

Alderman O'Brien

Thank you. Mr. Mayor thank you. It's more of a statement at this point. I'm glad that you mentioned that Chief because we are spending good money but if they are owning up and I understand mechanical failure on anything electronic. I had my Jeep the battery died and it caused more issues. I couldn't put the thing into neutral believe it not. I never saw anything like it in my life. Anyway such as the way the electronics work. They are compensating for this, I think because I love Pierce. Pierce is pretty much reliable. I worked with them for many years other than the Macs and it is a good company. Thank you Chief for that information.

Mayor Donchess

Any other questions or comments?

Alderwoman Lu

My question is I'm not quite clear on whether the vote will be to approve purchase of this but if it is, I had a question. So it's contingent on the bond which is going to be voted on at the next BOA meeting. I noticed that the price is good through January 31<sup>st</sup> and then there's a 3 percent increase. Do you expect that? Are we looking to make this purchase by January 31<sup>st</sup>?

Deputy Chief Steve Buxton

Steve Buxton – Nashua Fire. Yes to avoid the 3 percent price increase, we'd be looking to make that purchase prior to January 31<sup>st</sup>.

Fire Chief Brian Rhodes

I think to answer your question to make it more palatable for you, no we're not going to purchase it. Yes we're going to lock in the price. We've been a customer of Pierce Manufacturing since 1986. They know us very well. They understand the legislative process and they will be comfortable knowing that we have approval of the Finance Committee contingent upon the passage of the bond legislation.

Alderwoman Lu

Thank you.

Mayor Donchess

Any other questions, comments?

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Contract For HL Turner Engineering, Permitting and Inspection Services for Jackson Falls Turbine Replacement (\$442,521); Department: 181 Community Development; Fund: Bond

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR ENGINEERING, PERMITTING, AND INSPECTION OF THE JACKSON MILLS HYDROELECTRIC TURBINE, GENERATOR, AND CONTROLS REPLACEMENT TO H.L. TURNER GROUP IN THE AMOUNT OF \$442,521. FUNDS ARE AVAILABLE IN DEPARTMENT 181 COMMUNITY DEVELOPMENT; FUND: BOND**

ON THE QUESTION

Director Sarah Marchant

Good evening. Thank you very much. Sarah Marchant, Community Development Division. I am here before you to talk about a contract for engineering services with H.L. Turner Group. We have been through a long process before you several times already for the Jackson Falls Dam and we've talked about already approving the turbine replacement. This is a multi-part contract. I'm here before you for the first part which is to secure the engineer of record construction management. H.L. Turner has tremendous experience with this facility. We also recently talked to Pennichuck who went out to bid and hired both Mavel who we are looking to contract with and H.L. Turner had nothing but wonderful things to say. They were the low bidder on their contract and finished the project on time and on budget.

At this point, I'm here to recommend H.L. Turner for a contract for this project.

Mayor Donchess

Questions? Discussions?

Alderman O'Brien

This new turbine will we be under the restriction of generating one megawatts or is it going to be geared to rotation that it could go up to let's say five if someone were to write a bill.

Director Sarah Marchant

For Jackson Falls facility, there's a very important consideration that this facility is exempt from licensing and we are going through relicensing with Mine Falls. Relicensing is an extremely expensive process. To avoid

becoming a licensed facility where we'd have to go through relicensing, we need to keep it at the exact same megawatt. It would not be possible to fit a five megawatt turbine in this facility anyways. It just wouldn't work here. We are meeting the same standards of a new generator, of a new turbine and control system as the previous. There are more efficiencies to be gained so it might be able to produce slightly more power but it would be the same general setting to be a one megawatt facility.

Alderman Klee

Excuse me but the fact that it's a non-licensed if it did generate a little bit more it would still be considered a one megawatt and we would still be falling within any parameters of the State's no more than one.

Director Sarah Marchant

Yes correct. So we do not meter this facility and our goal is to continue to net meter this facility.

Alderman Klee

Okay thank you so much.

Mayor Donchess

Any other questions or comments?

#### **MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Contract for Purchase of One (1) New Bobcat Skidsteer (Value: \$68,800); Department: 166 Parking Operations; Fund: Cerf

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE PURCHASE OF A BOBCAT SKIDSTEER S570 FROM BOBCAT OF NEW HAMPSHIRE IN THE AMOUNT OF \$68,800. FUNDS ARE AVAILABLE IN DEPARTMENT 166 PARKING OPERATIONS; FUND: CERF**

#### ON THE QUESTION

Director Tim Cummings

Thank you Mayor. Good evening. Tim Cummings – Director of Economic Development.

Mayor Donchess

Could you just explain what the skidsteer is and what you do with it and why it's going to be replaced.

Director Tim Cummings

Yes so this evening I'm here seeking the ability to purchase a Bobcat which we use for a few different reasons. Primary though the clearing and maintaining of sidewalks for snow removal services here in the downtown. This piece of equipment is critical for us because it's one of the few pieces of equipment that can fit along the Heritage Trail as well for the removal of the snow along that critical piece of infrastructure. Lastly, we use this piece of equipment to remove snow off of the top of the roofs of the garages as it's the only piece of equipment that can actually remove the snow at the top of the garages. This is before you this evening. It complies with all the CERF schedule.

Alderman Klee

We currently have one of these. Will we be trading it in or is this an addition to?

Director Tim Cummings

This would be in addition to. It's referenced here as S185. It's pretty old and it's at its end of life. We're going to try to just use it and get what we can out of it until it no longer functions.

Alderman Klee

Thank you.

Alderwoman Lu

So we only have one at all times?

Director Tim Cummings

For my individual.

Alderwoman Lu

I see. Thank you.

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Contract for Design and Construction for the Division of Public Works Facility (Value: \$997,204)  
Department: 160 Admin/Engineering; Fund: Bond

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR THE DESIGN AND CONSTRUCTION FOR THE DIVISION OF PUBLIC WORKS FACILITY TO HKT ARCHITECTS IN THE AMOUNT OF \$997,204. FUNDS ARE AVAILABLE IN DEPARTMENT 160 ADMIN/ENGINEERING; FUND: BOND**

ON THE QUESTION

Director Lisa Fauteux

So HKT is the architect for the DPW facility for the bond that was approved. Back probably two years now I guess or maybe longer, we had put out an RFQ for architectural services when we were looking at Burke Street and HKT was the chosen company. They've done a fair amount of programming already for the facility so it made sense to continue working with them. This contract really takes us through completion of the facility. There's a number of items that HKT will be doing for us from preliminary work, through schematic design, design development phase. This will include things like architectural services, civil engineering services, mechanical, electrical, and plumbing services, building life code safety. Cost estimating is not included. There's a number of other items – landscape architecture, conceptual design, all of that and also structural. So that's all included in this contract.

Alderman Klee

I know this is just the design but for those that are listening in the audience, could you just remind us as to what Divisions will be housed in this once it is built.

Director Lisa Fauteux

Sure absolutely. It will be administration and Engineering, Park and Rec., and Solid Waste of course will be there, and some of the Street Department.

Alderman Klee

Thank you.

Mayor Donchess

Anyone else? Questions? Comments?

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Tractor Replacement Including Attachments (Value: \$121,985); Department: 177 Parks and Recreation; Fund: Cerf

**MOTION BY ALDERMAN HARRIOT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE PURCHASE OF A 2020 JOHN DEERE 5090M UTILITY TRACTOR WITH ATTACHMENTS FROM PADULA BROHERS INC. IN THE AMOUNT OF \$121,985. FUNDS ARE AVAILABLE IN DEPARTMENT 177 PARKS AND RECREATION; FUND: CERF**

ON THE QUESTION

Director Lisa Fauteux

This is a tractor that we've had for a long time. It's replacing a 23 year old tractor. It's really pretty critical to our Park and Rec. operation. We use it for fertilizing fields, aerating soil, applying control products, working on in-fields, installing playground equipment, and so on and so forth. We are going to keep the 23 year old tractor and keep it as a back line and we're trading two older tractors that haven't actually run in a few years. The other thing that we are doing with this tractor which we're very excited about is we're adding some attachments that will help us to do additional work and make us more efficient - a front load bucket that helps us with removing snow and loading trucks, a stump grinder which we currently don't have which will be very helpful, an over the rail mowing attachment which we don't have. We subcontract all of that out. We will continue to subcontract out a lot of that but we'll be able to do some of it ourselves now which will be great. A grapple bucket to lift logs into a truck and a grader box which will help us to improve our baseball and softball surfaces. This will be a really pretty critical piece of equipment for us.

Alderman Klee

Sorry to keep bothering you so much but the over the rail is that like on streets where we have rails or in the parks.

Director Lisa Fauteux

So currently we have a contract so over guardrails all the trimming that's done, you've probably seen them doing that. We'll be able to do some of that ourselves and that's what it is. It's to go over a guardrail and trim along the side of the road.

Alderman Klee

Thank you.

Director Lisa Fauteux

You're welcome.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Contract for WWTF - 20 Year Facility Study (Value: \$300,000); Department: 169 Wastewater; Fund: Wastewater

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT TO DEVELOP AND PREPARE A 20 YEAR FACILITY PLANNING STUDY FOR THE WASTEWATER TREATMENT FACILITY TO WRIGHT PIERCE IN THE AMOUNT OF \$300,000. FUNDS ARE AVAILABLE IN DEPARTMENT 169 WASTEWATER; FUND: WASTEWATER**

ON THE QUESTION

Director Lisa Fauteux

So this is something that actually has never been done and is pretty important. The wastewater treatment facility is undoubtedly one of the city's most critical and valuable assets. As we're getting more and more tough EPA regulations that are coming forth in our permits and our NPDES permit regulations, we thought it was really important at this time to do this study to see what the financial needs will be down the road for the wastewater treatment plant and also maybe some other things that we should be thinking about down the road to be able to maintain compliance with our permits. We are recommending Wright Pierce. Wright Pierce actually is the consultant that's probably most familiar with our plant. They definitely would be the best fit to do this comprehensive 20 year study.

Alderman Klee

So this study will this include looking in the possible expansion which I know we've talked about before and just to follow up on that, I know that we've had to do a lot of replacements and so on because you've been doing a great job within the maintenance and trying to bring everything up. Will they be looking at that or will just be looking at our compliance issues?

Director Lisa Fauteux

No they'll be looking at that. So it will include looking at our current and projected future flows. We'll be looking at plant hydraulics and our treatment capacity which you just referred to. Nashua is pretty well built out. I'm not sure that we actually will need the capacity. We have a little bit of capacity but we really need to nail that down to figure out exactly how much capacity that we have left. Yes we will be looking at all of that, and our future capital needs, and all of that.

Alderman Klee

Just to follow up, I know you said that we're at capacity and we may only need a little bit more. It might behoove us to do that expansion in case we had a fail or anything and we'd have that other tank. I remember them talking about possibly needed to grow that was part of the Burke Street project and buying that extra land so we had he space.

Director Lisa Fauteux

So while that wouldn't necessarily only be for an expansion, that would be for instance one of the things that we'll be doing in the next five years will be building a facility to treat for phosphorus. That will need land. As regulations tighten and increase, we'll need to think about doing some different treatments. I'm not sure that we'll need to expand at this point but this study will tell us that.

Alderman Klee

Thank you.

Mayor Donchess

Anything else?

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Contract for Phase III Landfill – Engineering Amendment #1 (Value: \$89,700); Department: 168 Solid Waste; Fund: Solid Waste

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE CHANGE ORDER #1 TO PROVIDE THE SOLID WASTE DEPARTMENT WITH CONSTRUCTION QUALITY ASSURANCE (CQA) SERVICES FOR THE PHASE III LANDFILL CONSTRUCTION TO SANBORN HEAD & ASSOCIATES IN THE AMOUNT OF \$89,700. FUNDS ARE AVAILABLE IN DEPARTMENT 168 SOLID WASTE; FUND: SOLID WASTE**

ON THE QUESTION

Director Lisa Fauteux

Would you like to these together Mayor because they're related. One is the consulting...

Mayor Donchess

Yes. We'll have to vote separately but why don't you discuss them together.

Director Lisa Fauteux

It's hard to understand the consulting if you don't understand the charter. So this is related to our Phase II landfill which we have finally completed. We're just waiting now for DES to give us approval to start putting trash in this cell. Without getting into too much detail, there's a certain amount of soil that needs to go between the groundwater table and the liner. That was very difficult to determine until we were actually in it. Unfortunately the water table was a bit higher than we had hoped so we did have to put additional fill. That took some time so we had to do an extension for charter and that included also not only more fill, more time, and also more liner. That's part of what this is.

The other part of this change order is that they wanted us to be able to hook up our ability to pump leachate to our generator in case we had a power failure. That is why we have this change order primarily. It is all complete now and we're just waiting like I said for approval to start placing trash.

Alderman Klee

I just went to a solid waste program and I just learned about leachate. Do we monitor that? I know they said this was one of the bigger issues that are coming up with the leachate. I didn't quite understand what it was but when you were talking about this, water levels and having to do the excess tanks and so on, do we release these?

Director Lisa Fauteux

So the leachate doesn't have anything to do with that. Leachate is essentially liquid that comes from the trash and goes down into a pipe that's pumped to the treatment plant right now. It goes through the pump station at Trestle Brook and off to the treatment plant. The groundwater that I was referring to is just regular groundwater that just needs to be a certain level between the groundwater and the liner – the groundwater that's underneath the liner.

Alderman Klee

Thank you so much.

Mayor Donchess

Any other questions or comments? The motion is on the contract for the engineering.

Director Lisa Fauteux

Those are the consulting services that went along with what I just mentioned to you.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager  
Re: Contract for Phase III Landfill – Construction Change Order #2 (Value: \$191,271); Department: 168  
Solid Waste; Fund: Solid Waste

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE CHANGE ORDER #2 FOR THE CONSTRUCTION OF THE PHASE III LANDFILL TO CHARTER CONTRACTING COMPANY IN THE AMOUNT OF \$191,271. FUNDS ARE AVAILABLE IN DEPARTMENT 168 SOLID WASTE; FUND: SOLID WASTE**

ON THE QUESTION

Mayor Donchess

This is the construction portion of the change order.

Director Lisa Fauteux

Correct.

Mayor Donchess

Any other questions or comments?

**MOTION CARRIED**

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM DECEMBER 27, 2019 TO JANUARY 9, 2020**

ON THE QUESTION

Alderwoman Lu

Where is it? Is that something that was part of the packet?

Mayor Donchess

This is delivered to us at the committee meeting every meeting. The idea is once it's approved, the members of the committee sign it and we give it to the City Treasurer.

Alderwoman Lu

Yes. Okay. All right so I would have looked at it or done whatever I wanted to do with it before the meeting?

Mayor Donchess

You could do that, yes. Now we're relying largely on the accuracy of the accounting department. It's a list of the checks but if you had a question regarding any of these checks, you could get a copy of this in advance of the meeting. You could talk to the CFO who's here John Griffin or you could ask him now. That's sort of the normal procedure on the record of expenditures.

**MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

NON-PUBLIC SESSION - None

ADJOURNMENT

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

The Finance Committee meeting was adjourned a7:33 p.m.

Alderman Linda Harriott-Gathright  
Committee Clerk