

REPORT OF THE FINANCE COMMITTEE

MARCH 1, 2023

A meeting of the Finance Committee was held on Wednesday, March 1, 2023, at 7:30 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

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

Members not in Attendance:

Also in Attendance: Alderman Derek Thibeault
John Griffin, CFO/Comptroller
Cheryl Lindner, Treasury Management Officer
Tim Cummings, Administrative Services Director
Amy Girard, Purchasing Manager
Dan McMullen, IT Manager
Dan Hudson, Engineer
Bryan Conant, Superintendent of Parks and Recreation
Jeff Lafleur, Superintendent of Solid Waste
Jonathan Ibarra, Superintendent of Streets
David Boucher, Superintendent of Wastewater

PUBLIC COMMENT - None

COMMUNICATIONS

From: Amy Girard, Purchasing Manager

Re: Copier Leases & Maintenance in the amount of \$46,546.20 funded from 54828 Copier Lease/General Fund

MOTION BY ALDERMAN COMEAU TO APPROVE THE CONWAY 60 MONTH LEASE FOR RENEWAL/REPLACEMENT OF COPIERS FOR CITY HALL AND PUBLIC HEALTH WITH CONWAY OFFICE XEROX FINANCIAL IN THE AMOUNT OF \$46,546.20. FUNDING WILL BE THROUGH DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: 54421 COPIER MAINTENANCE/GENERAL FUND

ON THE QUESTION

Mayor Donchess

Go ahead.

Dan McMullen, IT Manager

So this is basically lease renewals that are equipment that we currently have that has come to the end of its current lease. We are basically renewing the leases for new devices. We've got about 22 maybe 23 of these units throughout the City. Usually a couple times a year, we come before the Finance Committee to renew the leases those that are expiring and the machines that we are returning and releasing new ones. So these here are listed for the six locations listed Public Health, HR, Environmental Health, Mayor's Office, Financial Reporting and Motor Vehicle. This is for a 60-month lease as stated there. Most of our leases are 48 or 60 depending on how much use they get and how long we keep them.

Mayor Donchess

All right. Any questions or comments? Alderwoman Klee?

Alderwoman Klee

Thank you Mr. Mayor and thank you. Just a quick question. I don't know if you know this off the top of your head. Is there much of an increase from the previous years? I know we've been seeing lots of increases but.

Dan McMullen, IT Manager

So the total monthly payment here is actually slightly less than what we're paying now. So there's no increase to our current operating budget.

Alderwoman Klee

Thank you.

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Paving Program Contract 2 in the amount of \$6,185,248.50 funded from 54210 Construction Services/Paving Bond/Wastewater Fund

MOTION BY ALDERMAN COMEAU TO APPROVE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE 2023 PAVING PROGRAM – CONTRACT 2 TO SUNSHINE PAVING CORPORATION OF HUDSON, NH, IN THE AMOUNT OF \$6,185,248.50. FUNDING WILL BE THROUGH DEPARTMENT: 160 ADMIN/ENGINEERING AND 169 WASTEWATER; FUND: 54210 CONSTRUCTION SERVICES/PAVING BOND/WASTEWATER FUND

ON THE QUESTION

Mayor Donchess

Mr. Saunders?

Mark Saunders, Deputy City Engineer

Good evening. So this contract before you is the second contract we advertise as part of our paving program. This contract is going to focus on residential roadways and is scheduled to pave around 15 1/2 miles. That equates to around 37 tons of asphalt and it will impact 90 roads. Three bids were received in February with Sunshine Paving being the low bidder. I'm happy to answer any questions.

Mayor Donchess

Questions/comments?

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Amendment 2 for Municipal Separated Storm Sewer System (MS4) Assistance in the amount of \$123,339 funded from 81700 Infrastructure Improvements/Stormwater Abatement

MOTION BY ALDERMAN COMEAU TO APPROVE AMENDMENT 2 TO THE ENGINEERING SERVICES CONTRACT FOR TASKS REQUIRED BY THE EPA MS4 PERMIT WITH HAZEN AND SAWYER, PC, OF MANCHESTER, NH, IN THE AMOUNT OF \$123,339. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: 81700 INFRASTRUCTURE IMPROVEMENTS/STORMWATER ABATEMENT

ON THE QUESTION

Mark Saunders, Deputy City Engineer

Good evening. This amendment with Hazen and Sawyer is to assist with the compliance with the EPA's MS4 Permit. MS4 stands for municipal separated storm sewer system. The MS4 permit is a federal permit issued by the EPA that allows the City to discharge into waterways. As a part of this permit, the EPA requires extensive documentation, investigation, prioritizing, sampling, and annual reporting. This amendment is to help with this effort and this amendment

will include project management, sampling, and screening. We have over 350 outfalls, regulatory assistance, catchment delineation, a chloride study, and annual reporting. I'd be happy to answer any questions.

Mayor Donchess

Anyone?

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Purchase a 2023 Ford F-550 in the amount of \$99,392.71 funded from 81500 Vehicles/CERF

MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF ONE 2023 FORD F-550 4 WHEEL DRIVE DUMP BODY TRUCKS FROM MHQ IN MARLBORO, MA, FOR THE CONTRACT PRICE OF \$99,392.71. PRICING FOR THIS PURCHASE WILL BE FROM THE PLYMOUTH COUNTY COMMISSIONERS CONTRACT. FUNDING WILL BE THROUGH DEPARTMENT: 177 PARKS AND RECREATION; FUND: 81500 VEHICLES/CERF

ON THE QUESTION

Mayor Donchess

Mr. Conant?

Bryan Conant, Superintendent of Parks and Recreation

Good evening everyone. This is going to become a frontline unit. It's replacing a 2012 F550. We use these vehicles for pulling our trailers that carry our mowers during the season. They're heavily used in our snow operation taking care of the 14 schools and 8 inner city routes. I'd be happy to answer any questions you may have.

Mayor Donchess

Alderman Klee?

Alderman Klee

Thank you Mr. Mayor. Mr. Conant I always hate to put you on the spot but we've seen increases up from what we put on the CERF. Is this one of those items that we saw like an 8% or something increase from when it was on the CERF list?

Bryan Conant, Superintendent of Parks and Recreation

No. I don't believe we saw too much of an increase on this. It wasn't like some of the pieces of equipment that have come before you Alderman Klee.

Alderman Klee

Thank you so much.

Bryan Conant, Superintendent of Parks and Recreation

You're welcome.

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: HDPE Piping and Fitting for Landfill Gas Recovery System Maintenance and Expansions in the amount not to exceed \$44,000 funded from 81100 Capital Improvements/Bond

MOTION BY ALDERMAN COMEAU TO APPROVE A PURCHASE ORDER FOR CORE & MAIN TO PROVIDE 4,520 FEET OF 6-INCH HDPE PERFORATED PIPING AND ELBOWS, TEES, AND FITTINGS FOR VARIOUS ON-GOING LANDFILL GAS RECOVERY WELL-FIELD MAINTENANCE AND EXPANSIONS IN THE AMOUNT NOT TO EXCEED \$44,000. FUNDING WILL BE THROUGH

DEPARTMENT: 168 SOLID WASTE; FUND: 81100 CAPITAL IMPROVEMENTS/BOND

ON THE QUESTION

Mayor Donchess

Is Mr. Lafleur here?

Jeff Lafleur, Superintendent of Solid Waste

Yes, I am Mayor. Thank you. As the request states, its 4,520 feet of perforated pipe. We'd like to start trying to do some of our own landfill gas expansion. I have some qualified operators there at my landfill that can install it. If the project turns out to be too big and we can't do some of the installation, the companies that we do hire will use our pipe that we have purchased.

Mayor Donchess

Anyone?

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Change Order #1 for Perma-Line in the amount of \$10,000 funded from 61542 Signs/General Fund

MOTION BY ALDERMAN COMEAU TO APPROVE CHANGE ORDER 1 TO PERMA-LINE OF NEW ENGLAND IN BROCKTON, MA, IN THE AMOUNT OF \$10,000. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: 61542 SIGNS/GENERAL FUND

ON THE QUESTION

Mayor Donchess

Mr. Ibarra?

Jonathan Ibarra, Superintendent of Streets

Thank you Mr. Mayor. So this is a change order to our PO for our sign vendor. This year we tried to stay under our \$25,000 threshold for purchasing guidelines but we're going to exceed it. We're right there at the threshold. So I'd like to add \$10,000 to that so we can continue to replace worn out, vandalized signs, damage to equipment. I'm happy to answer any questions you may have on that.

Mayor Donchess

I don't see anything.

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Purchase of a HV507 dump truck plow upfit package in the amount of \$134,600 funded from 81500 Vehicles/CERF

MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF ONE (1) HV507 DUMP TRUCK PLOW UP FIT PACKAGE FROM VIKING CIVES USA OF WILLISTON, VT, IN THE AMOUNT OF \$134,600. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: 81500/CERF

ON THE QUESTION

Jonathan Ibarra, Superintendent of Streets

Through Viking, that's the upfit kit for the truck that will be in the next motion. This is the spreader, the dump body, all the

stainless accessories that go on the vehicle, liquid application for brine. It just gears the truck up so we can use it and I'm happy to answer any questions you have.

Mayor Donchess

Anyone?

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Purchase of a 2023 International Cab and Chassis in the amount of \$110,850 funded from 81500 Vehicles/CERF

MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF ONE 2023 INTERNATIONAL CAB AND CHASSIS FROM LIBERTY INTERNATIONAL OF MANCHESTER, NH, IN THE AMOUNT OF \$110,850 PURSUANT TO THE STATE OF NEW HAMPSHIRE CONTRACT #8002661. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: 81500 CERF

ON THE QUESTION

Jonathan Ibarra, Superintendent of Streets

So this will be replacing truck 125. This will be a frontline unit in both our earth work and out fighting operations. We'll keep old #125 as a backline unit and maintain it until it's no longer feasible. These truck purchases that we're seeing now, this particular one we got lucky. It was on the line and another municipality cancelled their purchase. They didn't follow through but most purchases in the trucks now are 18 to 24 months out from the time we finalize the purchase so we got lucky to get this replacement. I'm happy to answer any questions you might have with this one.

Mayor Donchess

Alderman Klee?

Alderman Klee

Thank you Mr. Mayor and Mr. Ibarra. Just a quick question. I'm kind of asking the same thing about all the CERF items that come across me. Was this close to the same price that we had on the CERF list as well do you know?

Jonathan Ibarra, Superintendent of Streets

We were under the purchase price on the CERF list.

Alderman Klee

Wonderful. Thank you.

Jonathan Ibarra, Superintendent of Streets

You're welcome.

MOTION CARRIED

From: Amy Girard, Purchasing Manager

Re: Preliminary Design Services for Phase I Upgrades in the amount of \$166,515 funded from 53107 Architect & Engineering Services/WW Plant Phase I Upgrades

MOTION BY ALDERMAN COMEAU TO APPROVE THE CONTRACT WITH WRIGHT PIERCE TO PROVIDE PRELIMINARY DESIGN PLANS AND SPECIFICATIONS FOR THE PHASE 1 UPGRADES PROJECT IN THE AMOUNT OF \$166,515. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: 53107 ARCHITECT & ENGINEERING SERVICES/WW PLANT PHASE 1 UPGRADES

ON THE QUESTION

Mayor Donchess

Mr. Boucher?

David Boucher, Superintendent of Wastewater

Good evening. This is for the contract for Wright-Pierce Engineering firm to do the preliminary designs for our Phase One upgrades. Back in 2021, Wright-Pierce had done a facility plan for us outlining projects to be done in the next 20 years. They broke it down into three phases. Phase One is to be done between 2021 and 2024. We had done of the projects, some in-house, some contracted out. So this is for the remainder of the projects in Phase One. Some of those projects include concrete repairs throughout the facility to our concrete tanks, some buildings also, replacement of six large process gates at the facility, additional catwalk over our chlorine contact tanks, replacement of flow meters to bring these flow meters above ground so they can be better maintained. Also, our pump building that's three stories at the wastewater plant. Two stories on the ground. So there's a lot of work that needs to be done and that thing including valve replacement, pump replacement, and HVAC replacement.

The last project is rerouting of underground piping for the facility drain piping which would help us improve the management of our process. We believe Wright-Pierce has a good working knowledge of our facility having succeeded some other projects for us. By using them, we think we can get the designs done faster at a lower cost versus hiring a new consultant. So we'd like to go with them. With this proposal when the preliminary designs are complete, we'll have a better understanding what the project costs are as well as a clear path on how to complete these projects. So I'd be happy to answer any questions.

Mayor Donchess

Anyone? Alderwoman Klee?

Alderwoman Klee

Thank you Mr. Mayor. It's somewhat unrelated but yet related to this. I see that you're talking about the chlorine contact tanks and so on. So I assume that's to help sanitize the wastewater. I recently read something that the State had put out, I think, actually about two months or so ago about COVID in the wastewater. Do we test that? Are these upgrades going to help to make sure that we're not putting COVID into the river?

David Boucher, Superintendent of Wastewater

Wastewater facilities receive COVID throughout the City. We do not test. Early on, Dartmouth-Hitchcock had some grant money to do testing of the wastewater. We were involved in the initial study but when they got further grant money, they utilized other wastewater facilities to complete their testing. We don't test for it but this part of the process is a chlorination process which would kill viruses before it enters the river. We don't test for it (inaudible).

Alderwoman Klee

Okay. Thank you very much.

David Boucher, Superintendent of Wastewater

You're welcome.

MOTION CARRIED

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE - None

NEW BUSINESS – RESOLUTIONS

R-23-086

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Ben Clemons

Alderman Thomas Lopez
Alderwoman-at-Large Gloria Timmons

AUTHORIZING THE MAYOR TO ENTER INTO A LEASE WITH RAMBLING HOUSE, LLC

MOTION BY ALDERMAN COMEAU TO RECOMMEND FINAL PASSAGE

ON THE QUESTION

Mayor Donchess

We have Mr. Cummings on this?

Tim Cummings, Administrative Services Director

Yes, thank you Mayor. So this evening, I'm asking for your favorable recommendation of this lease. This is for the Rambling House which is on Factory Street in the rear of their facility abuts up to Water Street. We are hopeful to provide them a space for their refuse collection. This is a year lease with an option to renew with a 90-day termination period. Its \$600/year and it would be essentially one parking space that they would be using for their refuse collection.

Mayor Donchess

Anyone? Alderman Thibeault?

Alderman Thibeault

Thank you Mr. Mayor. Director Cummings just curious how did we come up with the \$600? I'm just curious about that?

Tim Cummings, Administrative Services Director

I would have to double check. I don't recall off the top of my head but I believe this is a standard lease term that we've used with others in the past and it breaks out to be about \$50/month which is what charge.

Mayor Donchess

It costs \$50/month to lease a space for a car. So if you multiply that by 12 you get up to \$600.

Alderman Thibeault

Great, thank you.

Tim Cummings, Administrative Services Director

Which is our standard rate that we charge.

Mayor Donchess

A bargain actually. Most places charge more, a lot more.

Alderman Klee

Yes that's another conversation but yes we have to have.

Mayor Donchess

Any discussion on this?

MOTION CARRIED

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

MOTION BY ALDERMAN COMEAU THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM FEBRUARY 10, 2023 to FEBRUARY 23, 2023

Mayor Donchess

Discussion? Seeing none.

MOTION CARRIED

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Mayor Donchess

Alderman Thibeault?

Alderman Thibeault

Thank you Mr. Mayor. I just want to say another great Ward Town Hall Meeting tonight by Mayor Donchess and Alderman Klee. Alderman Dowd was there as well to support Alderman Klee and the Mayor. Great job. I think it's important to have these Town Hall meetings for people to come out and speak because you get more than three minutes in these Town Hall meetings so please keep coming out. Thank you.

Mayor Donchess

Alderwoman Klee?

Alderwoman Klee

Thank you Mr. Mayor. Alderman Thibeault stole my thunder. Yes I wanted to thank the residents that came out to the Ward 3 meeting. I thought we had a really good turnout. I just want to add to something that came out at that meeting and that's relative to the railroad tracks that are going – not the rail but the railroad tracks CSX and that there have been issues throughout the City, especially in Ward 3. We've had some major issues. If anybody wants to talk to me, I can talk to you offline with it. I don't want to belabor it here. Needless to say, I am in connection with our US Delegates, Senator Shaheen's Office, as well as Representative Kuster's Office, and Senator Hassan's Office. We're going to try to do a sit down to discuss some of the issues that the City has been facing, especially in my Ward. Those at Thoreau's Landing know that they are the topic of conversation and they will be included in this meeting. If we do have it, I'm hoping that maybe we can have it here in the auditorium. Thank you.

Mayor Donchess

Of course. Any other comments by Aldermen?

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:50 p.m.

Alderman Alex Comeau
Committee Clerk