

REPORT OF THE FINANCE COMMITTEE

MARCH 16, 2022

A meeting of the Finance Committee was held on Wednesday, March 16, 2022, at 7:00 p.m. in the Aldermanic Chamber and via Zoom. The meeting link information can be found on the agenda.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Mayor Jim Donchess
Alderman Alex Comeau
Alderman Tyler Gouveia
Alderman-at-Large Ben Clemons
Aldерwoman-at-Large Gloria Timmons
Alderman-at-Large Melbourne Moran, Jr.

Members not in Attendance: Alderman Patricia Klee, Vice Chair

Also in Attendance: Alderman-at-Large Lori Wilshire
Alderman Derek Thibeault
Alderman Richard A. Dowd
Alderman-at-Large Ben Clemons
John Griffin, CFO/Comptroller
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Tim Cummings, Economic Development Director

PUBLIC COMMENT

Laurie Ortolano

Laurie Ortolano, 41 Berkeley Street. I saw on the agenda was Court Street and I just wanted to give a few thought on that building. I know there is a special meeting at the end of the month to gather ideas on how to proceed with the Elm Street Junior High School building to do something with that and I would like to see a lot of those arts programs that are over at 14 Court Street moved over to Elm Street. It just seems like 14 Court Street is just such an expensive building to maintain. I sort of addressed at the last Board of Aldermen meeting my thoughts that there was a fire issue, communications issue in that building, communication lines, but Alderman O'Brien seemed to be shaking his head "no" that I was wrong on that. I'm sort of wondering why we haven't pursued selling that building and letting that go given the extremely high cost associated with trying to operate it and fund it with tax dollars. See if a developer can do something better with it and move our arts programs over to the big auditorium theater over at Elm Street. That is all I have for input. Thank you.

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: Recruiting Website Subscription: PoliceApp.com in the amount not to exceed \$33,000 funded from 55699 Other Contracted Services/General Fund

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND APPROVE A THREE-YEAR CONTRACT WITH POLICEAPP RECRUITMENT MANAGEMENT SYSTEM FOR THE RECRUITMENT OF SWORN PERSONNEL IN AN AMOUNT NOT TO EXCEED \$33,000. FUNDING THROUGH DEPARTMENT: 150 POLICE DEPARTMENT; FUND: 55699 OTHER CONTRACTED SERVICES/GENERAL FUND

ON THE QUESTION

Mayor Donchess

And I believe we have someone from the PD here to address that. We just need a short description of what the purpose is.

Brian Kenney, Police Captain

Thank you for letting me speak here tonight. My name is Brian Kenney. I'm the Captain of the Professional Standards Bureau at the PD. I oversee all hiring and recruitment of new officers and civilian employees. There is no surprise to anyone here tonight that recruiting and maintaining town employees has become increasingly difficult over the past few years, so we located a company called "Policeapp" which you have before you and we are seeking approval to use Policeapp to help us with things like advertising to reach potential officers that exist across the country. Certified officers – we're seeking their help with not only advertising and reaching people, but once we do reach people get them in our process they assist with the whole background investigation. So basically they streamline the whole process for us and assist us in hiring people that much quicker. Once they are in the process, we can get them to the Academy and hopefully get them to full staffing much quicker than we ever had in the past. That's really the ins and outs of what they do. I'd be happy to answer any specific questions about what they do.

Mayor Donchess

Anyone?

Alderwoman Timmons

Thank you Mayor. I do have one question. How successful is this app?

Brian Kenney, Police Captain

So we have done a little bit of homework and they are pretty successful. We have talked to multiple area PDs that are already actually using this service and this company and they all have rave reviews. We have reached out to Portsmouth PD who use it, we reached out to Derry who uses it, Hudson next door is using it, and they all said that the number of applicants coming through the door is much higher after signing on with Policeapp.

Alderwoman Timmons

I have a follow up Mayor? I have one other question. What is the cost associated with this app?

Brian Kenney, Police Captain

It's \$11,000 for a one-year contract with the company. For one year with the company, the contract is a three-year agreement which is the \$32,000 you see in front of you.

Alderwoman Timmons

Thank you.

Mayor Donchess

Anyone else?

Alderman Clemons

Just a technical question. Would this have to come before the full Board as well because it's a multi-year contract?

Mayor Donchess

How many years are we contracted for, is it more than one?

Brian Kenney, Police Captain

It's three, yes Sir. I was under the impression it would have to go before the full Board.

Mayor Donchess

So the answer is yes.

Mayor Donchess

Anyone else?

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Landscaping for the Riverfront in the amount not to exceed \$180,000 funded from 54280 Building/Grounds Maintenance/Riverfront TIF Fund

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND APPROVE THE MULTI-YEAR CONTRACT WITH DOTY LANDSCAPING RELATED TO THE NASHUA DOWNTOWN RIVERFRONT IMPLEMENTAION PROJECT IN AN AMOUNT NOT TO EXCEED \$180,000. FUNDING THROUGH DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FUND: 54280 BUILDING/GROUNDS/MAINTENANCE/RIVERFRONT TIF FUND

ON THE QUESTION

Mayor Donchess

I think Mr. Cummings is here.

Tim Cummings, Economic Development Director

Yes, thank you Mr. Mayor. For the record, Tim Cummings, Director of Economic Development.

This is essentially a maintenance landscaping contract to maintain the riverfront area. We issued an RFP last year. We are bringing Doty Group under contract for a multi-year, three-year contract. So this will need full Board of Aldermen approval. It's essentially a contract for about \$30,000 a month and it will be from the Veteran's Memorial Parkway Bridge all the way to the PanAm Pedestrian Bridge, the abutting riverfront along the area for essentially eight hours of work a week, one day if you will, of approximately a five man crew to maintain the area and then two clean-ups - a spring and a fall clean-up. In addition to that, there's additional services at a charge on an hourly rate for things like graffiti removal or other things that may be necessary along the way so we maintain the riverfront area here in Nashua. This was projected to be a little less than \$200,000. We've come in under that. This is all covered under the TIF funds that we have set aside for this project.

Mayor Donchess

Comments? Questions?

Alderman Comeau

Yes, thank you. Director Cummings so if I understand this correctly, this is not a one-time development of the parks in the area. This is an ongoing maintenance and upkeep of the riverfront itself?

Tim Cummings, Economic Development Director

Correct.

Alderman Comeau

Thank you.

Mayor Donchess

Anyone?

MOTION CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS**R-22-017**

Endorsers: Alderman-at-Large Ben Clemons
 Alderman-at-Large Michael B. O'Brien, Sr.
 Alderman Patricia Klee
 Alderman-at-Large Melbourne Moran, Jr.
 Alderman Thomas Lopez
 Alderman Richard A. Dowd
 Alderman Derek Thibeault
 Alderwoman-at-Large Gloria Timmons

AUTHORIZING THE MAYOR TO ENTER INTO A SECOND AMENDMENT TO THE 14 COURT STREET LEASE FOR UNIT B WITH LIQUID THERAPY, LLC

MOTION BY ALDERMAN COMEAU TO RECOMMEND FINAL PASSAGE OF R-22-017ON THE QUESTIONMayor Donchess

I think Miss Kleiner is here.

Kim Kleiner, Administrative Services Director

Good evening. Kim Kleiner, Director of Administrative Services. About nine months ago or so, the owners of Liquid Therapy reached out to us with some desire for extra space next door to Liquid Therapy on the left-hand side if you're looking at the establishment. There was about 3 to 4 rooms depending on how you classify it of really rough space. I'll use the term "closets" that were completely full of debris and excess storage that the city had placed there. The space wasn't being utilized. We thought it would make perfect sense to utilize the space so our city crews went in - our building maintenance staff, which I have to give some applause to because it was a big feat for them to clean out this space and bring it up to where it can be used for anything. They did that while they were maintaining all our other city buildings.

They brought it up to what I would consider a clean space. It is only and can only be used for storage. So it has been made clear from our Building Department and from the Fire Marshal's office that this could be used for nothing else. There is a communications closet that has some fire communications lines that come into it. One of the stipulations with Liquid Therapy using this space for storage will be that they will not be able to place anything in front of this and the Fire Marshal's office will have access to it 24/7.

As I said, it's a very small space. It's about 857 square feet. Liquid Therapy will be responsible for fixing all shelving that's needed for the storage within the space. They will be responsible for the taxes and our Chief Assessor has gone out and measured the space and estimated that a current tax rate to be about \$590 a year in additional taxes. We are asking for \$225 a month for the lease of the space. They will use this for – they have started to can so they will use this for the supplies of the canning that they are doing. I'm happy to answer any questions.

Alderman Clemons

Thank you. So this is a project that I was approached by Stan at Liquid Therapy for. He is expanding his business and asked me about a year ago I think at this point if it would be possible to expand into the unused space next door. So as Miss Kleiner had said, I approached the City and Kim's Department took that one and she's been working on that for the last few months. Really it's a no-brainer kind of because you have the business there. It's an unused space that hasn't been used literally since the 1990's. It's been cleaned up. They just need it for their storage. The City is going to get tax revenue, rent out of it. To me it's a win, win. The only thing that I wish could have happened was that it could have got done sooner, but at least we are here now today. So I think we're helping a small business. We're getting some rent out of it, some taxes out of it, to me again, it's a win, win.

Alderman Gouveia

Thank you, Mr. Mayor. So how do you come up with that \$2,700 price tag that goes on the lease for it?

Kim Kleiner, Administrative Services Director

Great question. So we actually looked at the condition of the space. The possible uses of the space. Looking at and coming up with a value. We had to put fire protection in that space, so we were looking at recouping that as a City. Actually that fire protection probably should have been installed when we did the rest of the building but like I said, this space was so rough you really even couldn't even walk in it. I think it was just overlooked at that point in time for doing. So we're looking at over the costs, can we get back that cost to us that we put out which was about \$9,200 and can we have some functioning use of the space since it cannot be used for anything else without real work and investment being done.

Alderman Gouveia

Thank you.

Alderman Wilshire

Thank you. I toured that space and I don't remember if it was last fall or a year ago but it was rough. It was really rough. We had to walk, climb over things, and I can't see using it for anything else other than storage. It's that rough, but I'm sure that your maintenance department did a great job cleaning it out. It sure did need it, so thank you for that. I think it's a good use of that space. It's just a junk pile.

Mayor Donchess

Anyone else?

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 25, 2022 TO MARCH 10, 2022**Mayor Donchess

Any discussion or questions?

MOTION CARRIED

GENERAL DISCUSSION - None

PUBLIC COMMENTLaurie Ortolano

Laurie Ortolano, 41 Berkeley Street. Just a couple of things. The riverfront project that you spoke about, and these are questions which I know I'm not going to get answers to but maybe an Alderman later can answer me. Is this our first time doing the maintenance work or the development down there? Does Department of Public Works carry any responsibilities or any costs associated with doing the cleanup down there? I'm just curious about that.

Also, I'd like to talk about the scanning project that you approved. Maybe that was the last meeting. It didn't seem to me that we really got an indication on the timeframe it's going to take to get the records up and you know it's not clear to me that as records have been returned and put on the DocuWare system digitally that any redacting has started at this point. So I'd like to know what amount of redacting work has started. I don't mean just in the last month. I'm talking the last year if we've done any of that. How many people are you going to hire to do this redacting work so we can get through it? I said before I don't agree with redactions that take off the address of the prior owner because that's information on the deed and I recently got cards that had redactions on them on the property record card itself, which is very unusual unless a note is added that there would be anything redactable there and it was the address. It just makes no sense to go and do potentially 250,000 property record cards and redact that field. I would challenge that. I told the Legal office I would

challenge that in court before I'd spend the money paying for that. Other redactions you want to do I get. That's fine but I feel that we haven't even addressed the cost of that making it happen.

Miss Kleiner had told the Finance Committee back when this was getting going that the Legal office was spending up to four hours to redact 100 pages. Well if you're still talking now about 300,000 pages, you're still talking a tremendous amount of redaction time before the records are available. It just seems like we can never really get a straight answer or input on that and it always comes after there is some fight or kind of blowout that happens when the community asks and the administration...

Alderman Comeau

30 seconds

Laurie Ortolano

...because the question was raised. So I hope we can get some straight answers on that and know what's happening with those records and what is actually really publicly available on a digital basis. Thank you.

Mayor Donchess

Any other members of the Public wish to address the Committee?

REMARKS BY THE ALDERMEN

Alderman Thibeault

Thank you Mr. Mayor. Since I know we don't usually do this because public comment isn't really a question and answer but since we have Director Cummings and Director Kleiner, is it possible to get them to maybe to answer those? Especially Mr. Cummings I think those questions are probably pretty easy as far as is this the first time that was done - this is going to be done, this clean up and does the Public Works have any say in it? Are those questions we can have answered?

Mayor Donchess

Yes, if you'd like. Mr. Cummings?

Tim Cummings, Economic Development Director

Thank you Mr. Mayor. Through you to the Finance Committee. Tim Cummings, Director of Economic Development. The first question - has the Doty Group done any landscaping, maintenance out along the riverfront over the last few years? The answer to that is yes they have. However, it's not been in such an organized fashion with the contract multi-year where we're going to have an expectation that they will be out their regularly maintaining the property. We made a commitment when we did the TIF that we would maintain the riverfront. Up until now it wasn't as stabilized. We had a lot of trees removed one year. The following year based on budget availability, we then did stump grinding. It didn't make sense to put forward such an organized contract as you initially approved this evening because we weren't ready for it yet but now we are. We issued the RFP and I'm looking forward to having that ongoing regular maintenance.

That is separate from the invasive species removal that we've also done along the riverfront. That has been an ongoing fourish year exercise that has been lead by the Community Development Department but, again, it does to the spirit and commitment that we would maintain the downtown riverfront because we did institute the TIF.

And then to the second question about whether the DPW has any purview or jurisdiction? When we instituted the TIF, I believe it was Alderman Dowd very specifically asked the question whether any town services would be expected to take on the additional responsibilities and development that would be occurring down there. We gave a commitment at that time that we would not expect that additional burden be put on the operational budget. It would be an eligible expense through the TIF and we're seeing through on that commitment. I wouldn't suggest that the DPW wouldn't have any type of purview because I'm there will be stuff that comes up along the way, but we're doing the best that we can to have it done by a 3rd party not to put that ongoing operational expense on the operational budget. Thank you.

Alderman Thibeault

One follow up. I just want to say thank you. I know I put Director Cummings on the spot there, but thank you for answering that.

Tim Cummings, Economic Development Director

No problem.

Mayor Donchess

Any more remarks by Aldermen?

Alderman Moran

Thank you very much Mr. Mayor for having the tribute to Ukraine on Tuesday. I was unable to attend but from what I saw, it was a wonderful event. I had many people reach out and thank you for leading that.

Mayor Donchess

Well it was very well attended and a group of Aldermen came. There were many people from Ukraine who spoke and addressed people. They played the Ukrainian Anthem which is quite a moving piece of music actually. So overall I thought it was very supportive of Ukraine, and its independence, and its bravery. I agree. It was a great event. Hopefully they can sustain and prevail. Yes, Alderman Dowd.

Alderman Dowd

I believe it should be on my website if I did it right. I'm not great on Facebook but I recorded the raising of the flag and the Ukrainian National Anthem as it was being raised and hopefully put it on my Facebook account. I think it's there but if not, I can send it to anyone that wants it.

Mayor Donchess

The VFW sent a delegation of people and I thought it was great to have American Veterans who clearly support and understand what the Ukrainians are fighting for.

ADJOURNMENT

**MOTION BY ALDERMAN MORAN TO ADJOURN
MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:24 p.m.

Alderman Alex Comeau
Committee Clerk