

REPORT OF THE FINANCE COMMITTEE

APRIL 20, 2022

A meeting of the Finance Committee was held on Wednesday, April 20, 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 Patricia Klee, Vice Chair
Alderman Alex Comeau
Alderman Tyler Gouveia
Alderman-at-Large Ben Clemons
Alderwoman-at-Large Gloria Timmons
Alderman-at-Large Melbourne Moran, Jr. (via Zoom)

Members not in Attendance:

Also in Attendance: John Griffin, CFO/Comptroller
Tim Cummings, Economic Development Director
Jason Toohey, Project/Development Manager, Information Technology
Deb Chisholm, Waterways Manager
Jennifer Deshaies, Risk Manager

PUBLIC COMMENT - None

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: ARPA Funding Management Consultant in the amount not to exceed \$200,000 funded from 53142 Consulting Services/ARPA Grant Funds (Economic Development)

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND AWARD A MULTI-CONTRACT TO HIRE A CONSULTANT TO BETTER UNDERSTAND THE NEW RULES AND REGULATIONS AND HOW THEY APPLY TO THE ARPA MONEY PROVIDED BY THE US TREASURY TO IPARAMETRICS IN AN AMOUNT NOT TO EXCEED \$200,000. FUNDING THROUGH DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FUND: 53142 CONSULTING SERVICES/ARPA GRANT FUNDING, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Mr. Cummings?

Tim Cummings, Economic Development Director

Thank you Mr. Mayor. Through you to the Committee, Tim Cummings, Director of Economic Development. I'm here before you to ask for your approval on the contract which is a multi-year contract that I'm hoping will be approved by the Board of Alderman as well. It's for \$200,000. This is not city taxpayer money coming from the property tax. This is going to be \$200,000 that's taken from just a little more than \$16 million that were given to the City from the "ARPA Program". What we want to use this money for is two-fold. One to help with developing a plan and to make sure that plan is technically compliant with the new rules and regulations promulgated for the ARPA Program. From a compliance perspective, help to make sure we're doing the reporting appropriately to the federal government relative to the paperwork and compliance that goes along hand and hand with this money. We submitted an RFP. We got a healthy response from about eight responses. There was an internal committee with the Division of Finance, with the Division of Administrative Services, Community Development, and Economic Development all got together. We interviewed three of the respondents. Ultimately it was the decision to select IParametrics, which is why we have that contract before you this evening.

I know at a prior meeting this was on the agenda. There was some questions that centered around why we were doing this. Just to address those questions, really it was from a compliance perspective wanting to make sure we dotted our

“I’s” and crossed our “t’s” do everything appropriately with this new program. It is coming from the federal stimulus funding that came about due to COVID-19. This is a program that the State is the beneficiary of along with approximately five other or so “entitlement communities” which Nashua happens to be one of them which is why we are a direct recipient of approximately \$16 million dollars. We will be looking forward to moving forward with a plan.

I had a robust dialog with the Board of Alderman last summer. There’s a webpage dedicated to this program on our website where we are trying to explain how we are trying to go about using the ARPA monies. Nothing has been decided as of yet. Once we actually have the consultant on board and they can help us vet and develop some of the concepts we have discussed previously, we would then come before the Board of Alderman for a conversation about the actual direct usage. I am hoping that we can do that this spring as there is a time sensitivity of using the money. We need to have the money committed in 2024 and fully spent by 2026. Thank you Mr. Mayor.

Mayor Donchess

Alderman Gouveia?

Alderman Gouveia

Thank you Mr. Mayor. Just a quick question. So the value is not to exceed \$200,000, is that correct?

Tim Cummings, Economic Development Director

That is correct.

Alderman Gouveia

And the bid shows that it’s for \$215,760, so did that price go down or?

Tim Cummings, Economic Development Director

We negotiated them down.

Alderman Gouveia

Excellent. Thank you.

Mayor Donchess

Alderwoman Klee?

Alderwoman Klee

Thank you Mr. Mayor. Thank you Director Cummings. I appreciate you doing this with a consultant and so on. I can honestly say that I’ve spoken to some of my counterparts throughout the State who have actually already obligated, spent their money, and so on. When I asked them about the interpretation of certain aspects of it that are quite confusing, they said well we took our best guess and we’re just keeping our fingers crossed that no one comes back at us afterwards. So I appreciate that you’re not putting Nashua in that situation and that we’re going to have a consultant that will be, I hate to say “on the hook for it”, but basically will be the one who will be guiding us so thank you.

Mayor Donchess

I think Alderman Moran has his hand up via Zoom?

Alderman Moran

Yes, thank you Mr. Mayor. I just have through you to Director Cummings. The \$200,000 is that – it’s going to a consultant. I’m assuming that includes the consultant’s base salary, fringe benefits, and then maybe an admin cost to the consulting group?

Tim Cummings, Economic Development Director

Yes, if I may, Mr. Mayor? Thank you. So you should look at this as a budget. This is a budget that we are going to be setting aside - time and material, but it won't be expended until authorized and approved with the scope of work. That is the way we decided best to set it up to be as conservative and efficient as possible. So just because we're setting aside this \$200,000 over the 3 or 4 years does not mean we'd be using all that money. It would be on an "as needed" basis but it would encompass all their expenses, including their fee and any additional expenses that would go along with providing these services to the City.

Alderman Moran

Thank you Director.

Mayor Donchess

Anyone else? Okay I think we should call the roll because Alderman Moran is taking care of his kids.

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons,
Alderwoman Timmons, Alderman Moran, Mayor Donchess 7

Nay: 0

MOTION CARRIED

Tim Cummings, Economic Development Director

Thank you Mr. Mayor and I just want to note that this is going to need full Board of Alderman approval as well.

From: Kelly Parkinson, Purchasing Manager

Re: Software Upgrade: Riskmaster in the amount not to exceed \$39,232 funded from 53142 Consulting Services/PY Escrows (Information Technology)

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND APPROVE THE UPGRADE TO THE CITY'S RISK MANAGEMENT SOFTWARE FROM RISKMASTER 7.1 – CLIENT HOSTED TO ASSURE CLAIMS – SAAS HOSTED TO COMPUTER SCIENCES CORPORTION IN AN AMOUNT NOT TO EXCEED \$39,232. FUNDING THROUGH DEPARTMENT: 122 INFORMATION TECHNOLOGY; FUND: 53142 CONSULTING SERVICES/PY ESCROWS, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

I believe Miss Deshaies is here on this.

Jennifer Deshaies, Risk Manager

Good evening. Thank you. This purchase is for a software upgrade to our current system RiskMaster. It's our primary system in our office. We use it for 90 percent of our work. We've been operating with our current software for over 20 years. We can no longer at this point in time print from this software. The drivers are not compatible because of how old the software is. In addition to that, most importantly, we are no longer supported by the software company. They have moved on from this version a long time ago and there is no more support.

Jason Toohey, Project/Development Manager, Information Technology

This is Jason Toohey from the IT Department. Just to add to what Jennifer had said, it currently resides on a 2003 server which is no longer supported. The operating system is an XP operating system, which is also no longer supported. Like Jen said, the version of RiskMaster that we are on now, which is 7.1, is no longer supported. It's been 20 years on that version of RiskMaster and it's time now to go to the latest version, which is the SureClaims.

Mayor Donchess

Any questions or comments? Alderman Clemons?

Alderman Clemons

Twenty years is a pretty good long, long time to get utility out of a software so I think it's time.

Mayor Donchess

Alderman Comeau, could you please call the roll

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons,
Alderwoman Timmons, Alderman Moran, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Aquatic Invasive Species Management in the amount not to exceed \$155,490 funded from 53999 Other Professional Services/NH DES Grant/ 54285 River Maintenance (Community Development)

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT FOR AQUATIC INVASIVE SPECIES CONTROL IN THE NASHUA RIVER TO SOLITUDE LAKE MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$155,490. FUNDING THROUGH DEPARTMENT: 181 COMMUNITY DEVELOPMENT; FUND: \$3,790 FROM 53999 OTHER PROFESSIONAL SERVICES, \$75,850 FROM NH DES GRANT, AND \$75,850 FROM 54285 RIVER MAINTENANCE, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Alright. Miss Chisholm is here I think hiding behind the podium.

Deb Chisholm, Environmental Scientist/Waterways Manager

Hi, I'm Deb Chisholm. I'm the Waterways Manager in Community Development Division. I'm here to speak on that contract. This is an annual contract that we have. Fifty percent of the contract amount is supported by a grant from the Department of Environmental Services. Essentially in a nutshell what this is, is invasive species management using an herbicide in the Nashua River north of the Mine Falls Dam, as well the Millpond, and the canal, and then we also tag on algae treatment in Sandy Pond downtown. So this is the year where we're doing all three of those projects. The Mill Pond and the Canal, we typically treat every other year.

The Nashua River gets treated every year and thankfully now this will be the fourth year using Solitude as the contractor. The contractor essentially is selected by the Department of Environmental Services for us. I guess they want to make sure if they're going to pay for 50% of the cost, that they know who's actually doing the work. Solitude has done the work three years in a row for us and they've been great. So if you've taken a look at the Nashua River, the Mill Pond, and the canal we've been pretty successful with the herbicide application so far to date. I will add, just as an aside, that water chestnuts are also one of the primary invasive species in the Nashua River and we have not to date paid to have any herbicide applications to those. Annually we do a couple of hand-pullings in July and August. So if any of you is interested in coming on out, just let me know.

Mayor Donchess

Questions? Alderwoman Klee?

Alderwoman Klee

Thank you Mr. Mayor and thank you Miss Chisholm. I see your advertisements of the "come help us pick the water chestnuts" at a day and I do recommend people getting out there if they've got kayaks and so on to kind of help an do

that. This contract is this about the same that it's been in the past? I remember they pretty typically stayed relatively the same. Has this increased much at all or?

Deb Chisholm, Environmental Scientist/Waterways Manager

It has increased a bit and this year the overall amount is higher than last year because we've included the Mill Pond and canal project to the contract this year. But yes, Solitude's prices have gone up a little bit. I want to say about five percent which is understandable.

Alderwoman Klee

Thank you.

Mayor Donchess

Other questions or comments?

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons,
Alderwoman Timmons, Alderman Moran, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Library Facility Assessment in the amount not to exceed \$88,830 funded from 53999 Other Professional Services/Bloomfield Trust (Library)

MOTION BY ALDERMAN COMEAU TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT FOR THE LIBRARY FACILITY ASSESSMENT TO DESIGNLAB ARCHITECTS IN AN AMOUNT NOT TO EXCEED \$88,830. FUNDING THROUGH DEPARTMENT: 179 LIBRARY; FUND: 53999 OTHER PROFESSIONAL SERVICES/BLOOMFIELD TRUST ACCOUNT, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Alright. So this was pursuant to an appropriation made by the Board of Alderman but we don't have anyone from the Library here. I know they discussed this with the Budget Committee but it's basically to assess the condition of the building and what needs to be done. However if you would like to hear directly from the Library Director, I don't think this is time-sensitive. We could hold this if you wish. If not, approve it. Anybody have a preference. Alderman Comeau?

Alderman Comeau

I just have a quick question, I don't have a preference and you might know the answer to this Mr. Mayor. Looking at a couple of the documents that we were given, it looks like the bid was for \$82,730 and then on the letter we received from the library it says the \$88,830. But then on the bid itself from designLAB, it looks like it's just a little bit higher at \$95,730. Just wondering what the discrepancy is. There was another company that also submitted a bid - Dennis Mires out of Manchester. It looks like they had done some work on similar buildings in Nashua - Nashua Community College and they did some work with Bishop Guertin. Just wondering if there is a reason why we selected designLAB as opposed to the Dennis Mires Corporation?

Mayor Donchess

Now the Library Board was the group of people who interviewed these people and therefore those questions would need to be answered by them. So since we do have those questions, I would suggest we hold this and make sure that the Director or someone from the Board comes in next time around. So is there a Motion to Table until next meeting?

MOTION BY ALDERMAN GOUVEIA TO TABLE, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons,
Alderwoman Timmons, Alderman Moran, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Mayor Jim Donchess
Re: Emergency PO Request – Repairs of 2 Sewer Mains at the Intersection of Main & Park Streets

Without objection, the Mayor accepted the communication and placed it on file.

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS – None

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 APRIL 1, 2022 TO APRIL 14, 2022, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons,
Alderwoman Timmons, Alderman Moran, Mayor Donchess 7

Nay: 0

MOTION CARRIED

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Mayor Donchess

Alderwoman Klee

Alderwoman Klee

Thank you Mr. Mayor. I just want to mention something that I mentioned last evening. I've seen it on Facebook and a number of Ward 3 residents have been complaining about the darker water that they're seeing. It is safe. There have been controversies as to whether or not it was because of the sewer project effecting the Pennichuck pipes. I've spoken to Pennichuck. Pennichuck is saying that it's directly because of their - they believe it's because of their flushing. If everybody just runs their cold water for 15 minutes, that it should clear up. If it doesn't clear up, call Pennichuck. Even if you do get it cleared up, still call Pennichuck and report that it's happened so they can keep tallies of the clusters that are being seen and so on. If it's not cleared up, they can take a look at it. I can tell you personally from me when mine lasted for an extended period of time, I know a number of people in Ward 3 as well as myself they come in, they pull your meter so you're not paying for it, and they flush your entire pipes through your home to clear it out and it does help immensely and then they'll put it back.

In my case, they actually had to change my meter out because it was way too old and that is one of the things I wanted to say. But the important thing is from Mr. Ware from Pennichuck and he says report, report, report. Both he and I sound like a broken record because we continue to tell people to report. If you do like I've done and you fill your tub with hot

water and you have this dirty water filled tub, you may have to drain your water tank because it means it's in your water tank. Its manganese is what it is and I think Alderman O'Brien referred to it as tuberculation. I prefer manganese. It is safe. I personally would not drink it but it is safe by EPA. I want to reassure all of our citizens here that when the water comes out of Pennichuck, it is 100% tested, and very perfect, and very clear, and they test it. So if you're getting any issues with your water, call Pennichuck. Don't just get on Facebook and say this is happening. It's really important that we let them know. As they say, they can't fix something that they don't know. If you are having a problem, call them. They are very good people. If you get someone who's having a bad day, just be understanding because they have been wonderful when we've called. So that's all I want to say. Thank you.

Mayor Donchess

So out in front of my house on our little street this morning at 4:00 a.m. there was a flashing light like what is that and who is this? Anyway, it was Pennichuck flushing the fire hydrants.

Alderwoman Klee

And I do want to add for anybody, you can go under the Pennichuck website and they have a little menu, but you just click on that and "flushing" is actually one of the categories. If you click on that, it will tell you where they've been, we're they're going, they have little green spots, little red spots. I can tell you that they've started from the Merrimack border all the way. So they're heading to Ward 3 now, so that's why we're seeing it. But it will be throughout the entire City in the next month or so. They do it two, three, four o'clock in the morning. They don't hit every hydrant. One year they hit the smaller hydrant and the next year they hit the larger hydrant. Every year a hydrant is done. A large call for water will dislodge this manganese and it will end up in your home and it's nothing to be panicking or dangerous. It's just very disgusting to look at.

Mayor Donchess

Any other remarks by Alderman?

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Comeau, Alderman Gouveia, Alderman Clemons, Alderwoman Timmons, Alderman Moran, Mayor Donchess	7
Nay:	0

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:22 p.m.

Alderman Alex Comeau
Committee Clerk