

BUDGET REVIEW COMMITTEE

MAY 18, 2023

A meeting of the Budget Review Committee was held Thursday, May 18, 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 (arrived at 7:11)
Alderman-at-Large Lori Wilshire
Alderman-at-Large Shoshanna Kelly
Alderman June M. Caron
Alderman Ernest Jette
Alderman John Sullivan

Members not in Attendance:

Also in Attendance: Alderman Derek Thibeault
Tim Cummings, Administrative Services Director
Amy DeRoche, Economic Development Project Manager
Jill Stansfield, Parking Manager
Liz Hannum, Economic Development Director
Jennifer McCormack, Library Director

ROLL CALL

PUBLIC COMMENT - None

COMMUNICATIONS - None

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES – None

TABLED IN COMMITTEE

**MOTION BY ALDERMAN DOWD 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>Dept. #</u>	<u>GENERAL GOVERNMENT</u>	<u>APPROPRIATIONS</u>	<u>REVENUES</u>
131	HUNT BUILDING	43	42
158	PARKING ENFORCEMENT	46	46
166	PARKING OPERATIONS	47	
183	ECONOMIC DEVELOPMENT	49	
4085	NASHUA RIVERWALK TIF DISTRICT	233	
2610	SCHOOL STREET TIF DISTRICT	234	
2506	HUNT BUILDING FACILITY RENTAL FUND	42	
	<u>PUBLIC LIBRARY</u>		
179	PUBLIC LIBRARY	153	152

Chairman Dowd

So this evening, we're going to be talking about general government and the Public Library. So the first item is going to be the Hunt Building. Director Cummings are you going to come up and lead us off or?

Tim Cummings, Administrative Services Director

Yes, Mr. Chairman if you'd like. What I would suggest is myself and the Economic Development Director come up, maybe sit with you, and if a technical question arises we can have one of the department heads or the employees of the various departments that are with us this evening answer a question.

Again for the record, my name is Tim Cummings. I'm the Administrative Services Director for the city and with me is the new Economic Development Director Liz Hannum. I'm here this evening to go over the budget proposal submitted to you by the Mayor for a couple of various budgets this evening. I believe tonight we're going to start speaking on the Hunt Building which is a relatively straightforward budget in regards to its carried forward the same level of services from last year to this year. It is under guideline and well under the 4% budget that was submitted to you. You should note though this particular budget has two different sources of funding. One is the special revenue fund and then only salary comes from the general fund. So it's a little different than some of the other budgets that you've seen this in traditional framework that we have here with our other department budgets if you will but not uncommon. This is what we've done over the - well since I've been here at least in terms of how we handle and finance the Hunt Memorial Building.

I would say the particular issue we should really speak about or address is actually a capital improvement request. That is the major driver I would say of our focus in FY24. I don't know Mr. Chairman if you want me to talk about the capital request and the capital need for this particular building now or if you want me to wait and take comments on the more traditional operational budget for the Hunt Building.

Chairman Dowd

I think we can bring it up. The Hunt Building the revenues are on 42 and appropriations on 43. I think that the - don't the revenues from the rent go into the special revenue fund and then - so can you address how that works.

Tim Cummings, Administrative Services Director

Correct. That's right Mr. Chairman. So essentially there's a transfer that happens but the money gets collected from events, and special projects, and for instance a great event that just occurred last weekend where Amy DeRoche who's here with us this evening put on a high tea in celebration of Mother's Day. Had just under 100 patrons through the building. Great type of marketing and advertising for the building but in addition to that, sold out two different seatings for the building, and they turned, I think, something like a \$7,000 profit or thereabouts on the event which that money would go into this special revenue fund which would be used to help with expenditures and expenses related to this building.

During COVID-19 goes without saying. We saw a quite a drop off in events that happening at the building but through Amy's hard work, she's pretty much recovered from the drop off in bookings. I'm pleased to report that the building is now booked regularly. I know Amy has said to me in passing, I don't have a free weekend until the fall. So I think that's a great testament to how beloved the building is to this community.

Chairman Dowd

So relative to the Hunt Building, the appropriations are pretty much the same as last year. The capitol is not in the appropriations in the capital reserve and you can touch on that after we go through if anybody has any questions on the appropriations. Does anyone have any questions on the appropriations for the Hunt Building? Building?

Alderman Jette

I have a question about the revenues.

Chairman Dowd

Okay.

Alderman Jette

So I noticed that - I suppose it doesn't make a whole lot of difference but you've got event fees year to date zero and you're budgeting \$6,000. Facility rental fees you've got year to date \$15,000 and you're budgeting \$8,000. I mean the total between the two is still \$14,000. Is that - why are you low balling for lack of a better word the event fees as opposed to - I mean high balling the event fees and low balling facility rental fees?

Tim Cummings, Administrative Services Director

Great question. I mean it's really how we code the various fees. Essentially at the end of the day, the thing that I would really would want you to hit home on is the fact that we're exceeding the revenues as projected and that's really the important thing. I mean, yes, maybe we could code it a little differently that shows the particular events happening a certain way. Honestly, I can't tell you the difference between an event fee and a facility's rental fee but ultimately what I know is we used to generate somewhere prior to COVID-19, you know, around \$25,000ish and we're not back yet to what we were doing pre COVID but we're slowly getting there. As I reported, I know the event bookings are up finally. So I think what you're going to see over the next couple fiscal years is that revenue which we keep budget conservatively because we want to surplus in this slowly start to start to tick up.

Alderman Jette

Thank you.

Chairman Dowd

Follow up or all set?

Alderman Jette

Thank you.

Alderman Sullivan

Thank you. I don't have any questions on the appropriation side just on the revenue side. Maybe some clarify clarification on it says increase/decrease in fund balance. That \$18,000 is that money coming out of the Expendable Trust Fund to the building is revenue?

Tim Cummings, Administrative Services Director

The \$18,000? Yes I believe that that is correct. It would be the money that would be coming out of the fund and into expenses for the building.

Alderman Sullivan

Got it. Follow up please?

Chairman Dowd

Yes follow up Alderman Sullivan.

Alderman Sullivan

How much does it cost to rent this building for an event?

Tim Cummings, Administrative Services Director

That would be Amy DeRoche and as Amy approaches the lectern, I want to just suggest that I believe the facility rental fees is the lease payments for our office tenants. The event fees is the one off events that occur but I believe Ms. DeRoche could correct me if I'm wrong in that.

Amy DeRoche, Economic Development Planning Manager

So Amy DeRoche. I'm the Economic Development Planning Manager for the record. So to clarify, the event fees - our Mother's Day High Tea was our first event that we've had since COVID. So when we get our checks from Eventbrite, we will put that into event seat fees. So you'll see \$6,000 go into that line but that's why there's nothing in there right now. When we do our Murder Mystery in the fall, the ticket revenue from that will go into event fees. It's just how we differentiate.

So the facility rental fees are when people rent the building. So a rental is \$450 to rent the building. We increased our rates this year. It was \$350 previously. Yes. There's usually building lease fees. It says building rental income. That's the office space that we rent.

Alderman Sullivan

Okay so \$450 per event.

Amy DeRoche, Economic Development Planning Manager

\$450 per yes rental.

Alderman Sullivan

Okay. Great. Thanks.

Chairman Dowd

Question Alderman Kelly.

Alderwoman Kelly

I actually just wanted to know from the rental income I know there's a number of suites in there. Are they all fully rented? Are you (inaudible) capacity standpoint.

Amy DeRoche, Economic Development Planning Manager

We have three out of four rented at this point in time.

Alderwoman Kelly

Thank you.

Chairman Dowd

All set Alderwoman Kelly?

Alderwoman Kelly

That's it.

Chairman Dowd

Any other questions? All right. Seeing none.

Alderman O'Brien joined us at 7:10 pm - straight from Concord solving the world's problems.

Tim Cummings, Administrative Services Director

Mr. Chairman if I may. While Amy DeRoche was at the lectern before she sits down, I was hoping maybe she (inaudible). I'd be happy to give the overview of the capital request but I know she's worked really hard on it over the last six or so months. So I think you'd be pleased to hear about her work on this project.

Amy DeRoche, Economic Development Planning Manager

As some people are aware, my tower windows are very much in need of repair and replacement - not necessarily the glass but the actual wooden casings that hold the windows in place. They're 120 years old and they have given their all as it were. I've worked very closely with Pamela Davies and we have put out grants like mad women. We were recently funded by the National Parks Save America's Treasures. We got \$485,000 which was a wonderful, wonderful Christmas surprise for us but that only gets us about halfway. So the capital request that will be coming through I think we're putting through for \$1.2 million for the windows. I've worked with the architect. Luckily, the firm that built the building originally still exists so it's nice to be able to have them as a partner in this and get kind of accurate numbers for what to expect for cost.

Chairman Dowd

Alderman Kelly.

Alderman Kelly

Thank you. Just to clarify is 1.2 the total cost to repair them or is that what you're asking for on top of the 485?

Amy DeRoche, Economic Development Planning Manager

That's the total project cost.

Alderman Kelly

So it's all set. Okay.

Alderman Thibeault

Thank you, Mr. Chairman. It's a different look for me here. It's actually Alderman Derek Thibeault and not Alderman Clemons.

My question is, okay, so I know about the windows and the casings. What else is needed in the building? I know we're not going to jump on that this year but is there other stuff that's needed right now?

Amy DeRoche, Economic Development Planning Manager

That is the major need at this point in time.

Tim Cummings, Administrative Services Director

But yes there are definitely deferred capital maintenance needs for that building. I believe if I may, Mr. Chairman.

Chairman Dowd

Yes, go ahead.

Tim Cummings, Administrative Services Director

Could Ms. DeRoche maybe tell the body here how much you've spent this year on just trying to preserve the building that were emergency repairs?

Amy DeRoche, Economic Development Planning Manager

We've put \$6,000 into the elevator. We put \$90,000 into a new boiler. That was a surprise. We just had to fix the circulation pump which was another \$3,000. I have a backflow that is being repaired. That's another \$1,400. It's all just normal capital maintenance stuff that is coming to a head right now.

Tim Cummings, Administrative Services Director

Thank you. The reason why I wanted to point that out is because I think it illustrates the point of, you know, when we have some of these older buildings, some of these aged infrastructure coming due. Some of these requests were funded through this special revenue fund which is one of the reasons why it's drawn down a little bit but some of these requests just far exceeded the means readily available through this technical operating budget. So we had to turn to the building trust fund here in the city and other places to fund some of these expenditures. As I noted, a lot of this was an emergency in nature that were not necessarily known to us like this windows project which we can obviously plan on. So I just thought that that would be a good detail for this body to know.

Chairman Dowd

Are those repairs managed by the city building group?

Tim Cummings, Administrative Services Director

Mr. Chairman, if I may. Tim Cummings for the record. It really depends on the specific project per se. I know our Hunt Administrator actively likes to manage a lot of her building projects. So it's definitely in combination with Jay Hunnewell's team. Absolutely, they are part of the process and they often take the lead on some items that might be more mechanical. Then things that might be more specific to the building like the elevator, then that would be Ms. DeRoche.

Alderwoman Kelly

Having just come on the heels of the Energy Environment Committee, I'm wondering what the energy efficiency of a hundred and some odd building is like? What are your heating bills look like?

Amy DeRoche, Economic Development Planning Manager

Expensive. I think we budget - I'm not sure. Yeah I can get back to you with the numbers. It's expensive and the one interesting conversation is that with the new materials that exist, it'll make the windows a lot more energy efficient and still be historically correct.

Chairman Dowd

The heating in the \$6,000.

Amy DeRoche, Economic Development Planning Manager

That sounds about right, yeah. I was gonna say \$6,000. I believe that's what we budget and we get pretty close to that every year.

Chairman Dowd

Not a lot you can do relative to making that building energy efficient. It's pretty old.

Alderwoman Kelly

Something to think about if we're doing upgrades.

Tim Cummings, Administrative Services Director

And the big thing Mr. Chairman is with doing this capital project, I'll be pleased to report that it won't rain in the building any longer. As right now, there's serious water intrusion that occurs which water getting inside the building can cause a lot of issues that is of concern. So that's one of the big reasons why we want to get ahead of it.

Alderman Thibeault

Thank you, Mr. Chairman. Do we get donations ever for the Hunt Building? Any large any donations or just?

Amy DeRoche, Economic Development Planning Manager

We have in the past. We've had some people pass away and leave us a bit of money but the bulk of the fundraising are the events that I put on at the building.

Chairman Dowd

There is an expendable trust for the Hunt Building that people can donate into. It was established so people could do that.

Alderman Jette

Thank you. So I kind of recall your window project going before the Capital Improvement Committee. What kind of rating did you get from them?

Tim Cummings, Administrative Services Director

I would have to double check. I don't know. I don't have that book with me.

Alderman Jette

Okay. So Mr. Chairman I would like to request that anybody that comes before the Budget Committee with a capital request that they - and I'm not faulting anyone here tonight - but it would be good for us to know what the Capital Improvement Committee did with this. The Capital Improvement Committee is spending time analyzing these projects and that not being considered when it comes before the Budget Committee. I think we ought to be working together.

Chairman Dowd

It's a good source of information but it goes to the Mayor, and the Mayor selects which ones he wants to fund, and that's in the back of your book. There's a listing of the ones that he's recommended in his budget. If it's not on that list, it's not part of this budget process unless we had it. All set?

Alderman Jette

Okay just to clarify. Are you saying that the Capital Improvement Committee is just an advisory committee to the Mayor and then it's up to the Mayor to pick what he wants to do?

Chairman Dowd

That's the way it works right now.

Alderman Jette

Okay.

Chairman Dowd

They've been talking to Director Sullivan about changing that but that's the way it is right now.

Alderman Jette

Okay. Thank you for that clarification.

I do have another question. I think I know the answer to this through you to Miss DeRoche if I could. So, this is an iconic building. A lot of us, maybe fewer and fewer of us, used it when it was a library. It's kind of - oftentimes when you see photos of Nashua, it includes the Hunt Building. Like I said, it's iconic. I'm envisioning or imagining that people choose to have weddings, right? I'm assuming this is - I think I know the answer but this is for the public who would be asking can you assure us that you're doing the best you can to market that thing as much as you can to get as much revenue as possible. I'm assuming that that's the case. Do you want to talk about that or?

Amy DeRoche, Economic Development Planning Manager

One thing that I think of as marketing is actually doing something like a high tea like we did this past weekend. We had 100 people come through and it's not just oh, have some tea and have a great time. It's did you know you can rent this building for your event? Here's a brochure and happy to talk to you about your future plans. Our CFO's daughter is getting married next weekend in my building. So we're up to our eyeballs in wedding season right now and we get a lot of word of mouth. A lot of people going oh so and so had their baby shower here and now I want to have my birthday party. That kind of thing - a big Facebook presence, mailing list, that type of thing.

Alderman Jette

Thank you.

Chairman Dowd

All set.

Alderman O'Brien

Thank you. Ms. DeRoche I know on Clinton Street parking could be at a premium. I would imagine that has some possible negative impact on your rental of the property. People may find some difficulty or is that just me thinking it?

And then number two if it is somewhat of a problem is something we can do by ordinance to try to say during special events that people did rent the Hunt community that we could probably open up Clinton Street or bid or something like that to enhance you in renting the building?

Amy DeRoche, Economic Development Planning Manager

I appreciate any help I can get. I can tell you in eight years, I have never had a single rental go oh my god parking was terrible. The one nice thing like this weekend - the wedding that's coming through. They've worked with Jill Stansfield in the Parking Department. They are going to be bagging some meters so that they make sure on Clinton Street they have enough space. Larger events - we even work with First Church next door and they'll make a phone call and say hey do you mind if we use your parking lot and that's never been a problem either.

Alderman O'Brien

Just a brief follow up. Yeah just more like a statement at this point. I didn't know we bagged the meters and that's very positive. So that's a good approach. Thank you.

Tim Cummings, Administrative Services Director

Thank you. So just a couple of clarifiers here. I believe we bag the meters but we probably do it for fee.

Amy DeRoche, Economic Development Planning Manager

We do it for a fee.

Tim Cummings, Administrative Services Director

So I just want to be clear. I don't want anyone to be thinking that you rent the Hunt Building you're getting parking on Clinton Street.

But then secondly, I just also want to further my comments relative to this capital request because I don't want there to be any confusion. The project itself that we were just talking about may not be in your in your capital improvement request for this operational budget but it actually may be in the escrows that come up in the fall. So it's a project that will be coming about. So I'm going to clarify that specifically but I'm having a feeling right now I got a little ahead of myself and I think it's actually going to appear in an escrow because it's a capital project. So I just want to set that correctly for the record as well.

Chairman Dowd

So capital can be funded through the budget. They can be by escrow or they can be by bond. By the way, I was one of the people that use the Hunt Building as a library and every time I think of that time, I think of Harry Potter.

Amy DeRoche, Economic Development Planning Manager

I have had an epic Harry Potter baby shower in the building I have to say.

Alderman Wilshire

I also remember it as a library going there and as a child to the basement to the kids library section.

Also, I've rented it for a wedding reception. It's a beautiful place for an event like that. So thank you for all the hard work you put in. That building is really a gem. So thank you for your hard work.

Amy DeRoche, Economic Development Planning Manager

Thank you.

Chairman Dowd

Yes. You also used it as a library Alderman Caron?

Alderman Caron

Actually I worked there for a summer as a library in the children's room in the basement. We also used it for the celebration of 2000 when we had the downtown fireworks on New Year's Eve. We hung up the quilt - the volunteer quilt. I don't know if you remember Don Marquis that worked at the high school - history teacher. Him and his wife and I hung that quilt in the window and she almost went out the window. So it was quite an experience. Talk about Harry Potter. So yes, it's a beautiful facility and as we talked about before, Alderman O'Brien and I, we don't have a maintenance schedule for our facilities. Once we build them, we forget about them until something really catastrophic happens. So we really need to think about that moving forward with all these buildings that we're putting up, the new schools, and etc, etc. Thank you. Although I'm still the youngest.

Chairman Dowd

Any other questions on the Hunt Building before we move on? Seeing none. All right, we'll go to Parking Enforcement.

Tim Cummings, Administrative Services Director

Mr. Chairman if I may, you may want to skip over Parking and do Economic Development next. I only say that because I believe Economic Development will be a relatively straightforward budget as opposed to Parking where we might have a little bit more detailed of a conversation. But whatever the pleasure of the Chair is.

Chairman Dowd

It's okay with me. We can go with Economic Development.

Tim Cummings, Administrative Services Director

And the only reason why I wanted –

Chairman Dowd

849 by the way.

Tim Cummings, Administrative Services Director

Yes, thank you Mr. Chairman. So again, Tim Cummings for the record and I have Liz Hannum with me. The Economic Development budget is really straightforward in terms of level services. It is completely staffed right now. It has no vacancies. There have been no changes from the proposed to what the Mayor presented and came under the guideline. It's absolutely underneath the 4% proposed in the budget. It is pretty straightforward in terms of keeping the office level funded pretty much. The major driver costs are fixed obligation costs such as either contracts, or salary, wages, and benefits. In prior years actually, I have rolled the operational escrows that had been reoccurring into this budget here. I did that in previous fiscal years. We have used those monies as originally anticipated. Those are for various contracted services that have funded various real estate study needs or various contracted services as they've come about. Mohawk Tannery being a good example of that. Didn't necessarily know by name that that was going to be something that was going to rise to the top of the surface in terms of needing study but obviously as we've started to get more into the redevelopment of that project, we've had to have some technical services or real estate studying done and so we've utilized this contracted services line item. So with that being said Mr. Chairman, I'll leave my comments there.

Chairman Dowd

Questions on Economic Development?

Alderman Caron

You know my question. Yes, thank you. Your department proposal is exactly as what the Mayor has proposed or was there some cuts made and if so where?

Tim Cummings, Administrative Services Director

Subject to me double checking, if I may Mr. Chair, I believe it's as exactly proposed.

Alderman Caron

Okay. Thank you.

Chairman Dowd

Any questions?

Alderman Jette

So in the Economic Development Department there, I see two people - two full time employees listed. On page 245 there's a list of personnel.

Tim Cummings, Administrative Services Director

Page 245?

Alderman Jette

Yes.

Tim Cummings, Administrative Services Director

Yep - needs to be updated but yep.

Alderman Jette

Okay. So there's the Economic Development Director and the coordinator. Is that Miss DeRoche? Is she there?

Tim Cummings, Administrative Services Director

Correct.

Alderman Jette

Oh, okay. But it's \$182,000 and on page 50, it's \$146,000. Does that 182 to include the fringe benefits?

Chairman Dowd

The salaries in the back where those names are are incorrect in all cases. Not all cases but in some cases. I checked it out today. I have talked to Mr. Griffin about it. They're not what's reflected sometimes in the department's appropriations and what's in the appropriations is the right number.

Alderman Jette

Okay.

Tim Cummings, Administrative Services Director

Well I just want to thank the Chairman for having that answer because I didn't know that.

Alderman O'Brien

That's why he's the Chair.

Chairman Dowd

Yeah I'm hoping we can get those pages fixed. Are you all set?

Alderman Jette

No, I had one more question. So I remember - I'm sorry. I don't remember his name but there was somebody working with you when I first became an Alderman and you were the Economic Development Director. He left and I thought that he was not replaced. Has he been replaced by Ms. DeRoche?

Tim Cummings, Administrative Services Director

If I may. So what you're talking about happened a year or two ago. So it didn't happen in FY23. I think it happened in FY22 or maybe FY21 but I think it was FY22 which was yes. We eliminated essentially one FTE in the Economic Development office. Then what happened was is we backfield Amy DeRoche into the Economic Development Project Manager position. The book doesn't read accurately. It's not an Economic Development Coordinator position. But nonetheless, that meant that the Hunt Building Administrator position which was an additional FTE was never filled and still technically that money was deducted from this office's - that salaries money was deducted from this office's line item has not been replaced.

Alderman Jette

Can I follow up?

Chairman Dowd

Follow up.

Alderman Jette

So I guess next year we'll get a better answer from our new Economic Development Director. You were the Economic Development Director and now that you've got all that experience do you feel that it's sufficiently staffed to do the work that we're expecting from it?

Tim Cummings, Administrative Services Director

Thank you, Mr. Chairman. So that's a great question. I think it goes to, you know, how robust of an economic development agenda this city wants to actually execute on. Is it enough? What I can say is it can be enough if you're willing to use contracted services to provide the agenda that you want and you don't put it all on the onus of the staff and think that you can do everything "in house". I say that to you because you don't necessarily in economic development necessarily need to add personnel bodies to be able to still accomplish your mission and your agenda.

Here in Nashua we take a little bit of a longer term view of economic development. It's more improving quality of life through infrastructure investments. The Riverwalk is a great example. That is a four year long project and it has been decades in the making but we know that once it's done, it will increase the value throughout the downtown area and improve quality of life for not just the workers in the area but the residents as well. You can accomplish a lot of that through contracted services. You don't necessarily need to have an additional in house staff.

Now with all that being said, I do think the City of Nashua as a whole if you were to look at other municipalities, does not spend as much in economic development as what you'd consider your "peer communities". That's just a fact. I'm not saying that's good. I'm not saying that's bad. I think it's working here in Nashua but if you were to be comparing yourselves to comparable communities, economic, and socio, and population, and whatever metrics you would want to use, without question we don't fund our economic development as richly as other communities.

Alderman Jette

Okay, thank you.

Chairman Dowd

All set?

Alderman Sullivan

Thank you, I just wanted to make a comment for Alderman Jette. All of the - I figured it out. All of the wages for those two positions are in Economic Development in the supplemental information in the back of the book. However, half of the wage for the Economic Development Coordinator sits in the Hunt Building salaries and wages at 36297. So if you take 182533 which is the roll up of those two positions, you back out 36297, you come up with 146236 which is I was \$1 off. You do come up with that. So that's the reason. That's where the money is.

Alderman Jette

Thank you.

Chairman Dowd

I was originally thinking it was the benefits added into the salary that whole cost of that first but anyway, we'll look at that. Any other questions? I said, two quick ones.

What is the right of way fees?

Tim Cummings, Administrative Services Director

Yes, Mr. Chairman. So there's right of way fees that have been carried in this budget and they were escrowed at one point in time and is probably a conversation at some point to talk about maybe reducing the right of way fees. But any private railroad crossing that happens in the city needs to be paid for that when the public traverses it, and this is a legacy item that's been in our budget over the years. It's my understanding it's always just been put in Economic Development and so therefore, it's housed there just in case we get asked by what was Pan-Am and they were known from time to time to ask us for some monies for private crossings in the city. So it was decided a long time ago to handle it this way.

Chairman Dowd

Okay. I just asked that for the public's benefit. The other one for the public's benefit is other contracted services. What are other contract services?

Tim Cummings, Administrative Services Director

I'm sorry. What page are you on?

Alderman Caron

50.

Chairman Dowd

Page 50 and we don't have line items but it's under the 55 other services.

Tim Cummings, Administrative Services Director

Okay. Yep. So that is the line item in particular that I referenced that we use that houses a lot of the real estate consulting studies that are done - market studies and/or a lot of it is appraisal. So I can tell you that just recently, we had to comply with New Hampshire DOT's request to do a \$10,000 appraisal on the right of way that abuts the "Mohawk Tannery land" and so it's this line item that would pay for that type of service.

Chairman Dowd

Okay, good info. Any other questions? All right. We'll move on. Do you want to go back to the parking or do you want to go to the TIF?

Tim Cummings, Administrative Services Director

I know about parking. I think it would probably make the most sense now Mr. Chairman and I think that Jill Stansfield is with us. I appreciate her being here this evening. Parking has changed a little bit from this year for what is being proposed to change a little bit from this current year to next year but not maybe as drastically as some folks make me think.

So what I wanted to start the conversation out by saying is, you know, for the most part we're trying to stay consistent this operational year with our services. So what I anticipate to happen in FY24 is a more robust conversation as we look to implement the parking study that we just completed. So we have Desmond engaged to implement and help us develop a financial plan or a business plan over this summer period. As we go into the fall, I would anticipate us coming before you to really have a conversation about implementing the recommendations in the Master Plan. That really will be moving parking into an enterprise fund. To be able to do that, you need to ensure that the revenues match the expenditures. It was pointed out very rightly so during our conversation about parking during that study. We need to really know what revenues would be. We're studying what that potentially could be and what the expenditures could be to provide the level of services.

I say that, that effort would occur through FY24 with the goal of trying to actually implement it in FY25. I wanted to give you that context because this this FY24 budget pretty much mirrors what you see for level of services there. There are a couple items that should be addressed. One starting with parking enforcement expenditures. We are not fully staffed. We have a couple positions open that are Parking Enforcement Specialists. We are constantly hiring for those positions. We need all the positions that are budgeted but parking enforcement expenditures is carrying one additional administrative staff position. It's not a new body or a new FTE to the City of Nashua. What it is, is we transferred or moved the position that was in the Treasurer's office and more appropriately put it in the Parking Department office. So I believe it's - I said it was funded under Parking Enforcement. It may be funded under Parking Operations but nonetheless, what I want to make sure folks know is there is a new body being carried in the Parking Operations Department budget that would help with parking enforcement and management more than anything else. This was a position that was housed in the Treasurer's office but during the study and with the actual turnover of a personnel, and based on Treasurer Griffin's request, he wanted to kind of move that over now before they hired a new person into that role. It was split funded. So some monies were paid for by parking and some monies were paid for by the Finance Department. We've now moved it over completely to parking itself and kind of separated the two positions.

Otherwise really no changes per se parking operations. Enforcement fully staffed and need to maintain the staffing personnel as there is and I would suggest that the Parking Manager who's with us this evening would tell me that we actually need more parking help than what we currently have. She would really like to have more resources.

But with that being said, there was a reduction. I want to make sure that folks know that there was a request by the Department for some additional monies and it's not here. It did not make it through in the Mayor's budget proposal to you but that was really for deferred capital maintenance. It was, again, trying to follow some of the direction that was made

by our consultants. We had a deferred capital maintenance study done by Thornton Tomasetti on our garages and they really recommended that we start putting some deferred capital maintenance monies annually into our operating budget. So originally there was a discussion about putting it in this year but we recognize that we're going to be looking to tackle a bigger project over the next year so didn't necessarily need to do it right now because we do anticipate, you know, having that bigger bond authorization come before you and really tackle the problem. But then after in the future year, adding that monies in so we can keep up with that deferred capital maintenance and not let it slip like we've had in years in years past.

In addition to that, we do have a trust fund that has monies readily available to it if you ever needed to spend some money on the parking garages. So you didn't necessarily need to put it into this operating budget this year. So that was the rationale why it didn't make it into the Mayor's budget before you which the Parking Department completely agreed with. Otherwise, all the other real expenditures have stayed the same. We did add a little bit into snow removal. We heard loud and clear from some members of the Board of Aldermen that some more attention needed to be put onto the sidewalks. So we were able to stay within guideline and increase that line item and we were happy to do so. So that's the only other real budget driver that changed besides the obligations through contracts and fixed costs that are beyond our control.

Chairman Dowd

Okay. Yeah this is one of the areas where I didn't have any checkmarks at all in my pages. I want to keep the questions to items that are directly related to the budget not where cars are gonna park or not park.

Alderman Wilshire

Thank you. On page 245, you have under parking operations you have parking maintenance, parking manager, and Superintendent of Solid Waste? Is that the position you were talking about that was moved from the Treasurer's office?

Tim Cummings, Administrative Services Director

I believe that would be a typo.

Alderman Wilshire

Okay.

Tim Cummings, Administrative Services Director

As you all know, we're working through this new budgeting software. So I will double check that but that is I think maybe, again, a slight error.

Alderman Wilshire

That's kind of what I thought.

Alderwoman Kelly

Thank you. So my question is around page 46 - outdoor dining permits. I thought that this was the year that we were going to start charging and I don't see anything but zero.

Tim Cummings, Administrative Services Director

Well, I'll start. I'm going to look to where you are. Again, you're talking about revenue that's collected?

Alderwoman Kelly

Correct.

Tim Cummings, Administrative Services Director

So, Mr. Chairman if I may?

Chairman Dowd

Yes.

Tim Cummings, Administrative Services Director

When we were in the development of this budget, we really didn't know what that was going to look like per se. So obviously being extremely conservative didn't want to put anything in. I can tell you though we are charging and it's \$500 per space. We have participation. So I anticipate, you know, it's not going to be a lot of money but you're going to see \$10,000 to \$20,000ish maybe a little bit more. Something like that range probably in a future iteration.

Alderman Kelly

Thank you.

Alderman O'Brien

Thank you, Mr. Chairman. What I do know as Chairman of Infrastructure, Mr. Cummings we have had this discussion before and with Miss Stansfield too. Due to the limited amount of employees that are under her, we're not really hidden completely all the area. So unfortunately, we have sort of like selective enforcement within the city. Let me clearly say to the public, the only reason why any community has a parking meter is to get the flush for businesses and stuff like that to keep the rotation going. Okay. It is not really an integral part of our budget to make money off our parking meter or else we would charge a lot more. But anyways but the thing is unfortunately right now with the current system, I am content to wait until this full program gets implemented and ready to come out of the barn but right now it's not ready. There's a lot of moving parts to it.

I'll say this to the citizens just to be prepared. In about a year from now, I am hoping that we can look at Ms. Stansfield's request of additional personnel because this parking is not going to work. If we talk about overnight parking, off site, and I'm not talking Main Street, and neighborhoods, we're going to need somebody to travel. So therefore that's going to be covered by an employee and that's going to need to definitely be addressed and it's part of our infrastructure that we need to have. That's it.

The second thing too is, if I may, the parking garages unfortunately – we're great at building stuff but we're very, very poor at maintaining them. Very pleased to find out what originally was thought as very concerning on the garages is still concerning but it isn't - I don't want to use the term "catastrophic" but there it goes up out my mouth. But the thing is we are currently working and this is what happens to any type of community when you want to play, you know, a little bit on the cheap and not take care of the existing structure. If this went too, too much farther, I can just imagine. Mr. Cummings what would be the costs of replacing the garage instead of repairing it?

Tim Cummings, Administrative Services Director

Lots. I will do the math for you right now.

Unidentified Female Speaker

\$80,000 of space.

Tim Cummings, Administrative Services Director

Yeah so that's about right. So there's 400 parking spaces times \$80,000. You're looking at \$50 to \$75 million as opposed to spending, you know, what I would say \$10 to \$15 million now which will preserve the life of those structures.

Chairman Dowd

Yeah that's gonna be a whole other subject matter.

Alderman O'Brien

Right. Thank you Mr. Chairman.

Alderman Kelly

Thank you. I wanted to tack on to the deferred capital maintenance and deferring. Putting it in there concerned me until you explained it a little bit because I feel very strongly like Alderman O'Brien has said, it's with our buildings, with our streets. Every time we cut that budget and then we have to take care of it and in an emergency, we all know is not an efficient use of our taxpayer dollars. So I look forward to seeing that gets some traction and some funding in the future.

I did want to ask about the snowplowing services because I was also one of the Alderman who's pretty vocal about this part of it. So I see you put about \$5,000 in. Is that just for labor?

Tim Cummings, Administrative Services Director

Contracted labor, yeah. Contracted services.

Alderman Kelly

And is that to keep it in the city or would you be contracting it out?

Tim Cummings, Administrative Services Director

Contracting it out.

Alderman Kelly

What about equipment? Do you have enough equipment to be - I may have heard that maybe another sidewalk plow would be helpful. So I was just wondering.

Tim Cummings, Administrative Services Director

Oh, you did?

Alderman Kelly

I have, yeah.

Tim Cummings, Administrative Services Director

Oh, interesting. I can't speak to that right now. I don't know if another sidewalk plow per se would be more helpful. I think we just got another one that actually is on order and we've been waiting for it to come in for quite some time now. I think it's going to be due - I think we'll get it in before the next winter season. So I think we should, you know, see how we do with that additional piece of equipment before we look to bring something else.

But in addition to that because we contract services, we expect our contractors to have the equipment. The plan at hand right now is to try to bring in the contracted services more quickly to do the parking lots and that will allow our in house group that have been doing our parking lots to go out immediately and focus on the sidewalks and that way we're getting the sidewalks done in a much quicker timeframe than previous. I'm sure if we had an another additional piece of equipment, we could probably do even quicker and maybe a little bit more but I think we have a good plan in place for right now. I know I could always come back to you if I see it not necessarily working out like we thought.

Chairman Dowd

There'll be a much larger discussion on sidewalks when DPW comes in.

Alderman Kelly

I look forward to that conversation. Thank you.

Alderman O'Brien

Yeah, thank you Mr. Chairman. Along Alderman Kelly's idea there or what little birdie has whispered to you. I know what Park Rec. we took an old fire department line truck and repurposed it and gave it to Park Rec. which they use for the Christmas lights and other bandit displays and meets the qualifications. It was no good to be up near power lines but it

was good to do the safety work that they're implied. Maybe Mr. Cummings I'd be willing to work with you to see the replacement. I imagined BPW needs the first line piece but if this one that we're replacing has a wee bit of life left to it, maybe we can work something in house as a direct transfer over to your Division there.

Tim Cummings, Administrative Services Director

Yes if I may, Mr. Chairman. Director Fauteux has been very gracious in that type of thinking in the past. Obviously when you do something like that, you don't necessarily get to have the trade in value which helps reduce costs on that upfront purchase. That's definitely a strategy that we should definitely look at.

Chairman Dowd

Any other questions on parking?

Alderman Jette

Yes thank you. So in that regard, could you explain what sidewalks are we talking about as far as parking enforcement and DPW? What's the dividing line?

Tim Cummings, Administrative Services Director

So Mr. Chairman what I would recommend you do is you can go on the parking website and there's like a snow map that kind of delineates the routes that parking takes care of from a sidewalk removal perspective. I don't know it off the top of my head but it's pretty much, you know, where there's "paid parking" is the areas that parking takes care of from a sidewalk perspective. We have talked about just this year extending that down further that we need to have additional conversations with DPW to ensure we can do it to their satisfaction but it would try to get it down to Lake Street or thereabouts because we recognize the Elm Street Middle School's needs. So we're not ready yet to commit to doing that additional expansion until DPW signs off on it but that is what we're talking about offering. Again, that would be the increase of the addition to what we currently maintain. Obviously, what we currently maintain what we're committing to doing is getting it done quicker.

Chairman Dowd

Again, that discussion is going to come up during DPW. There's a whole thing on sidewalks.

Alderman Jette

So when you say when there's paid parking. So the downtown sidewalks, we remove the snow and ice from those sidewalks the parking enforcement?

Tim Cummings, Administrative Services Director

That would be what would be traditionally considered under the parking's purview for removal visa via the DPW.

Alderman Jette

Okay. Thank you.

Chairman Dowd

Any other questions for Parking?

Tim Cummings, Administrative Services Director

May I make just a couple last comments Mr. Chairman? I know you'd like to move on but it's really important that I just get this on the record because this is the first year that we've changed how we fund the Downtown Improvement Committee and I just want to make sure it's noted for the record. So we previously used to take an excess of something like \$728,000 of parking revenues and we will transfer that down to the Downtown Improvement Committee and through separate legislative action, that is not occurring anymore. That's neither here nor there but I know it had always been, you know, an integral element to how the parking operations kind of worked. So we're moving away from that. So therefore, that is not

occurring anymore but nonetheless, the parking revenues are coming in. We had kept it, you know, kind of static at that 728 figure. Now moving forward when we have revenues and expenditures if we do go to that enterprise system, you're gonna see that revenue number may be changing. Thank you.

Alderman Kelly

Thank you. So I remember that we decided to level funding the Downtown Improvements Committee. Just a question here but if we have an excess of what we've been putting away could that be a potential place for the deferred maintenance to come in?

Tim Cummings, Administrative Services Director

Thank you. Not to get too into the weeds here. To answer your question at a very high level, the answer is yes but we shouldn't necessarily think of parking operations money for that. You should think of parking enforcement money. So parking enforcement money, I'll give you an example. So we're projecting \$350,000 in parking enforcement revenues. I'm going to suggest it's going to be more like 450ish in that range. So that extra money, that extra \$100,000ish gets transferred into a trust fund dedicated to parking maintenance.

Chairman Dowd

All set?

Alderman Kelly

I'm all set. Thank you.

Chairman Dowd

If there's no questions, we'll move into Nashua Riverwalk TIF District.

Tim Cummings, Administrative Services Director

What page are we going to for that?

Chairman Dowd

That is on page 233.

Tim Cummings, Administrative Services Director

Thank you, Mr. Chairman. So 233 shows the Riverwalk TIF which is what is funding our downtown Riverwalk Project. No real changes here per se. It is pretty stable. I'm sorry, Mr. Chairman. I'm just looking at something here. So you're saying page 233. So this is the debt service. So relative to the debt service, this is actually something that was done a couple of years ago. No. I thought that this was going to be the debt service to the initial TIF District when it was created back in 2003. I don't believe that what I was about to say is going to be accurate.

So yes this is what I was going to speak to for a second - this is what I was about to speak to. Thank you Alderman Caron. Page 233 is relative to the debt service that we have on hand for the TIF District. We started that project, again, in earnest back in like 2003/2004. I believe that this is just the remaining debt that's left on that bond - that 20 year bond which we are going to be paying off relatively soon. I thought it was getting paid off sometime around 2023/2024 but it is maybe more like 2026 and I wasn't realizing it. So that is the riverwalk that exists in front of Jackson Falls.

The more robust TIF District that I typically talk about you've heard the most about over the last few years is the expansion that is occurring from Jackson Falls towards Cotton Mill, and Clocktower, back on up to Main Street, and then from Main Street back on over to BAE. So Amy DeRoche has worked really hard over the last year to get the project completely designed. We have a \$21 million bond authorization that we actually haven't started using the debt on that. We've been using cash that has come in from the TIF revenue that has been collected from the tax increment financing district. We anticipate actually needing to issue debt probably not this fall but next fall because we will be going under construction probably this summer. I say probably but Amy DeRoche has committed to me that we'll be going to construction this summer.

We're going to be tackling some of the projects that would be on the east side of the river. Specifically, we really need to get the pedestrian bridge that connects Clocktower and Cotton Mill with an ADA compliant ramp. That's for our first project that we're going to be doing. We'll be anticipating taking that project under construction this summer. It's a million dollar project. So that would be \$1 million out of the out of the \$20 million that we have authorized. We did receive some federal assistance with that through a legislatively directed grant and that will help offset that approximate \$1 million. We'll be looking to take on a mid-block crossing that I know is near and dear to Alderman Kelly. That will be over by Clocktower. So we'd be looking to take that on this summer as well.

We'll be looking to do a cantilever bridge - I'm sorry, a cantilever riverwalk off of the Main Street Bridge where the new barbecue restaurant is and that will happen again in this summer type timeframe. So those are the major expenditures that will be occurring starting this summer. Most of those projects will be contained within this construction season. Some may go over into next spring. So that would be spring of '24. Those monies we will use cash to pay upfront but we already have the authorized debt. So then what you will start to see is some of this Riverfront TIF District revenues being budgeted and categorized as debt service and going to pay the general obligation bond that has been issued to execute on these projects. So anyway, that's a quick update on the Riverfront TIF District.

Chairman Dowd

Any questions?

Alderman Sullivan

Thank you, Mr. Chairman. Just an overall understanding of a TIF. I always read up on it every year, and I forget, and then budget season comes, and then I go oh yeah the TIF. Essentially, you take all the property in a designated area and then all of the tax revenue that's generated out of it. So I'm just going to use round simple numbers. So let's say last year we established the TIF and that area generated \$100 in revenue. This year now that the TIF is there, it generated \$150 in property value or property tax revenue. The \$100 goes into the general fund. The \$50, which is the incremental, goes into that fund and pays for development of that area. So I got it.

Unidentified Speaker

That's pretty much it.

Tim Cummings, Administrative Services Director

It's a very simplified version. You got it.

Alderman Sullivan

That's how I roll.

Tim Cummings, Administrative Services Director

Yep. You got it.

Alderman Sullivan

That's how I roll. Okay. That was my only question. Just want to make sure I was good.

Alderman Jette

Yes, thank you Mr. Chairman. Does anybody know these things that were put on our desk tonight labeled "Nashua Riverwalk TIF District and School Street TIF District"? Does anybody know where they go into this book? It's punched for holes and we've got a loose leaf binder so.

Chairman Dowd

Yeah I got them too. It doesn't have page numbers so. I have extra copies up here too.

Tim Cummings, Administrative Services Director

Oh, okay. I was just gonna say Mr. Chairman one - I don't think this side has that. Two, I believe Alderman Caron just went to go make some copies. I don't know but I can find out for you where it necessarily goes in this budget layout. What I believe that is, is just the budget if you will for the TIF and is the program that I just basically, you know, talk to you about in in narrative form.

Chairman Dowd

Right. So in the interim, you have some of the tabs that don't have anything in them. For the time being, I'd put into one of those tabs.

Tim Cummings, Administrative Services Director

So let's just note that I did that all from memory.

Alderman Jette

In that question, I have a few questions about the details.

Chairman Dowd

Alderman Jette follow up?

Alderman Jette

No thank you. I'm just joking.

Alderwoman Kelly

I want to try to keep my questions to the budget so I wanted to know if the Board will be getting an update before the construction starts on the Riverwalk?

Tim Cummings, Administrative Services Director

If I may, Mr. Chair. We actually already gave a great update like that to the Infrastructure Committee I want to say six weeks ago - the Infrastructure Committee, John Vancor, Hayner/Swanson came before the Infrastructure Committee and gave an update along with the TIF committee itself around the same time. All this should be up on the website where he gave, again, a project status update. If you'd like and I'd be happy to seek him to come back again and give an additional update.

Alderwoman Kelly

I'm happy to look at the Infrastructure. I just – we hadn't heard it as a full Board in a while. I'm excited to have the work start for sure (inaudible).

I do have one question I'm going to ask you right now because it was just on my mind. The improvement to the pedestrian is it only on the one side on the Cotton Mill side because I believe there is a ramp up on the other side?

Tim Cummings, Administrative Services Director

Correct. If I may Mr. Chairman. Again...

Alderwoman Kelly

Yes you can go and then you have to go back.

Tim Cummings, Administrative Services Director

And that is the exact issue Mr. Chairman. To answer Alderwoman Kelly's question, the ADA ramp is going to be a ramp from the Cotton Mill side of the river bank because there is one currently on the Clocktower side and that is what's going to bring us into ADA compliance.

Alderman Kelly

Great.

Chairman Dowd

All set?

Alderman Kelly

Yes.

Chairman Dowd

Any other questions on the Riverside TIF? No. Then we'll move on to the School Street TIF.

Tim Cummings, Administrative Services Director

So the School Street TIF, again, very straightforward project. This is a project that we were using the future increment captured off of the School Street apartments if you will. Two main purposes – one, to help support the performing arts center that was paid for through TIF funds. But then the other major element is actually the parking structure that is getting built underneath the apartments. That's the only two uses of the funds that was committed to the Board of Aldermen at the time. Until I'm directed otherwise, we would only be using these revenues for these purposes specifically. So it's really just now paying debt service for bonds that have been issued and there has been no change in the business plan since the last time we met.

Chairman Dowd

So didn't we not discuss at some point in time when we change the direction of Pearl Street to use some of the TIF funds for the enhancements to the street, the sidewalk, the trees, benches?

Tim Cummings, Administrative Services Director

Yes, Mr. Chairman. That is an eligible cost and the funds could be used for that if so directed. I want to be clear about that. It is an eligible cost. We have not use these funds for that. It absolutely would be a legally allowed use of these funds. I say this because I know TIFs are sensitive so I always want to stay very true to what has been previously represented. I had only previously represented that we would use the TIF for the two specific itemized expenditures I previously spoke about. But of course, any future body could use the money to however they would like. So if that's something that I should start to look at for the West Pearl Street streetscaping, we can absolutely do that.

We are seeing some excess funds in the account. I don't know the dollar amount off the top of my head. I don't know if it would be enough to make a substantial difference to a West Pearl Street streetscaping project. I would have to do the analysis on that but there is some "leftover monies" and the intention has always been to transfer those monies back to the general fund. So that, again, I'm just outlining what the plan had been previously. If Mr. Chairman you or the Infrastructure Chair wanted to have a more robust conversation at a subcommittee about potentially using this as a funding source, I would welcome that conversation

Chairman Dowd

I don't think we're anywhere near ready to embrace it. That was just for the future.

Tim Cummings, Administrative Services Director

Yes it is an option for the future.

Chairman Dowd

Any other questions?

Alderman Sullivan

Thank you, Mr. Chairman. On the revenue side of the School Street TIF, I want to make sure that I understand it. In Fiscal Year '23, current fiscal year, we budgeted zero for property taxes. Should I assume that that zero means incremental property tax over and above what was generated in prior years, okay. Where can I find the fund balance total for the School Street TIF? Where is that located? Is that in expendable trust funds?

Tim Cummings, Administrative Services Director

I would have to double check exactly where it would be. I don't believe it would be an expendable trust fund but it would be a segregated account. I say that to you because I know it's not a trust fund but it would be a segregated account. I know it's on - I know the revenue is going in would be shown in the MS1 but I don't think to your question about what is basically the balance in that account which is I think the question at hand. I can find out for you where that would be shown.

Alderman Sullivan

Okay I appreciate it.

Chairman Dowd

I believe that the John Griffin watches all of these meetings and usually talks to me the next day about questions that came up with answers. So I'm sure he can provide us with that answer.

Alderman Sullivan

Mr. Griffin if you're out there.

Chairman Dowd

He's not on Zoom.

Alderman Sullivan

Oh, okay. Follow up please. This is just city 101? The School Street apartments that are getting built - obviously no one lives in them yet. When do they start generating tax revenue when people live in them?

Tim Cummings, Administrative Services Director

So it's called - you capture partial taxes. You don't get the full freight if you will until they're occupied.

Alderman Sullivan

Right.

Tim Cummings, Administrative Services Director

But you capture every April 1st whatever you're supposed to be at that point in time. So it's a percentage if you will. So people who are into this stuff like TIFs, you know, really a big thing that happens is when concrete steel goes in. So when steel goes up, that is usually a way of delineating a certain percentage of assessment and that it would be, again, a partial assessment until you get your occupancy and then you'd be - again if you get your full occupancy after April 1st, you have to wait for the following April 1st to change the assessment but that's what typically occurs. So we are getting, you know, we are getting a good share right now because that occupancy is probably scheduled for fall, this fall of '23 and that would be reflected April 1st of 2024. We'll start seeing the full frame.

Alderman Sullivan

Okay. Thank you.

Chairman Dowd

Yeah the last I knew they were going to be fully completed by no later than October.

Tim Cummings, Administrative Services Director

That's my understanding Mr. Chairman.

Chairman Dowd

Okay. Any other questions on the School Street TIF? Seeing none. I think we already covered the Hunt Building facility rental fund. So unless there are any other questions in the general government area, we'll move on to the Library. Seeing none, thank you.

Tim Cummings, Administrative Services Director

Thank you.

Chairman Dowd

And the Library is on 152. Okay do you want to introduce yourselves and give us an overview of the Library and then we'll get into the budget.

Linda Laflamme, Chairman Library Board of Trustees

Okay. Linda Laflamme. I am the Chairman of the Library Board of Trustees.

Jennifer McCormack, Library Director

I'm Jen McCormack. The Director at the Library. Thank you for having us here.

Linda Laflamme, Chairman Library Board of Trustees

Before we dive into the budget which Jen and her staff, once again, did an excellent job on. I just want to say how heartening it was to hear all of you talk about how important it is when you build a new building. You take care of it and you support it in the future when it needs some help. Believe it or not, the new library, our building, is over 50 years old now. As you may remember from the facilities study that we presented to you earlier this year, we, too, have issues with water coming in, and brickwork, and windows, and boilers. I mean it was de ja vu listening to the Hunt Building. So I know that's not what we're not here to talk about today but I hope when it comes time and we do come to you looking for some teamwork on funding, what we need to do to the grand old girl that you're as optimistic and as willing to support our infrastructure as you seem to be today.

Jennifer McCormack, Library Director

So I brought some updated statistics tonight. I think you had some in your budget narrative. We are also similar to Amy in the Hunt Building experiencing a great rebound in library business since the COVID closure and easing back in. As of the end of the third quarter of Fiscal Year 2023, we've had 261,000 items had been circulated. 70,000 of those are digital items, which is interesting, and we have had nearly or at that point, nearly 129,000 visits to the library. That's just in the first three quarters of the year. So you're still a really vital and important part of the city not just for the downtown folks but families all over the city.

Our meeting rooms are back to pre COVID levels. We actually have 49 different community groups using our meeting rooms on a regular basis either monthly, weekly, or some other iteration of that and our study rooms are also booked nearly all the time. It's really exciting time for us and I think it speaks to our value to the people who live in Nashua.

This year the Mayor requested that we stick within a 3% increase in our budget which I was able to do. We were able to do. Sorry taking credit for the Board's work - was able to meet that goal while still incorporating a contingency amount for union negotiations that we are currently in and maintaining the same level of service that the library currently provides with no reduction in staffing for hours. In fact, the budget as we're proposing would keep us open on Sundays year round. If our negotiations are successful, we'll return to four hours of service on Sundays instead of three.

However if you look at our budget, it looks a little bit different than it has in past years. We made some changes to budget lines really to help me and my team track more closely what we're spending on services to customers and what we're spending on services, staff support in our kind of in house expenses. We also cleaned up some terms that are really no

longer relevant. So what used to be technology operations, we split out. So what you see is technology operations. Those are the expenses related to the library's network and internet access. Really staff side technology expenses.

We moved the licensing fees for applications and services that we use for customers to the software licenses line. So that line pays for things like our integrated library system which manages our database and all of our transactions, our online calendar, the software for self-check stations, our new website. The library is actually moving to Civic Plus so we'll be on the same platform as the city.

But what has been publications in the past, we are now calling "books" because that's what we use it for and that would be physical books.

This is really tiny. The postage meter lease. We broke out of the postage lines so we can more closely track what we spend on postage and postage that cost is how we supply our books by mail service. So we currently have 65 customers who are homebound who get books by mail and then they mail them back to us. We have bright red mailing envelopes kind of like the red Netflix envelopes that are gone now. We have seen - postage goes up like everything else does and we have more clients than in the past. So we've grown that program a bit.

We used to have a whole bunch of things thrown into what's labeled "miscellaneous supplies". We've divided that up a little bit to make it make more sense for us. So we're leaving the label miscellaneous supplies but that's really being used for processing supplies. So that amount is paying for labels, book covers, DVD cases, things that the staff use for material processing.

Inventory supplies - that's money we spend on items that customers use like library cards, materials for our makerspaces, crayons and paper for the kids room, that kind of thing.

Printing supplies we'll use that will pay for paper, for staff, and customer printing. We're moving to a new public printing vendor so they will no longer supply paper so we needed to add some money in for that.

We added a marketing and outreach line that lets us more closely track what we spend on software that we use for graphics, production, and our newsletters, promotional supplies, and any equipment we use for outreach events.

We added a line for printing services. We are not always able to use the city's printing department. We frequently have larger scale jobs or require folding or we have deadlines that that department can't meet.

We've added a line for translation services. We've been translating things and paying for that out of miscellaneous supplies for reasons I can't describe but we would like to demonstrate a commitment to that and be able to track how those expenses roll out over the year.

We've created another kind of messy budget line called "other collections". We are working on establishing a library of things. So you may have heard of that in other communities. It's really a collection of tangible items that are fairly expensive or difficult to procure that you might only use once or twice a year. So you may not want to purchase one for your house or for your family but you'd like to have it to use and share throughout the community.

Before I sat at this oval, I would have been able to give you a million expense examples but right now the only one that comes to mind is cake pans. So the Hooksett Public Library has a big collection of cake pans for themed birthday parties. So that kind of thing. Gardening implements are another idea. We're working on establishing a makerspace for adults that will have video editing software. So the library of things, we will also loan a camera that you'd be able to use that you could take the camera, record the video, come in, and then use our software to edit it.

We did make reductions in a few lines on the operating side. We reduced the books and media budget. Those are paying for physical items and circulation of those are decreasing. We reduced our expenses on subscriptions which are really our databases. We reduced our expenses on periodicals. Those are magazines and those are really by attrition disappearing and we made some small reductions in our dues and memberships line mostly because that line pays for one of the things that pays for our museum passes and the Friends of the Library now pay for all of those now.

Because of those reductions, there's some new services we're adopting over the next few months. Most of which I've already mentioned. We have new public printing and computer time management software, which has been slower to roll out than we'd like but its coming. New online calendar, which also incorporates scheduling software for staff and that will roll out starting - we're already using the staff scheduling side but the public meeting room booking and calendar piece will roll out on Monday.

We're developing a library of things and establishing a makerspace for adult customers. We have one for teens already and for kids.

We did increase a few lines to reflect either actual spending or a shift in priorities. Program expenses we've increased a little bit. We're finding that like everything else that has become more expensive. Performers are requiring a little bit more expense.

We increased our electricity line and that's not because our rate has gone up. Thanks to Doria, we have this really great rate until I think a year from November. But our electricity use is increasing as the building gets more leaky. So we have staff working in alcoves or next to windows that are leaking. The brick is not - it's an old building. So we've actually run out of electricity money this year and we're borrowing it from somewhere else. We did increase postage just because that price went up.

So that's a lot to absorb. I'm happy to answer any questions.

Chairman Dowd

Questions of the Library.

Alderman Sullivan

Thank you. First a comment. One of you said being over 50 was new and the other one said being over 50 was old. So I'm gonna go with the new comment and considered new.

But that aside, I just I noticed overall and I appreciate that your budget was more or less level with the previous year. So I do appreciate that. So I'm assuming that when I look at the line for software licensing which is a jump of \$97,000, you did speak to you created some new lines. I'm assuming that's a new line. Can you just talk a little bit more about what that software licensing is? Is that the jump from the current web platform to the new web platform?

Jennifer McCormack, Library Director

So that's really just an accounting change. So that whole amount technology operations used to incorporate that \$97,000 plus the 13 that's still in there.

Alderman Sullivan

Okay.

Jennifer McCormack, Library Director

So included in there is the new website platform that expenses in the vicinity of \$9,000. But that's really essentially breaking out customer facing software and not technology used for operations.

Alderman Sullivan

Sure. Okay. Thank you. Thanks.

Chairman Dowd

Other questions?

Alderwoman Kelly

Thank you. I was hoping you guys come in. You're my favorite departments. I actually had a couple of comments and then a question. So comment number one was just I was very appreciative of the fact that a couple of the changes you made in the budget are very thoughtful of the types of diverse communities we have - so the translation services and tracking that. I'm really interested to see what happens there.

You have it under your highlights and accomplishments but I was championing getting rid of all of the funds. I really think that was an important piece to making sure everybody has equal use to the library. So I wanted to just say thank you for

that.

My questions. My question number one was around moving the website over. Is there efficiencies to moving it over because your website now seems great but I'm not using it every day?

Jennifer McCormack, Library Director

Alderwoman Kelly you may be the only person who thinks the website is great. There is definitely efficiencies because the website as its hosted now is maintained entirely by our IT Coordinator on top of his full time duties. He's not a web designer or an information architect. So Civics Plus offers this 24 hour support and updates regularly. Weston is very happy.

Alderwoman Kelly

They also are very well known in the industry and do some many so I understand that they will be a good support for you.

You were talking about the library of things. This isn't budget related but I'm a) really excited about it. But also wanted to know if you were looking for crowdsourcing donation so people have things that they've purchased once and want to help?

Jennifer McCormack, Library Director

That will definitely be part of our plan but I would say to anyone who's watching is please don't start showing up with it.

Alderwoman Kelly

That's not what I was looking...

Jennifer McCormack, Library Director

Yes, yes so we're still designing it but absolutely, that will be part of it. I think that was similar to our sea library, that library of things will be a community driven project. We want to know what the community wants, if they have items to share that Risk will let us loan out. Yeah, so absolutely.

Alderwoman Kelly

Great. Thank you.

Chairman Dowd

Questions?

Alderman Jette

Thank you. I think a chainsaw would be nice to be able to...

Jennifer McCormack, Library Director

Jen Deshaies is rolling all over now.

Alderman Jette

So I know that - I think that the library has waived fines.

Jennifer McCormack, Library Director

Yes.

Alderman Jette

So how's that working out?

Jennifer McCormack, Library Director

It's working out fabulously. I have had two negative comments from people more advanced in age than anybody in this room that don't understand it but universally from families and individuals, we've just heard appreciation for it. People telling us that they're more willing to come to the library. They're letting their kids borrow more items. Some people say whether it's true or not that they're working harder to get them back on time just because they're feeling so good about us.

You may be asking for data and I may be being facetious. I don't have great data for you on that tonight Alderman Jette.

Alderman Jette

I'm just wondering, you know, if I'm on the list of if I'm looking for a book and it's out and I'm on the waiting list and there's no incentive for that person who has the book to bring it back. How does that?

Jennifer McCormack, Library Director

Well there is an incentive because if they keep it too long, then they can't use their library card anymore. So they would, in fact, after something is overdue for a long enough period of time, you are billed for that item and you're no longer able to use your library card. So that's the primary motivator.

We also internally have a threshold we reach. So when more than five or six people are waiting for a book, we buy another copy. So that's another way that we can relieve that.

Alderman Jette

Okay. And I noticed publications went from \$98,000 to zero. Books went from zero to \$90,000.

Jennifer McCormack, Library Director

Yep. So we just are renaming publications to books because that's what it really is.

Alderman Jette

Okay. And this new policy of not charging fines. So you're not finding that people are just keeping the book and you're not losing books.

Jennifer McCormack, Library Director

No we are not.

Alderman Jette

Well, that's good. Now, I noticed that the library has funds that people have donated over the years. Some are restricted, some are non-restricted but basically it looks like there's well over a million dollars there in those funds. Are you using those? Can any of those be used for to help you maintain the building? What's the story on that money?

Linda Laflamme, Chairman, Library Board of Trustees

Well as a matter of fact, we used a very large chunk of those funds recently to fund our facilities study or to jointly fund our facilities study. The amount of work that needs to be done would empty out all of those funds and we'd still owe money. So we are trying to use them. We've got actually got some creative ideas for the Burbank which is devoted to living artists for using that coming up shortly. Many of them do also have restrictions. I mean if we can find a Lithuanian builder, then we could put the Zelonis fund towards it because it is for Lithuanian related expenses thanks to Mr. Zelonis. We are as a Board of Trustees, we are always looking at those funds and always thinking of the balance between the city's contribution and what those funds could help us with.

Alderman Jette

Because I would just hate to think that the money is just sitting there gaining interest maybe but it ought to be used, you know, for whatever purpose the donor intended. We ought to use it. It shouldn't just be sitting there in my opinion. Okay,

thank you.

Alderman Thibeault

Thank you, Mr. Chair. I'm probably at the library at least once a week, sometimes more. Probably have four or five books out right now. When did the fines stop? I say that because so there was no revenue at all on fines. You stopped it before the year started? Is that accurate?

Jennifer McCormack, Library Director

Fine revenue actually never showed up in the budget books. So that goes into its own special revenue fund that's governed by Statute.

Alderman Thibeault

Okay. Follow up? So you said some of the things by just attrition because, you know, publications are going away, newspapers going away. I agree with Alderwoman Kelly. I love the website. I use Canopy, (inaudible), Libby. I use historical newspapers. The Union Leader - you can go on there and read every day for free. So I think it's great. I was getting nervous that it's gonna get worse if you go somewhere else.

But one thing I've noticed recently when I've gone to the library is the amount of books not on the shelves. Like there are big gaps on the shelving now and I'm like, wow, they've gotten rid of a lot of books. The CD collection has been down to like basically one row. You guys are giving them away for free. Are you cutting back on things that people can take out other than the fact that you're going to have these other items and things that you guys are working on? Are books are you slowly starting to pare down the books at the library?

Jennifer McCormack, Library Director

That's a hard question to answer. Yes, we are discarding plenty of books. I always say we don't have the incredible telescoping library. So that's part of the work we have to do. Books that are chosen for D selection or weeding are ones that haven't gone out for a certain number of years. Depending on what Dewey number in the nonfiction collection, so there's different recommendations. Books about history, we'll keep a long time. Books on medicine if they've been published more than seven or 10 years ago, then we'll get rid of them because they've been replaced.

I think part of the phenomenon you might be seeing is we have people going through the collection and removing shelves of them to re-label them and then putting them back. So I suspect that's what you're seeing.

Alderman Thibeault

Okay. Yeah, I was just thinking that I'm thinking about when I was a kid and you research stuff. Now you don't research stuff in the library. You can but people don't. I appreciate what you guys do. Like I said, I love using your services, and my kids use them, and I'll continue to use it as long as you guys are there. Thank you.

Jennifer McCormack, Library Director

Thank you.

Chairman Dowd

Other questions from the Library?

Alderman Jette

Thank you. That reminded me of something - I may have asked this last year. I'm not sure. But you've got some collection of historical books that are very valuable for people doing research there. Is there any possibility of copying those to some digital media that would make them more available to people?

Jennifer McCormack, Library Director

There absolutely is. So we have, I think, three volumes actually available online. I'm not sure that all three are there. But

the kind of project that you're talking about would be hugely valuable to the library, to the community at large, and if Pamela Davies is watching these, I think she would be great to work with for some grant funding. That whole - the Hunt Room itself where those materials reside needs to be completely remodeled. We have books on shelves - wood shelves that they should not be on that. They're exposed to sunlight which they should not be. We have insects in that room. We have moisture coming in the windows. So it's more than - I think digitizing those materials would be incredibly important but I think that should be part of a bigger look at that whole collection, and how we house them, and how we're able to provide access.

Alderman Jette

It would be a good use of the funds that you've got sitting.

Jennifer McCormack, Library Director

Yes. So I know - I didn't come prepared to talk about all of that but the biggest fund that the Trustees administer - the Stern's fund - is limited to reading material not normally purchased by the City of Nashua. So we spend \$100,000 - \$150,000 a year out of that on things like digitizing the Telegraph because we consider that reading material, or content for Libby because eBooks are reading material but to live within the stipulations of that Trust and spend there may be \$2 million invested. I don't know how we're going to do that Chairwoman Laflamme.

Linda Laflamme, Chairman, Library Board of Trustees

One issue, if I may, that kind of weaves through a lot of this, the fines, and not seeing as many things on the shelves, and how do we handle something like the Stearns Fund is just the way the world of publications and videos is changing right now. A lot of the fines income that we would have when my early days on the Board was from people checking out DVDs because that's how you watch movies back then. You got a DVD, and you put it in your player, or you put your VHS tape in your player, and that's what you did. Now, you pop on whatever streaming service you happen to have and that's how people are getting movies. They're not getting checked out as much. They're not getting kept - so it's all interrelated and likewise, we're using Sterns now for things like digitizing the reading materials to get it in a different format. We're using it for the eBooks because that is reading material. But to fix the wood shelving in the Hunt room we couldn't do because bookshelves aren't reading material. I remember actually remember having a discussion like that many years ago. Well could we buy new shelves with that? No. So it's a difficult problem sometimes to meet all of the restrictions and still pay the bills.

Chairman Dowd

Additional questions? Follow up?

Alderman Jette

I believe some of the funds are unrestricted.

Jennifer McCormack, Library Director

Yes, that is true.

Alderman Jette

Okay. That's all I have. Thank you.

Chairman Dowd

Any other questions? Seeing none, thank you very much.

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

GENERAL DISCUSSION

Alderman Jette

So have you been able to determine the date for the public hearing?

Chairman Dowd

The 20th. Donna put out an email today.

Alderman Jette

Oh, she did? Do you remember what it said?

Chairman Dowd

The 20th.

Alderman Jette

Okay, thank you.

Chairman Dowd

Seven o'clock, same place. And I believe if I remember right, we'll have one wrap up the 21st and then the budget will be adopted the 27th I think is the next Tuesday - last Tuesday of June it goes to the full Board.

PUBLIC COMMENT - None

REMARKS BY ALDERMEN

Alderman O'Brien

Thank you, Mr. Chairman. I just found it very interesting that Director Cummings did get into mentioning the infrastructure and lack of our repair. I know when I'm preaching to the choir but to some of the newer Aldermen that haven't been here, this is my second term. These problems don't go away. They'll manifest and they'll get worse. We just heard from the library folks. I mean one of the issues is I would not build a library today that the way this place was, you know, built. At the time, it was architecturally pleasing in the 70s but it does nothing for efficiencies or anything else like that. So in order to upgrade it means that how do you insulate a standalone brick wall? So these are complex issues. It's going to take time. Took a lot for us to get here but it will get worse. Again, I don't mean to preach to the choir but I would like to make sure that it does stay within the tip of our tongues as we move on in the future. Thank you, Mr. Chairman.

Alderman Thibeault

Yeah thank you, Mr. Chair. I just want to thank Director Cummings and his staff for coming in tonight and the library staff as well coming in. Again like I said last the other night, they're taking time out of their day to spend a longer day with us here. So I appreciate that. Thank you.

ADJOURNMENT

**MOTION BY ALDERMAN O'BRIEN TO ADJOURN
MOTION CARRIED**

The meeting was declared closed at 8:49 p.m.

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



Nashua Riverwalk TIF District

Revenue

Name	FY2023 Adopted Budget	FY2023 Available Budget	FY2023 YTD as of 3/31	FY2024 Department Proposed	FY2024 Mayor Proposed
Revenue Source					
PROPERTY TAXES	\$1,200,000	\$1,200,000	\$1,382,915	\$1,300,000	\$1,300,000
INTEREST INCOME	\$1,500	\$1,500	\$19,628	\$2,000	\$2,000
(INCREASE)/DECREASE IN FUND BALANCE	\$111,600	\$111,600	\$0	-\$796,000	-\$796,000
Total Revenue Source:	\$1,313,100	\$1,313,100	\$1,402,543	\$506,000	\$506,000

Appropriations

Name	FY2023 Adopted Budget	FY2023 Available Budget	FY2023 YTD as of 3/31	FY2024 Department Proposed	FY2024 Mayor Proposed
Expense Objects					
53 - Professional & Technical Services					
ARCHITECT & ENGINEERING SERVICES	\$1,000,000	\$1,000,000	\$1,972,892	\$200,000	\$200,000
Total 53 - Professional & Technical Services:	\$1,000,000	\$1,000,000	\$1,972,892	\$200,000	\$200,000
54 - Property Services					
BUILDING/GROUNDS MAINTENANCE	\$200,000	\$200,000	\$307,830	\$200,000	\$200,000
Total 54 - Property Services:	\$200,000	\$200,000	\$307,830	\$200,000	\$200,000
55 - Other Services					
OTHER CONTRACTED SERVICES	\$50,000	\$50,000	\$26,646	\$50,000	\$50,000
Total 55 - Other Services:	\$50,000	\$50,000	\$26,646	\$50,000	\$50,000
61 - Supplies & Materials					
MISCELLANEOUS SUPPLIES	\$1,000	\$1,000	\$0	\$1,000	\$1,000
Total 61 - Supplies & Materials:	\$1,000	\$1,000	\$0	\$1,000	\$1,000
72 - Debt Service					
PRINCIPAL	\$55,000	\$55,000	\$55,000	\$50,000	\$50,000
INTEREST	\$7,100	\$7,100	\$7,100	\$5,000	\$5,000
Total 72 - Debt Service:	\$62,100	\$62,100	\$62,100	\$55,000	\$55,000
Total Expense Objects:	\$1,313,100	\$1,313,100	\$2,369,469	\$506,000	\$506,000



Revenue

Name	FY2023 Adopted Budget	FY2023 Available Budget	FY2023 YTD as of 3/31	FY2024 Department Proposed	FY2024 Mayor Proposed
Revenue Source					
PROPERTY TAXES	\$0	\$0	\$18,932	\$20,000	\$20,000
INTEREST INCOME	\$0	\$0	\$4,694	\$0	\$0
(INCREASE)/DECREASE IN FUND BALANCE	\$280,520	\$280,520	\$0	\$259,340	\$259,340
Total Revenue Source:	\$280,520	\$280,520	\$23,626	\$279,340	\$279,340

Appropriations

Name	FY2023 Adopted Budget	FY2023 Available Budget	FY2023 YTD as of 3/31	FY2024 Department Proposed	FY2024 Mayor Proposed
Expense Objects					
72 - Debt Service					
PRINCIPAL	\$170,239	\$170,239	\$170,238	\$174,166	\$174,166
INTEREST	\$110,281	\$110,281	\$110,280	\$105,174	\$105,174
Total 72 - Debt Service:	\$280,520	\$280,520	\$280,518	\$279,340	\$279,340
Total Expense Objects:	\$280,520	\$280,520	\$280,518	\$279,340	\$279,340