

REPORT OF THE FINANCE COMMITTEE

JUNE 2, 2021

A meeting of the Finance Committee was held on Wednesday, June 2, 2021, at 7:00 p.m. via teleconference.

Alderman Patricia Klee, Vice-Chairman, presided.

Mayor Donchess

As Vice-Chairman of the Finance Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04 and subsequent extensions, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

To access Zoom, please refer to the agenda or the City's website for the meeting link.

To join by phone dial: 1-929-205-6099

Meeting ID: 820 2188 5372 Passcode: 204778

The public may also view the meeting via Channel 16.

We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at City Hall and Nashua Public Library.

If anyone has a problem accessing the meeting via phone or Channel 16, please call 603-589-3329 and they will help you connect.

In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

The roll call was taken with 4 members of the Finance Committee present: Alderman Patricia Klee, Alderwoman Elizabeth Lu, Alderman-at-Large Brandon Michael Laws, Alderman-at-Large Michael B. O'Brien, Sr.

Members not in Attendance: Mayor Jim Donchess, Alderman Linda Harriott-Gathright and Alderwoman-at-Large Shoshanna Kelly, were recorded absent.

Also in Attendance:

John Griffin, CFO/Comptroller
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Jennifer Deshaies, Risk Manager
Shawn Smith, Director of Plant Operations - School
David Boucher, Wastewater Superintendent
Dan Hudson, City Engineer
Jeff Lafleur, Superintendent of Solid Waste

PUBLIC COMMENT - None

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: Roof Replacement at 14 Court Street in the amount of \$268,340 funded from accounts Building Trust Fund/81100 Capital Improvements (129 City Buildings)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE, AND AWARD A CONTRACT FOR A COMPLETE ROOF REPLACEMENT AT 14 COURT STREET WITH COROLLA ROOFING IN THE AMOUNT OF \$268,340. FUNDING WILL BE THROUGH: DEPARTMENT: 129 CITY BUILDINGS; FUND: BUILDING TRUST FUND/81100 CAPITAL IMPROVEMENTS, BY ROLL CALL.

ON THE QUESTION

Jennifer Deshaies, Risk Manager

I'll answer any questions if anyone has any.

Vice-Chairman Klee

Does anyone have any questions?

Alderman O'Brien

I would just like to say that for those that do or do not know, the original history I am partial to it. It was originally a fire station that was converted into a theater. It does have besides the horses no longer pull the apparatus out of the building but the building itself does have a life and will continue to have a life in the city if we put a roof on it. I am going to strongly support anything that keeps our infrastructure going should be approved. Thank you.

Vice-Chairman Klee

Are there any other comments or questions? Well I'd like to say that I think the roof is probably from when Alderman O'Brien was a firefighter or when the building probably still had horse and buggy kind of type of thing. I know I've been dripped on more than once in that building. I'm looking forward and I saw the pictures and so on. I think it's necessary.

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Laws, Alderman O'Brien 4

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: 3 Vehicles for Nashua City Schools in the amount of \$106,970 funded from accounts CERF/81500 Vehicles (School)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF THREE VEHICLES – ONE 2021 FORD ESCAPE, ONE 2022 FORD E250 BOX VAN AND ONE 2021 FORD 350 TRANSIT VAN) IN THE TOTAL AMOUNT OF \$106,970. FUNDING WILL BE THROUGH: DEPARTMENT: 191 SCHOOL DEPARTMENT; FUND: CERF/81500 VEHICLES, BY ROLL CALL.

ON THE QUESTION

Shawn Smith, Director of Plant Operations - School

I think it pretty much speaks for itself. The youngest of these vehicles we're replacing is 14 years old. So I feel like we got our monies worth. The oldest was driven by the Superintendent. Some of you may remember Joe Guiliano. So this goes way back. The vehicles that we're replacing actually we're semi-retiring we'll use them as spares for about a year. We're trading two vehicles that were actually replaced last year. The \$106,000 and change that the total comes to will be slightly less than that when we get the trade in value. I don't expect that to be very much because the vehicles that we're going to be trading in are even older than these so maybe a couple thousand dollars less. We'll know when we actually get the invoice.

Vice-Chairman Klee

Are there any questions for Mr. Smith?

I just have one quick question Mr. Smith. Do the vehicles as you said that the two that it's replacing obviously we're keeping those. We're not using those as a trade in. Is that correct? Just using the previous trade ins.

Shawn Smith, Director of Plant Operations - School

Yes. So the vehicles I replaced last year are the ones we're trading in this year.

Vice-Chairman Klee

Do we just keep these others in abeyance in case something happens or?

Shawn Smith, Director of Plant Operations - School

Yes. So the box van for example, the cargo van, really all of them will be used by summer grounds personnel or when one of my vans goes in for service, then the technician will be using one of these spares until they get their own vehicle back.

Vice-Chairman Klee

Thank you so much. That answers those questions. Again, no other questions or comments? Mr. Clerk would you please call the roll.

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Laws, Alderman O'Brien 4

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Sewer Replacement Change Order #3 in the amount of \$1,300,000 funded from accounts 81700 Infrastructure Improvements (169 Wastewater)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE, AND APPROVE CHANGE ORDER NO. 3 TO THE 2020 SEWER REPLACEMENT PROJECT WITH SUR CONSTRUCTION WEST, INC., OF WINCHESTER, NH, FOR AN AMOUNT NOT TO EXCEED \$1,300,000. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: BONDED; ACTIVITY; SEWER REPAIR, BY ROLL CALL.

ON THE QUESTION

Daniel Hudson, City Engineer

So we bring before you two different sewer items. This first one is for the repair of sewer. You may recall from previous discussions that we do a lot of video inspection and lining. That's going to be a future item tonight. This item is a change order for actually digging up and replacing pipes that have collapsed or are in such poor condition that we're not able to line them. Back to Sur Construction West was awarded a contract in 2020 via competitive bid for the work. They did an excellent job last year. We did a change order midway through the year last year so we could accomplish some additional work and we bring before you a third change order to that contract to try to extend that work through this season as well given that we had good success with them.

Vice-Chairman Klee

Thank you Mr. Hudson. Are there any questions? Comments?

Alderwoman Lu

Thank you Madam Vice-Chairman. Could you just tell me – the change order numbers? We're missing the number 2. Is that just an oversight? It looks like in the...

Daniel Hudson, City Engineer

Yes I can address that. Yeah you're correct. There was a change order 1 that was for a significant sum last year because we added a bunch of work on Water Street. There was a change order 2. It was a small change order. I believe it was less than \$25,000 so it didn't reach the level of being brought to this committee. That was because we were a little bit delayed getting this going this year. We brought in a sewer bond and so we're a little bit late getting this going so that \$25,000 or slightly less was brought just so we could continue to do some work that was related to paving or paving streets to keep things moving. You may be missing the detail on that change order 2 which was a small change.

Alderwoman Lu

Okay. The project total, I think, is correct. It includes that \$25,000 it look likes to me. Okay thank you.

Vice-Chairman Klee

Is that? Thank you so much Alderwoman Lu. Any other questions?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Laws, Alderman O'Brien 4

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: 2021 CIPP Lining Program in the amount of \$1,990,745.39 funded from accounts 81700
Infrastructure Improvements (169 Wastewater)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE, AND APPROVE THE AWARD OF THE CONSTRUCTION CONTRACT FOR THE 2021 CIPP LINING PROGRAM TO GREEN MOUNTAIN PIPELINE SERVICES, LLC, OF BETHEL, VT, IN THE AMOUNT OF \$1,990,745.39 PENDING BOND APPROVAL. FUNDING WILL BE THROUGH: DEPARTMENT: 169 WASTEWATER; FUND: BOND; ACTIVITY; SEWER REHAB, BY ROLL CALL.

ON THE QUESTION

Daniel Hudson, City Engineer

So this is that second type of sewer rehabilitation work we do. This is the cured in place pipe lining. So through the video inspection or "CCTV" stands for "closed circuit television" inspection of pipes. When we find pipes that are aging but still able to be lined, we line them which basically creates a new pipe inside the pipe restoring the useful life of the pipe. That's what this project is and includes quite a bit of CCTV work where estimating about 80,000 feet of that and about 30,000 feet of lining. We did put this out to competitive bid this because we've been using the previous contractor for a couple of years. So we put this out to bid and Green Mountain Pipeline Services is the low bidder. The references check out and we'd like to award the work to them.

Vice-Chairman Klee

Thank you Mr. Hudson. I just want to comment also for the Aldermen that are here that Donna did send us the actual contract for the previous one and this last one. They were obviously agenda items but she did send us a copy of the contracts today. So they are in your e-mail if you needed to look at them.

Are there any questions or comments?

Alderwoman Lu

Thank you. Mr. Hudson if you could just refresh my memory. I feel as though we just covered this a few months ago. Is it because we did a change order from 2020? Do you think that's what I'm thinking of?

Daniel Hudson, City Engineer

Yes so Alderwoman Lu I think what you're thinking of is I brought before you about a \$200,000 change order with our previous CCTV contractor. Again that was to buy us a couple of months while we were awaiting the sewer bond approval. So yes currently we will have these two contractors under contract. The previous contractor has been continuing to work and that was necessary because of the association with the paving work we're doing. So yeah that's probably what you were thinking of when that contract runs its term from the previous, this new contract will be the one that we're using.

Alderwoman Lu

Thank you for helping me refresh your memory. I appreciate it. I'm all set.

Vice-Chairman Klee

That was a great question Alderwoman Lu. It seems like every time we turn around there's another change order or something going on. So I appreciate that question. Are there any other questions? Seeing none.

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Laws, Alderman O'Brien 4
 Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
 Re: Pedestrian Safety Enhancements in the amount not to exceed \$32,700 funded from accounts 81300
 Machinery & Equipment (161 Streets)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF RECTANGULAR RAPID FLASHING BEACON (RRFB) CROSSWALK SIGNAL SYSTEMS FROM OCEAN STATE SIGNAL CO. OF SMITHFIELD, RI, IN THE AMOUNT NOT TO EXCEED \$65,000. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: PRIOR YEAR ESCROW; ACCOUNT CATEGORY: 81 CAPITAL OUTLAY/IMPROVEMENTS, BY ROLL CALL.

ON THE QUESTION

Daniel Hudson, City Engineer

As described, this is to improve pedestrian safety at some of our midblock crosswalks on Main Street. There are three locations where there's a crosswalk that isn't at a signalized crossing. There's an existing crossing on the Main Street Bridge and those familiar with the area will recognize you walk up, push a button, and you get the yellow flashing lights. That's really to attract driver attention to the fact that somebody is crossing. It has been shown that that can provide up to an 80 percent improvement in driver's yielding to pedestrians crossing. So it's proven to be a great technology. So this proposal is to purchase equipment from the same company that supplied the equipment for the Main Street Bridge and as for consistency in our equipment on the corridor for maintenance reasons. Then we will be installing that equipment with our internal forces in the Street Department.

Alderman O'Brien

Thank you Madam Chair. Mr. Hudson what a brilliant idea. Traversing Main Street if I'm on the inbound lane closest to the sidewalk, I'll yield to pedestrians but I always keep my eye in the rearview mirror and to the driver's rearview side mirror that's on the door. For that one person that is traveling down Main Street that may not see the pedestrian entering into that crosswalk and before the tragedy occurs, I have beeped my horn on a couple of occasions trying to stop the pedestrian and thus averting some tragedy. It's something that should have been installed earlier but I'm glad that we're doing it now. I think it will make our citizens extremely comfortable in crossing the street down there and utilizing the crosswalk plus as an enhancement to the wonderful things downtown dining and other fun activities. Thank you Mr. Hudson for this.

Daniel Hudson, City Engineer

You're welcome.

Vice-Chairman Klee

Mr. Hudson can you clarify. This is not for the Main Street one because we already one that we put in at Main Street, correct?

Daniel Hudson, City Engineer

This is a system similar to the one on the bridge but this (inaudible) cases on Main Street.

Vice Chairman Klee

On Main Street, OK, yeah.

Mr. Hudson

Yes.

Vice Chairman Klee

OK but it is not the one by the bridge...?

Mr. Hudson

That one exists and these will be very similar.

Vice Chairman Klee

And Alderman O'Brien, I absolutely 100% agree with you. Any other comments or questions? I do want to say I was the nag that helped get the one on the Main Street Bridge. For a number of reasons I had a lot of complaints and I too had a near miss much what Alderman O'Brien had said. But truthfully, I probably would have been the one at fault because the person had stopped in front of me, the next person went and I didn't realize the pedestrian was still in the crosswalk when they went. So having that flashing yellow has helped. And I would have been at fault but thank goodness I did see them at the last moment. Are there no other comments or questions? Mr. Clerk, could you call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Laws, Alderman O'Brien 4

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Change Order for Electric Hybrid Arboc Van Change Order #1 (181 Community Development)

Vice Chairman Klee

Ms. Parkinson is here? Yes, she is. I believe that this one we don't need a vote on it because it is only – is it the \$9,180.00 is that correct.

Kelly Parkinson, Purchasing Manager

That is correct. You approved the two vans a couple months ago so this is just the change order and it is under \$25,000.00.

Vice Chairman Klee

OK thank you. But just a courtesy, does anybody have any questions or comments? There being no objection, I will accept the Communication and place it on file.

There being no objection, Mayor Donchess 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 O'BRIEN THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM MAY 14, 2021 TO MAY 27, 2021, BY ROLL CALL

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

Yea: Alderwoman Lu, Alderman Laws, Alderman O'Brien, Alderman Klee 4

Nay: 0

MOTION CARRIED

GENERAL DISCUSSION- None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderman Laws

I would just like to point out that we are living in an alternate universe when the Finance Committee takes less time than Pennichuck Committee. But I do give credit to Alderman O'Brien for clerking both of them. He is the expediter.

Alderman O'Brien

I would like to say thank you Alderman Laws, but Alderman Harriott-Gathright your position is safe. I want to assure you of that.

Vice Chairman Klee

He is a Clerk Extrodinaire. I have been tapping him for so many things these couple of weeks.

Alderman O'Brien

I'm here for you Alderman.

Vice Chairman Klee

Thank you so much, thank you Alderman Laws. I was going to say that it went so smoothly because I am like rushing through everything, hopefully that's not the case.

NON-PUBLIC SESSION – None

ADJOURNMENT

MOTION BY ALDERMAN O'BRIEN TO ADJOURN, BY ROLL CALL

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

Yea: Alderwoman Lu, Alderman Laws, Alderman O'Brien, Alderman Klee

4

Nay:

0

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:28 p.m.

Alderman Michael B. O'Brien, Sr.
Committee Clerk Pro Tem

**City of Nashua Central Purchasing Department
ADMINISTRATIVE SERVICES DIVISION**

Request to Include on Finance Committee Agenda

Request to Solicit Bid or Proposal

Date of Request: May 17, 2021

Proposed Finance Meeting Date: June 2, 2021

Project or Item Title: 2021 CIPP Lining Program

Amount: \$1,990,745.39

Lawson RQ# 71881

Or Lawson

PO# if

Change

Order _____

Funding Description: SEWER REHAB

Accounting (Finance Committee):	<u>69.6200.950</u>	<u>81700</u>	<u>1052.69.17.30</u>	<u>54210</u>
	Acctg Unit	Acct	Sub Acct	Activity
				Acct Category

Amount: \$53,869.16

Funding Description: SEWER REHAB

Accounting (Finance Committee):	<u>69.6200.950</u>	<u>81700</u>	<u>1052.69.20.30</u>	<u>54210</u>
	Acctg Unit	Acct	Sub Acct	Activity
				Acct Category

Amount: \$68,546.69

Funding Description: SEWER REHAB

Accounting (Finance Committee):	<u>69.6200.950</u>	<u>81700</u>	<u>1052.69.21.30</u>	<u>54210</u>
	Acctg Unit	Acct	Sub Acct	Activity
				Acct Category

Amount: \$ \$1,868,329.54

Requesting Department:

- Information Technology
- Engineering
- Streets
- Traffic
- Park Recreation
- Wastewater
- Solid Waste
- Library

- Police Department
- Fire Rescue
- Community Development
- Public Health
- Financial Services
- Administrative Services
- Other _____

Has Legal reviewed this request? If no, please explain in Other comments:

Yes No

Has Risk reviewed this item? If no, please explain in Other comments:

Yes No

Are CDBG Funds being used for this item?

Yes No

Is this a time sensitive project?

Yes No

For Solicit Bid – is a list of bidders attached?

Yes No

Has this item been budgeted in the CERF fund?

Yes No

Other comments: DPW Standard Contract Template for Large Construction to be executed for this project.

BPW Motion attached.

Attach supporting documents (bid document, bid tabulation, contract, etc.)

Approval Signatures:

Requester: Daniel Hudson

Division Director:  _____

CFO (or designee): _____

Date: _____

Director – Admin Services: _____

Date: _____

Note: This form will be returned unless fully completed.

City of Nashua, Public Works Division

To: Board of Public Works Meeting Date: February 25, 2021

From: Daniel Hudson, P.E., City Engineer
Engineering Department

Re: 2021 CIPP Lining Program - Construction

D. Motion: To approve the award of the construction contract for the 2021 CIPP Lining Program to Green Mountain Pipeline Services, LLC of Bethel, VT in the amount of \$1,990,745.39 pending bond approval. Funding will be through: Department: 169 Wastewater; Fund: Bond; Activity: Sewer Rehab.

Discussion: The annual sewer program addresses failing, aged sewers and associated structures and piping. This 2021 CIPP (Cured-in-Place-Pipe) Lining program is expected to video inspect approximately 80,000 feet of sewer pipe, line approximately 32,000 feet of sewer pipe and rehabilitate approximately 120 sewer structures. Pipe lining is significantly less expensive and less disruptive than full pipe replacement, and is instrumental in rehabilitating the City's sewer infrastructure.

Five bids were received on February 8th as follows:

Green Mountain Pipeline Services, LLC of Bethel, VT	\$1,990,745.39
Kenyon Pipeline Inspection of Queensbury, NY	\$2,071,630.00
National Water Main Cleaning Co. of Canton, MA	\$1,997,496.40
Granite Inliner of Orleans, IN	\$2,146,287.70
Insituform Technologies of Chesterfield, MO	\$1,997,406.00

The low bid was reviewed and found to be acceptable. Green Mountain has performed well on other sewer projects with other public works entities in New Hampshire based on review of previous projects and references. Work is planned to start in April.

CHANGE ORDER

No. 3

PROJECT: 2020 Sewer Replacement Project

OWNER'S CONTRACT NO: IFB0779-021220

EXECUTED CONTRACT DATE: 03/17/20

DATE OF ISSUANCE: 03/25/21 EFFECTIVE DATE: **Upon City Approval**

OWNER: **City of Nashua, NH**

OWNER's Purchase Order NO.: 155720

CONTRACTOR: SUR Construction West, Inc.

ENGINEER: **DPW Engineering**

You are directed to make the following changes in the Contract Documents:

Description:

The City's sewer pipe CCTV program has revealed more pipe that will need to be replaced. These pipes have deteriorated too far to be CIPP lined. To date, approximately \$1,300,000 of work has been identified and as the 2021 CIPP video and lining contract begins in earnest more deficient pipes and structures are expected to be found.

The Engineering Department would like to extend our contract with SUR through 2021 by issuing a change order. SUR has agreed to hold their 2020 pricing with the exception of any increases in material or oil prices. Those increases will need to be approved by the Engineering Department prior to any work issued under this change order.

Justification:

At this time, only a portion of the sewer replacement work expected to be necessary in 2021 has been identified. With the commencement of the 2021 CIPP Lining project in early April 2021, more crumbling sewer pipe is expected to be found via closed circuit television (CCTV). Waiting to perform this pipe replacement risks loss of sewer service and collapse of the road above the pipe. SUR West was contracted under IFB0779-021220 to perform the City's 2020 sewer work and is actively working in Nashua. A change order to retain SUR West in 2021 is more advantageous to the City than bidding a new sewer replacement contract.

Summary

<u>CHANGE IN CONTRACT PRICE:</u>		<u>CHANGE IN CONTRACT TIMES:</u>	
Original Contract Price	\$1,497,993.00	Original Contract Times	Substantial completion: October 6, 2020 Ready for final payment: November 6, 2020
Net changes from previous Change Orders	\$975,125	Net change from previous Change Orders	210 days
Contract Price prior to this Change Order	\$2,473,118.00	Contract Times prior to this Change Order	Substantial completion: May 4, 2021 Ready for final payment: June 4, 2021
Net Increase (decrease) of this Change Order	\$1,300,000.00	Net Increase (decrease) of this Change Order	185 days
Contract Price with all approved Change Orders	\$3,773,118.00	Contract Times with all approved Change Orders	Substantial completion: November 4, 2021 Ready for final payment: December 4, 2021
<u>RECOMMENDED:</u>	<u>ACCEPTED:</u>	<u>APPROVED:</u>	
By: <u>Peter Adala</u> DPW Engineer (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)	By: _____ Mayor Jim Donchess Owner (Authorized Signature)	
Date: <u>27 MAY 21</u>	Date: <u>5/27/2021</u>	Date: _____	