

REPORT OF THE FINANCE COMMITTEE

JUNE 19, 2019

A meeting of the Finance Committee was held on Wednesday, June 19, 2019, at 7:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Alderman Michael B. O'Brien, Vice Chair
Alderman-at-Large Brandon Michael Laws
Alderman June M. Caron

Members not in Attendance: Alderwoman-at-Large Shoshanna Kelly
Alderman Patricia Klee
Alderman Linda Harriott-Gathright

Also in Attendance: Kim Kleiner, Director, Administrative Services
John Griffin, CFO/Comptroller
Dan Kooken, Purchasing Manager

PUBLIC COMMENT - None

COMMUNICATIONS

From: Dan Kooken, Purchasing Manager
Re Approval for Donation of Surplus Equipment from Ultima Nashua Industrial Corp to the
Nashua International Sculpture Symposium

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE AND APPROVE THE DONATION OF SURPLUS EQUIPMENT TO THE NASHUA INTERNATIONAL SCULPTURE SYMPOSIUM

ON THE QUESTION

Alderman Caron

I know that you have other equipment, this isn't all the equipment?

Mayor Donchess

So the City through various legal process, have acquired ownership of the equipment and it doesn't really apparently have a lot of value. So the Sculpture Symposium people went through the building and picked out some pieces, the more portable stuff, some of it is very, very large that could be useful to them. They asked if they could have it and really it doesn't have any particular value so this proposes that we just transfer it to them.

Alderman Caron

Thank you, I appreciate that, I think that's a great idea.

MOTION CARRIED

From: Dan Kooken, Purchasing Manager
Re: Contract for Domestic Hot Water and HVAC System Upgrades

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO PALMER & SICARD IN THE AMOUNT \$209,000. FUNDS ARE AVAILABLE IN DEPARTMENT 152, FIRE RESCUE; BOND AND CAPITAL IMPROVEMENT; BUILDING TRUST FUNDS

ON THE QUESTION

Mayor Donchess

Assistant Chief Walker is here, I believe on this item. So maybe you would come forward and tell us a little bit about it. Good to see you.

George Walker, Assistant Fire Chief

We are looking to replace the HVAC and domestic hot water at 177 Lake Street. That system is 20 plus years old and it is at the end of its working life. It has been problematic for us; costing us a lot of money to keep it up and running. So we put this out to bid, it took us a little work to get the bids out and to get some bids back, but we got some pretty decent bids so we are pretty happy with this one.

MOTION CARRIED

From: Dan Kooken, Purchasing Manager
Re: Contract for Appraisal for Listed Utilities for Tax Years 2019-2024 (5 Year)

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE AND, CONTINGENT UPON BOARD OF ALDERMEN APPROVAL, AWARD THE CONTRACT TO GEORGE E. SANSOUCY, PE, LLC, FOR A YEARLY AMOUNT NOT-TO-EXCEED \$39,000. SOURCE OF FUNDING IS 132, ASSESSING; OVERLAY

ON THE QUESTION

Mayor Donchess

I think Ms. Kleiner is here on this. Why don't you come up?

Kim Kleiner, Administrative Services Director

Good evening. This contract is negotiated very carefully with Corporation Counsel Steve Bolton who assists us on every part of the utility valuation. Mr. Sansoucy has worked extensively with the City in the past and is considered quite an expert in his field. This is a 6-year agreement which includes 5 updates for new additions and deletions for 2019, 2020, 2021, 2022, and 2024 and one re-evaluation as of April 1, 2023 for many of the utilities which are listed within the contract. Again, Assessing continues to work very closely with Mr. Sansoucy and the Legal Department on all of the assessments of these properties.

Mayor Donchess

And this is of course, these are the abatement requests, right?

Ms. Kleiner

These are the actual valuations of the properties for the upcoming years. There is prior work that is also being handled by the Legal Department.

MOTION CARRIED

From: Dan Kookan, Purchasing Manager
Re: Purchase of Nashua River Fountains

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE AND AUTHORIZE THE PURCHASE FROM TURF PRODUCTS IN THE AMOUNT OF \$52,104. FUNDS ARE AVAILABLE IN DEPARTMENT 181, COMMUNITY DEVELOPMENT; ESCROW FUNDS

Mayor Donchess

And I think Ms. Marchant is here for this.

Sarah Marchant, Director Community Development

Good evening, thank you; so this is a request to move forward with fountains for the Nashua River. It has been a long time in coming; we've actually put two different RFP's out at different time, including electrical work most of which has now all been installed. These fountains go along with the professionals that we hired from Halervson design for the River Front Master Plan and also Lumen who is doing our River Front Lighting Plan right now. So these are the fountains that work with all the electricity that we've put in. They will not be too tall, they will not splash the abutters but we are looking forward to be being able to get these in.

Mayor Donchess

Where will these be located?

Ms. Marchant

So two will be from the Main Street Bridge to the Cotton Mill Bridge and the third we are hoping to install from the Main Street Bridge to the Jackson Falls. That does not have the electricity in yet; but we are working on that.

Alderman O'Brien

Ms. Marchant will these be illuminated at night? I know the original one was but like you say the electrical systems and everything, will people be able to enjoy them at night?

Ms. Marchant

Yes, so these are LED, there are 5 different light shades, but they will start with just white light and yes it is an LED so it's a pretty low impact lighting. But they will be beautiful and enjoyed at night and hopefully will help attract people to walk down the River Walk.

Alderman Laws

Are they permanent or are you removing them in the winter?

Ms. Marchant

We will be removing them each year, we partner with the Fire Department's dive team, they help us install in and out each year.

MOTION CARRIED

From: Dan Kooken, Purchasing Manager
Re: Contract for Pavement Management Support Service

MOTION BY ALDERMAN O'BRIEN TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO STANTEC CONSULTING SERVICES IN THE AMOUNT OF \$28,900. SOURCE OF FUNDING IS DEPARTMENT 160, PUBLIC WORKS ADMINISTRATION AND ENGINEERING; PAVING BOND FUNDS

ON THE QUESTION

Mayor Donchess

And Ms. Gill is here. So could you explain what this is for just so the Committee knows?

Mandeep Gill, Senior Staff Engineer

Good evening, yes the City has been using Stantec since 2016 to provide assistance in evaluating the pavement condition of 300 mile road network. Two years ago, Stantec was hired to review southern road network and assign PCI codes and last year again they were hired to review the PCI score of northern road network. So they have reviewed the entire City once, but again every year the conditions of the roads deteriorate. So the PCI goals every year have to be revised. So they want to start with 1/3 of the streets which is approximately 101 miles. So they distributed these 300 miles over the next three years.

MOTION CARRIED

UNFINISHED BUSINESS – None

NEW BUSINESS - 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 31, 2019 TO JUNE 13, 2019

ON THE QUESTION

Mayor Donchess

So there are I think enough signatures here, there's a squiggle which could be anyone, but I assume that is Alderman Laws? Yes? Ok. Mr. Kooken.

Dan Kooken, Purchasing Manager

We skipped an item, there's another item on the agenda.

Mayor Donchess

Which item did we skip?

Mr. Kooken

Parks & Recreation.

Mayor Donchess

It's not on my agenda.

Alderman Caron

No it's not on your agenda but there's a whole, after the paving, there is a whole thing about the Sale Shades, Mayor. They didn't put it in.

Alderman O'Brien

Well unfortunately the Clerk doesn't have it either.

Alderman Caron

It's on the bottom see, if you look. For Roby Park.

Mayor Donchess

So what is the item, to do what?

Mr. Kooken

Can we bring it under suspension? Since it wasn't on the agenda.

Mayor Donchess

You could bring it under suspension yes.

Alderman Caron

You don't even have a letter. Do you have a letter?

Mr. Kooken

I do have the documentation.

Mayor Donchess

Alright for this is the for the purchase of the Shade Canopies for which we are going to use donated funds, correct?

Alderman O'Brien

So Mr. Mayor would I be in order to make a motion to suspend and have discussion on the shade canopies for the Jeff Morin Fields, the Roby Park Playground?

**MOTION BY ALDERMAN O'BRIEN TO SUSPEND THE RULES FOR DISCUSSION OF SHADE CANOPIES
FOR THE JEFF MORIN FIELDS AT ROBY PARK PLAYGROUND
MOTION CARRIED**

Mayor Donchess

So the purchase of the Roby Park Shade Canopies is before us. Is there a motion to accept the communication, place it on file and authorize the purchase of the Roby Park Shade Canopies for the value of \$58,759.00; Source of Funds Parks & Recreation Grants. Is there such a motion?

From: Dan Kookan, Purchasing Manager

Re: Purchase of Shade Canopies for the Jeff Morin Fields at Roby Park Playground

Alderman O'Brien

Yes I would like to make that motion.

MOTION BY ALDERMAN O'BRIEN TO ACCEPT THE COMMUNICATION; PLACE IT ON FILE AND AUTHORIZE THE PURCHASE OF SHADE CANOPIES FOR THE JEFF MORIN FIELDS AT ROBY PARK FROM SUPERIOR RECREATIONAL PRODUCTS OF CARROLLTON, GEORGIA THROUGH THE BUY BOARD COOPERATIVE PURCHASING GROUP FOR THE VALUE OF \$58,759.00. SOURCE OF FUNDS IS PARKS & RECREATION, DEPARTMENT 177, GRANT.

ON THE QUESTION

Alderman Caron

Could we get a copy of the letter so we can look at it?

Mayor Donchess

Yes of course. So the motion has been made and it is pending but we will be glad to entertain discussion. Ms. Caron is going to copy it I presume.

Alderman Laws

Just while we are in limbo here, I went to school with Jeff and he was an exceptional human being and it makes me feel to know that we are doing stuff in his memory in the City still and I hope that it continues.

Mayor Donchess

His family has contributed the money for this; which of course is very nice of them. Alright Ms. Caron has indicated she cannot make copies. So the motion is to buy the canopies using the grant funds donated by the family of Jeff Morin. We do have the memo. Does anybody have questions or comments? Would you like to see more information.

Alderman O'Brien

Thank you Mr. Mayor. Looking at the information that now has been provided, it seems there have been some problems in the past with Roby Park and although we can get some great sunshine, it feels good, but it sounds like there was a lot. In communication with the Morin family, that they realized that and you know they came up and as part of the Jeff Morin Foundation to work on this to provide shade. There seemed to have been some problems with the Biddy Basketball and other different groups down there. So it truly is an enhancement to our park and I would like to thank the Morin Family and am totally going to support this. This is something that is very good. I thank the Morin Family to think of the City such as that and to come up with this. So thank you.

Alderman Caron

Thank you I too am happy and you know who should be happy is former Alderman Barbara Pressley who worked hard to talk to Mr. Caggiano and myself to get this put up there because it is a disability playground and this is going to be fabulous. And I appreciate you with your patience and I am whole heartedly in support of that.

MOTION CARRIED

Mayor Donchess

We are back to the record of expenditures and I think the motion was made by Alderman O'Brien before we went to the other item. Any discussion on the record of expenditures?

MOTION CARRIED

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderman O'Brien

While we have the Assistant Fire Chief Walker in the room, earlier before this meeting we did go to a retirement party down at Station 6 for Fire Fighter Michael Duclos who is retiring after many years of service. I served with him on the Fire Department and it is always a great thing to see a member who completed his service time and gets to retire and travel off into the sunset or whatever. So I wish Michael a good retirement and the Duclos family. And thank you for his service on the department. Thank you.

NON-PUBLIC SESSION – None

ADJOURNMENT

MOTION BY ALDERMAN O'BRIEN TO ADJOURN
MOTION CARRIED

The Finance Committee meeting was adjourned at 7:21 p.m.

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