

## REPORT OF THE FINANCE COMMITTEE

JUNE 21, 2023

A meeting of the Finance Committee was held on Wednesday, June 21, 2023, at 6:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Mayor Jim Donchess  
Alderman Patricia Klee, Vice Chair  
Alderman Alex Comeau, Clerk  
Alderman Tyler Gouveia  
Alderman-at-Large Ben Clemons (arrived at 6:06)  
Alderwoman-at-Large Gloria Timmons

Members not in Attendance: Alderman-at-Large Melbourne Moran, Jr.

Also in Attendance: Tim Cummings, Administrative Services Director  
Jon Ibarra, Superintendent of Streets (via Zoom)  
Bryan Conant, Superintendent of Parks & Recreation (via Zoom)  
David Boucher, Superintendent Wastewater (via Zoom)  
Jeff Poehnert, PEG Manager (via Zoom)  
Mark Saunders, Deputy City Engineer  
Deb Chisholm, Sustainability Manager  
Steve Buxton, Fire Chief

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PUBLIC COMMENT - None

### COMMUNICATIONS

From: Amy Girard, Purchasing Manager  
Re: Contract for Nashua Prevention Coalition in the amount of \$50,000 funded from 53628 Contract Services

**MOTION BY ALDERMAN COMEAU TO APPROVE AND AWARD A CONTRACT FOR SUPPORTING ACTIVITIES THAT SUPPORT THE CONTINUUM OF CARE TO REDUCE THE MISUSE OF SUBSTANCE AS A RESULT OF THE IMPACT OF POST COVID-19 TO NASHUA PREVENTION COALITION IN THE AMOUNT OF \$50,000. FUNDING WILL BE THROUGH DEPARTMENT: 171 PUBLIC HEALTH; FUND: 53628 CONTRACT SERVICES**

### ON THE QUESTION

Mayor Donchess

All right is anyone here on this? It's pretty self-explanatory but - so what do you want to do? Do you want to have someone come in or do you want to - this will be Bobbie Bagley or do you want to just pass it based on...?

Alderman Klee

I don't have a problem passing this.

Mayor Donchess

All right. Anyone else?

### **MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
Re: FY24 CNG Fuel in the amount not to exceed \$470,000 funded from 61310 Compressed Natural Gas

**MOTION BY ALDERMAN COMEAU TO APPROVE CONTRACT AMENDMENT FOUR FOR COMPRESSED NATURAL GAS WITH AVSG IN THE AMOUNT NOT TO EXCEED \$470,000. FUNDING WILL BE THROUGH DEPARTMENT: 186 TRANSPORTATION; FUND: 61310 COMPRESSED NATURAL GAS**

ON THE QUESTION

Matt Sullivan, Community Development Director

Here on behalf of a request for FY24 to continue our contracted services for compressed natural gas for the City in the amount of \$470,000. As just a brief reminder, this natural gas fuel source is actually used for both transit and the Division of Public Works. We estimate approximately \$245,000 worth of usage within DPW and \$225,000 within Transit as far as usage. The rate is \$2.70 approximately - 2.699 in fact and that's based on 175,000 gallons of usage and happy to answer any questions that you might have.

Mayor Donchess

Questions or comments?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Biodiesel Contract in the amount not to exceed \$57,390 funded from 61307 Diesel Fuel

**MOTION BY ALDERMAN COMEAU TO APPROVE AND AWARD THE BIODIESEL CONTRACT TO SPRAGUE IN THE AMOUNT NOT TO EXCEED \$57,390. FUNDING WILL BE THROUGH DEPARTMENT: 186 TRANSPORTATION; FUND: 61307 DIESEL FUEL**

ON THE QUESTION

Matt Sullivan, Community Development Director

Mr. Mayor, members of the Committee. This is a not to exceed obviously \$57,390 for Fiscal '24 based on approximately 20,000 gallons of usage of biodiesel fuel for the seven biodiesel vehicles within the Transit Department. You may not remember, last year we were actually not locked into a rate and so we had substantially higher costs for biodiesel. This year we are basing this on a rate of approximately \$2.87 on the gallon and happy to answer any questions that you might have.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Pavement Management Support Services in the amount of \$34,700 funded from 53107 Architect & Engineering Services/Bond

**MOTION BY ALDERMAN COMEAU TO APPROVE AMENDMENT 1 TO THE ENGINEERING SERVICES CONTRACT FOR PAVEMENT MANAGEMENT SERVICES WITH STANTEC CONSULTING SERVICES, INC., OF BURLINGTON, MA, IN AN AMOUNT NOT TO EXCEED \$34,700. FUNDING WILL BE THROUGH DEPARTMENT: 160 ADMIN/ENGINEERING; FUND: 53107 ARCHITECT & ENGINEERING SERVICES/BOND**

ON THE QUESTION

Mark Saunders, Deputy City Engineer

Good evening. Mark Saunders, Deputy City Engineer. This amendment is for Stantec to update the City's PCI data. This is going to be for the northern two-thirds of the City with the goal of evaluating roadways to build a more progressive preservation program. Stantec has been the one grading the roadways on a scale of zero to one hundred for multiple years now. I'm happy to answer any questions.

Mayor Donchess

PCI stands for Paving Condition Index.

Mark Saunders, Deputy City Engineer

Correct.

Mayor Donchess

Alderman Klee?

Alderman Klee

Thank you. Just a quick question. We're still doing the one-third, one-third, one-third, right?

Mark Saunders, Deputy City Engineer

So yes kind of. So this is actually for two-thirds. So right now we've paved a significant amount of roads and we still are looking for the future. We have the bond in place or permission to spend that bond. So we're now looking at the roads of the top two-thirds. So they're actually going to be doing more this year than in previous years. Last year they did the southern third but we've paved so many roads, we have about 379 miles of roads. We're coming up on - we know the conditions of the roads that need to be done so actually the goal of this is to survey the roads that are in a preservation so that we can keep the good roads good. So this going to start building out the preservation side. I've been to this Board as well as the Board of Aldermen and I've talked about some preservation techniques and the paving theory of keep the good roads good. So that's what this is going to help implement.

Alderman Klee

May I have just a quick follow up?

Mayor Donchess

Yes.

Alderman Klee

And maybe you said it and I just didn't quite hear it. So in the past what we've done is each road gets a grade. Every three years they kind of go in and look at it and determine whether or not they can just kind of like seal it or do the line patching kind of thing. Will that continue? Are we going to continue doing that or are we just going to look at the good roads now and try to keep them good?

Mark Saunders, Deputy City Engineer

No we're absolutely going to continue to treat the roads as necessary.

Alderman Klee

Good. That's what I wanted to hear. Thank you.

Mayor Donchess

Anyone else?

**MOTION CARRIED**

Mayor Donchess

Alderman Clemons arrived at 6:06 p.m.

From: Amy Girard, Purchasing Manager

Re: Garage Door Replacement in the amount of \$142,594.70 funded from 81200 Buildings & Improvements/Escrow

**MOTION BY ALDERMAN COMEAU TO APPROVE CHANGE ORDER NO. 2 TO THE FIMBEL GARAGE DOOR CONTRACT WITH FIMBEL GARAGE DOORS OF MERRIMACK, NH, IN THE AMOUNT OF \$142,594.70. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: 81200 BUILDINGS & IMPROVEMENTS/ESCROW**

ON THE QUESTION

Jon Ibarra, Superintendent of Streets

I am. Thank you, Mr. Mayor. So this is change order #2 to our original contract for replacement of the overhead doors at the Street Department facility that was awarded the original contract back in 2021 and they agreed to hold their pricing. We need to get these doors upgraded and this will finish out the Department's doors. I'm happy to answer any questions.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
 Re: Contract for FY23 Pavement Markings in the amount of \$162,000 funded from 54275 Signing & Striping Services/General Fund

**MOTION BY ALDERMAN COMEAU TO APPROVE THE AWARD OF THE FY23 PAVEMENT MARKINGS CONTRACT TO MARKINGS, INC., OF PEMBROKE, MA, IN THE AMOUNT OF \$162,000. FUNDING WILL BE THROUGH DEPARTMENT: 161 STREETS; FUND: 54275 SIGNING & STRIPING/GENERAL FUND**

ON THE QUESTIONJon Ibarra, Superintendent of Streets

Thank you, Mr. Mayor. So this our operating budget. We had to go out of bid. The last company that we've had could not hold their pricing any longer and this corporation is the low bidder. I'm going to encumber this \$162,000 out of the operating budget and after the Fiscal '24 budget rolls around, I will be back before this Committee to encumber next year's \$162,000. I'm happy to answer any questions.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
 Re: 2023 John Deere 4066R in the amount of \$67,497.66 funded from 81500 Vehicles/CERF

**MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF A 2023 JOHN DEERE 4066R FROM JOHN DEERE COMPANY IN THE AMOUNT OF \$67,497.66. FUNDING WILL BE THROUGH DEPARTMENT: 177 PARKS AND RECREATION; FUND: 81500 VEHICLES/CERF**

ON THE QUESTIONBryan Conant, Superintendent of Parks & Recreation

Good evening everyone. Bryan Conant, Superintendent of Parks & Recreation. This tractor will be used for many different maintenance aspects whether it's fertilizer applications. It will be heavily used in our fall leaf clean-ups, performing various different cultivation practices on our athletic fields like overseeding, aeration. I'd be happy to answer any questions on this.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
 Re: Fourth of July Fireworks Display in the amount of \$63,000 funded from 55660 Field Day and Fireworks/General Fund

**MOTION BY ALDERMAN COMEAU TO APPROVE A THREE-YEAR CONTRACT WITH PYROTECNICO FIREWORKS, INC., OF JAFFREY, NH, FOR FOURTH OF JULY FIREWORKS DISPLAY IN THE AMOUNT OF \$63,000. FUNDING WILL BE THROUGH DEPARTMENT: 177 PARK AND RECREATION; FUND: 55660 FIELD DAY AND FIREWORKS/GENERAL FUND**

ON THE QUESTIONBryan Conant, Superintendent of Parks & Recreation

Bryan Conant, Superintendent of Parks & Recreation. I know the name is Pyrotecnico Fireworks. It is the same company that's been doing it in the past. Atlas - they've recently been bought out by this company but it will be the same employee which is nice because they're familiar with Holman Stadium and the event itself.

I would also like to also inform this Committee because we go out for a three-year bid, we're actually saving \$20,000 to \$30,000 when it comes to 2026 because the country is celebrating its 250<sup>th</sup> birthday. So I think we'll be happy about that. But I'd be happy to answer any questions if there are any.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Wastewater Chemical: Sodium Hypochlorite in the amount of \$420,000 funded from 61156 Chemicals

**MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF THE CHEMICAL SODIUM HYPOCHLORITE FROM UNIVAR U.S.A., INC., IN THE AMOUNT OF \$420,000. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: 61156 CHEMICALS**

ON THE QUESTION

Dave Boucher, Wastewater Superintendent

Thank you, Mr. Mayor. Dave Boucher, Wastewater Superintendent. So this is for the chemical sodium hypochlorite. We use it as a disinfection in the wastewater system. We also use it in our odor control system. To get a competitive bid, we participate in the Northeast Merrimack Valley Chemical Consortium. The low bidder for the delivery of the product was Univar. We've used them in the past and we would like to continue to. Again, this is for the annual purchase of the sodium hypochlorite. I'd be happy to answer any questions.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Wastewater Chemical: Sodium Bisulfite in the amount of \$80,000 funded from 61156 Chemicals

**MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF THE CHEMICAL SODIUM BISULFITE FROM PVS CHEMICAL SOLUTIONS IN THE AMOUNT OF \$80,000. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: 61156 CHEMICALS**

ON THE QUESTION

Dave Boucher, Wastewater Superintendent

Dave Boucher, Wastewater Superintendent. Sodium Bisulfite is used in the wastewater treatment process used to remove sodium hypochlorite before we discharge the treated wastewater into the river. Again, this is also a product that we get through the bid process through the Northeast Merrimack Valley Chemical Consortium. Low bidder on this was PVS Chemicals. We use them. We've used them last year. I'd like to continue to use them. They were the low bidders. I'd be happy to answer any questions. This is for the annual purchase of this product as well.

Mayor Donchess

Alright, any questions or comments? Alderwoman Klee?

Alderman Klee

Thank you so much and thank you Mr. Boucher. It's just more of an observation than a comment. I saw that Univar was the low bidder for the previous chemical and in this particular case, they're the highest bidder and it's quite significant between PVS Chemical and Univar. Is there a reason for that, that you would know of or just it is what it is?

Dave Boucher, Wastewater Superintendent

Yeah they make these products so it all depends on where they get their products from. So they'll get the compounds for these products and make them up at their facilities. So it all depends and they sell all kinds of different products. I guess it just depends on how close they are to us and where they get their sub-products from to make it on how cheap they can get it to us.

Alderman Klee

Thank you.

Dave Boucher, Wastewater Superintendent

So they bid on every different kind of chemical and it's weird how they're high on some and low on others. Sometimes it's their product that they push more than other product so they can be lower.

Alderman Klee

That makes sense. Thank you so much.

Dave Boucher, Wastewater Superintendent

You're welcome.

Mayor Donchess

Anyone?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Turblex Blower Service in the amount of \$32,910 funded from 55699 Other Contracted Services

**MOTION BY ALDERMAN COMEAU TO APPROVE THE CLASS I SERVICE ON THE THREE TURBLEX BRAND BLOWERS FROM BCV SYSTEMS OF SPRINGFIELD, MO, IN THE AMOUNT OF \$32,910. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: 55699 OTHER CONTRACTED SERVICES**

ON THE QUESTION

Dave Boucher, Wastewater Superintendent

Dave Boucher, Wastewater Superintendent. BCV Systems - they're the direct service representative for these Turblex brand blowers. The blowers that are used at the wastewater facility, there's three of them. They're high efficiency blowers. They're used to provide oxygen to our microorganisms in the process 24/7, 365. So they get a lot of use. This company has expertise in this particular brand blower. They are also the company that created the program for it so we're comfortable in using them. This is for annual service for this equipment. I'd be happy to answer any questions.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Change Order 1 for Jackson Mills Turbine in the amount of \$903,589 funded from 81700 Infrastructure Improvements/Bond

**MOTION BY ALDERMAN COMEAU TO APPROVE CHANGE ORDER NO. 1 DUE TO DELAYS TO THE PROJECT WHICH RESULTED IN INCREASED COSTS IN LABOR, EQUIPMENT, SUPPLIES AND MATERIAL IN THE AMOUNT OF \$903,589 (FROM \$2,664,500 TO \$3,568,089 AND EXTENDS THE SCHEDULE TO MAY OF 2024) . FUNDING WILL BE THROUGH DEPARTMENT: 170 HYDROELECTRIC; FUND: 81700 INFRASTRUCTURE IMPROVEMENTS/BOND**

ON THE QUESTION

Deb Chisholm, Sustainability Manager

Hi. Deb Chisholm, Sustainability Manager for the City. This change order is a long-time coming. It's for the contractor Bancroft Contracting that will be doing all the site work, demolition, and installation of all the new equipment at the Jackson Mills Hydroelectric Facility. If you've driven by there recently, we've got the project started just last week. It should have started two years ago which is why we have that change order in front of you. Bancrofts original cost estimates were done back in 2019. So with the delay over the last 3 plus years,

there have been some increases as Alderman Comeau had read out of your packets both labor, time, materials, expenses for things like concrete, rebar, rental equipment for heavy equipment, rental costs for heavy equipment, etc. are really what's resulting in this change order.

Mayor Donchess

Alderman Gouveia?

Alderman Gouveia

Thank you, Mr. Mayor. Just a quick question. So this increase is coming from project delays. What stemmed the project delay to happen? Two years is quite a bit and I'm sure it's very long story but.

Deb Chisholm, Sustainability Manager

Well I can make it really short. It was really a permitting issue. We had to have a permit from FERC and it took them considerably longer than we had originally anticipated.

Alderman Gouveia

Thank you.

Deb Chisholm, Sustainability Manager

You're welcome.

Mayor Donchess

Alderwoman Klee?

Alderwoman Klee

Thank you so much Mr. Mayor. Yeah I saw in your letter that it was because of the permitting. Does it usually take this long or was it because of COVID?

Deb Chisholm, Sustainability Manager

It takes a long time. It's the we're from the government, we're here to help kind of thing. The FERC permitting took considerably longer than we had ever thought. They're not really of the mindset to be revealing when they're review process is complete and so we really just had to wait it out. I've spoken with folks who have had other applications in front of FERC and they have taken as long if not longer so.

Alderwoman Klee

Thank you. Again, this doesn't reflect on the City or anything. It's the entire process. I just wanted to make sure that the listening public realize that it wasn't the City's delay. It's just the way the whole process works. We're at the feds permitting and State's permitting...so thank you.

Deb Chisholm, Sustainability Manager

You're welcome.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Replacement of Inflatable Rescue Boat and Transport Trailer in the amount of not to exceed \$33,000 funded from 71000 Equipment/CERF

**MOTION BY ALDERMAN COMEAU TO APPROVE THE PURCHASE OF AN INFLATABLE RESCUE BOAT AND TRANSPORT TRAILER FROM MID-ATLANTIC RESCUE SYSTEMS, INC., IN AN AMOUNT NOT TO EXCEED \$33,000. FUNDING WILL BE THROUGH DEPARTMENT: 152 FIRE RESCUE; FUND: 71000 EQUIPMENT/CERF**

ON THE QUESTION

Steve Buxton, Fire Chief

Good evening. Steve Buxton, Nashua Fire. This purchase is in line with our regular CERF schedule for our marine units. The Fire Department maintains two marine units and a trailer associated for their transportation. We did have to consolidate our purchase and defer the purchase of our 16-foot foot aluminum boat due to cost increases so we could achieve the replacement of our Zodiac which is an inflatable-style boat and the trailer at this point in time. That was our greater need.

Mayor Donchess

Alderman Gouveia?

Alderman Gouveia

Thank you Mr. Mayor. Just more of a curiosity question. How often are these units used?

Steve Buxton, Fire Chief

Fairly frequently. So the dive team trains at a bare minimum of four times a year times four shifts. So that's sixteen uses plus our responses that we receive throughout the City which is anywhere between 12 and 25 water-related incidents per year. Plus boat training that goes on outside of the dive team. So I don't want to say its significant use but it's a fair amount of use.

Alderman Gouveia

It's more than I thought it we got.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: GPS Emergency Vehicle Preemption in the amount of \$542,391 funded from 81300 Machinery & Equipment

**MOTION BY ALDERMAN COMEAU TO APPROVE THE SOLE SOURCE PURCHASE AND INSTALLATION OF APPLIED INFORMATION EQUIPMENT AND SOFTWARE FROM OCEAN STATE SIGNAL, INC., IN THE AMOUNT OF \$542,391. FUNDING WILL BE THROUGH DEPARTMENT: 152 FIRE RESCUE; FUND: 81300 MACHINERY & EQUIPMENT**

ON THE QUESTION

Steve Buxton, Fire Chief

Good evening. Steve Buxton, Nashua Fire. So this is a project that I'm pretty excited about. It's a collaborative effort with us, the Mayor's Office, and Traffic Division. We have a traffic preemption system that is outdated and in a state of disrepair which creates a liability obviously for the City. It's a hazard for responders as in the public. We do try to keep up with the repairs to it but it's just become too costly. Through some research and development, they've come up with better technology based on 900 MHz radio as well as GPS rather than just an optical signal. So we'll be taking a giant step forward. The Traffic Division did a lot of the legwork to this point in time and we're just here talking about it to try to help push it across the finish line. So any technical question you may have, I'm going to need some assistance with that But this is a very good thing for the Fire Department and the City overall.

Mayor Donchess

Alderwoman Klee?

Alderwoman Klee

Thank you, Mr. Mayor. So will this just be for Fire or Fire/Police and I don't know in the past we've never done ambulance or anything but will any of the other emergency vehicles be part of it?



Steve Buxton, Fire Chief

Yup. So at this point in time, this is just for the Fire Department. The product that we are purchasing is a scalable system so it cannot only be used for other emergency services but it could be used for transit to help keep the buses on time. It could be used in the DPW Department for snow plows to help them be more efficient as well. There are several priorities levels that you can set in it. Obviously, the emergency responders would have the highest priority from that.

Alderwoman Klee

Thank you.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Contract for Unleaded Fuel in the amount not to exceed \$583,973.25 funded from 61300  
Unleaded Fuel/General Fund

**MOTION BY ALDERMAN COMEAU TO APPROVE A CONTRACT FOR UNLEADED FUEL FROM GLOBAL MONTELLO GROUP IN AN AMOUNT NOT TO EXCEED \$583,973.25. FUNDING WILL BE THROUGH DEPARTMENT: 130 PURCHASING; FUND: 61300 UNLEADED FUEL/GENERAL FUND**

ON THE QUESTION

Mayor Donchess

All right. Do we have anyone on this? Alright what is the Committee's pleasure? Alderman Clemons?

Alderman Clemons

I say we move on it.

Alderwoman Klee

Yeah.

Alderman Clemons

Because I don't want to hold it and then have the price go up.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Contract for Diesel Fuel in the amount not to exceed \$396,698.40 funded from 61307 Diesel Fuel/General Fund

**MOTION BY ALDERMAN COMEAU TO APPROVE A CONTRACT FOR DIESEL FUEL FROM SHATTUCK OIL COMPANY IN AN AMOUNT NOT TO EXCEED \$396,698.40. FUNDING WILL BE THROUGH DEPARTMENT: 130 PURCHASING; FUND: 61307 DIESEL FUEL/GENERAL FUND**

ON THE QUESTION

Mayor Donchess

Alderman Clemons?

Alderman Clemons

I feel the same as I did before.

Alderwoman Klee

Yes.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
Re: Contract for services in install audiovisual equipment in the amount not to exceed \$76,000 funded from 81100 Capital Improvements

**MOTION BY ALDERMAN COMEAU TO APPROVE A CONTRACT FOR SERVICES TO INSTALL AUDIOVISUAL EQUIPMENT AT THE NEW DPW BUILDING WITH KEY CODE MEDIA, INC., IN AN AMOUNT NOT TO EXCEED \$76,000. FUNDING WILL BE THROUGH COMMUNITY TELEVISION; FUND: 81100 CAPITAL IMPROVEMENTS**

ON THE QUESTION

Tim Cummings, Administrative Services Director

Jeff from CTV is also on for more technical questions that may arise but I'm here before you this evening to ask for your favorable support and approval over this expenditure. This is one of the last items relative to us finishing up the DPW Administrative Office Building buildout. This would allow for one of the conference rooms to be used for broadcasting and TV production type services. It came in at just under \$70,000 and with a 10% contingency just in case anything happens. We'd like to get this going and underway as quickly as possible.

Mayor Donchess

Anyone? Alderman Gouveia?

Alderman Gouveia

Thank you, Mr. Mayor. Just looking at this as a whole, is this a sole source?

Tim Cummings, Administrative Services Director

Yes, correct. I think the memo outlines that. It is a sole source. It's a sole source in the sense in that the vendor is the knowledgeable entity of how our broadcasting system actually is used - the internal infrastructure. The equipment itself is not proprietary. However what CTV did do is they went and checked it to make sure the equipment being procured is at market rate type prices. I would make it analogist to like a master plumber and electrician coming in and they obviously have parts and equipment that they need to use for the system that they're putting together for you. It's very akin to that.

Alderman Gouveia

That makes sense. I was just going to ask why this wasn't open for bid but it's reasonable.

**MOTION CARRIED**

Mayor Donchess

Next communication is from me. I think the issue here is to accept and place on file unless people have questions about this? Alderman Comeau?

Alderman Comeau

I usually just place it on file.

From: Mayor Jim Donchess  
Re: Emergency PO Request – Hyland Onbase Upgrade

***Without objection, Chairman Donchess accepted the communication and placed it on file.***

Mayor Donchess

Mr. Cummings?

Tim Cummings, Administrative Services Director

Yes I just wanted to say for the record the reason why we submitted this an emergency procurement is actually this was an agenda item at the Finance Committee meeting and we needed to move this forward timely because it is a Hyland upgrade and we are working with a third party that has us in the que and we didn't want to miss our window date. We needed to get the contract going. Thank you.

Mayor Donchess

Alright next communication from Tim Cummings. Alderman Comeau?

Alderman Comeau

This looks like another one.

Alderman Klee

It's just to withdraw.

Mayor Donchess

All right. So we're withdrawing something which will render the Tabled in Committee. At that point, we defeat that, correct Mr. Cummings?

Tim Cummings, Administrative Services Director

Yes, that's correct. I'd ask that you respectfully withdraw the communication which would render no need to take any action.

Mayor Donchess

No action or just indefinitely postpone? Well it's in Committee here so we'll take it off the agenda next time.

Tim Cummings, Administrative Services Director

Correct.

Mayor Donchess

Alright is there any questions regarding this communication, request to withdraw?

From: Tim Cummings, Administrative Services Director

Re: Request to Withdraw Memo #23-411 – A Communication Seeking Approval of 2 Replacement Vehicles

***Without objection, Chairman Donchess accepted the communication and placed it on file.***

From: Amy Girard, Purchasing Manager

Re: Contract for Sustainability Master Plan in the amount of \$93,000 funded from 55699 Other Contracted Services, 81000 Capital Improvements, and 53142 Consulting Service

**MOTION BY ALDERMAN COMEAU TO APPROVE AND AWARD A CONTRACT FOR THE DEVELOPMENT OF A COMPREHENSIVE STRATEGY FOR THE CITY TO ADDRESS, MITIGATE, AND ADAPT TO CHANGES IN ENERGY, TECHNOLOGY, AND CLIMATE CHANGE IMPACTS TO KIM LUNDGREN ASSOCIATES (KLA) IN THE AMOUNT OF \$93,000. FUNDING WILL BE THROUGH DEPARTMENT: 185 SUSTAINABILITY; FUND: 55699 OTHER CONTRACT SERVICES/GENERAL FUND \$30,000; 81000 CAPITAL IMPROVEMENTS/GENERAL ESCROW FUND: COMMUNITY DEVELOPMENT \$27,000; AND 53142 CONSULTING SERVICE/GENERAL ESCROW FUND: SUSTAINABILITY \$36,000**

ON THE QUESTION

Deb Chisholm, Sustainability Manager

Yeah, what he said. We are now thankfully getting to that point where we are going to be starting the creation is a sustainability plan. The RFP that we put out, we had a pre-bid meeting, etc., and I'm trying not to take it personally but we got no bids submitted on time which was disappointing to say the least. But fortunately I guess, the vendor that we're looking to contract with, Kim Lundgren Associates, had a proposal put together. They just were not timely with it in their submittal. So we took the lead from Amy the Purchasing Manager relative to the allowance of us to proceed to find an actual vendor who would be willing to work with us having already gone through the process and had nobody respond. KLA was willing to step up and work with Matt over the last couple of weeks to essentially pull the scope and the contract together in order to get here tonight. Some of the funds that we'll be using to secure this contract come from our partner Emily over in Emergency Management as a part of the resiliency part of the sustainability plan. So thankfully Matt was able to pull it all together in time to get it approved before the monies run out at the end of the fiscal year. Thanks Matt.

Mayor Donchess

Alderman Klee?

Alderman Klee

Just a quick question and I think you had already stated that. There was no need to have to go out and reopen the bid. If nobody bid, we can go seek on our own?

Deb Chisholm, Sustainability Manager

Correct.

Alderman Klee

Okay. That's all I wanted to hear. Thank you.

Deb Chisholm, Sustainability Manager

You're welcome.

Mayor Donchess

Anyone else?

**MOTION CARRIED**

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE

**MOTION BY ALDERMAN COMEAU TO REMOVE FROM THE TABLE THE COMMUNICATION FOR REPLACEMENT VEHICLES IN THE AMOUNT OF \$57,000 FOR THE ENVIRONMENTAL HEALTH DEPARTMENT  
MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Replacement vehicles in the amount of \$57,000 funded from 81500 Vehicles/CERF

- Re-tabled at Finance meeting of 5/2/23

**MOTION BY ALDERMAN COMEAU TO WITHDRAW THE COMMUNICATION  
MOTION CARRIED**

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES – None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN COMEAU THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORDS OF EXPENDITURES FOR THE PERIODS FROM APRIL 28, 2023 TO MAY 11, 2023; FROM MAY 12, 2023 TO JUNE 1, 2023; AND JUNE 2, 2023 TO JUNE 15, 2023  
MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

ADJOURNMENT

**MOTION BY ALDERMAN KLEE TO ADJOURN  
MOTION CARRIED**

The Finance Committee meeting was adjourned at 6:35 p.m.

Alderman Alex Comeau  
Committee Clerk