

REPORT OF THE FINANCE COMMITTEE

JULY 1, 2020

A meeting of the Finance Committee was held on Wednesday, July 1, 2020, at 7:00 p.m. via teleconference.

Mayor Jim Donchess, Chairman, presided.

Mayor Donchess

As 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, 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:

a) 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: Meeting ID: 825 2822 1754

Password: 304975

The public may also view the meeting via Channel 16.

b) Providing public notice of the necessary information for accessing the meeting:

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 Public Health Department.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-821-2049 and they will help you connect.

d) Adjourning the meeting if the public is unable to access the meeting:

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 6 members of the Finance Committee present: Alderman Patricia Klee, Alderwoman Elizabeth Lu, Alderman Linda Harriott-Gathright, Alderwoman Shoshanna Kelly, Alderman Brandon Michael Laws, Alderman Michael B. O'Brien, Sr., Mayor Jim Donchess.

Members not in Attendance:

Also in Attendance:

- John Griffin, CFO/Comptroller
- Kelly Parkinson, Purchasing Manager
- David Fredette, Treasurer/Tax Collector
- Kim Kleiner, Administrative Services Director
- Karen Smith, Business Manager
- Bobbie Bagley, Public Health Division Director
- Jeff Lafleur, Superintendent of Solid Waste
- Jon Ibarra, Superintendent of Streets

Alderman Klee

I am here, I can hear everyone, I am alone in this room, and I am home doing this remotely per the Governor's request to stay at home.

Alderwoman Lu

Yes, I am here, I can hear you and I am alone. I am practicing social distancing.

Alderman Harriott-Gathright

And the Clerk is present, I can hear everyone and I am alone and practicing social distancing.

Alderwoman Kelly

I am here, I am alone, I can hear everyone and I am practicing social distancing.

Alderman Laws

I am here, I am alone, I can hear you and I am also practicing social distancing.

Alderman O'Brien

I am present, I can hear the proceedings, I am alone and practicing social distancing.

Mayor Donchess

Yes, I am present, I am practicing social distancing, and I am alone in the living room. Alright and I also see we have Alderman Cleaver present from the Board of Aldermen and I think that's it from the Board. Of course, staff members are present and we will, of course, hear from them as we proceed.

PUBLIC COMMENT - None

COMMUNICATIONS

From: Dan Kookan, Purchasing Manager
Re: The City of Nashua has made a donation of surplus supplies and equipment at Ultima Nashua Industrial Corp. to the Nashua International Sculpture Symposium

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE DONATION OF SURPLUS SUPPLIES AND EQUIPMENT TO THE NASHUA INTERNATIONAL SCULPTURE SYMPOSIUM, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

And I don't know if there is anyone here to speak to this, but the equipment at Ultima was auctioned off but before the auction we provided some equipment to the Sculpture Symposium. Ultima is the Nimco Building, there are still various, or at least one legal dispute ongoing regarding that building. But this was to help the Sculpture Symposium.

Kim Kleiner, Director of Administrative Services

Mr. Mayor? So we did supply a Memo earlier. There was a donation once before and then we went to auction and we auctioned off a lot of the material. This was actually left over from the auction and the Sculpture Symposium indicated that they would be interested versus disposing of the material. We felt it would be best put to good use in the community.

Mayor Donchess

Any discussion? Alderwoman Klee?

Alderman Klee

Thank you, Mr. Mayor and I appreciate that we are not filling the landfill with any of this material and so on and that is going to good use. And I did read where we had already gone to the auction and these items were not part of it. There do seem to be some bulky items here. The only question that I had was what seems to be in bottles. Is there anyone here that would be able to answer what the materials are? It was selected oils and greases they said, those aren't like toxic items they are just things that they could possibly use doing their sculptures, is that what that is?

Director Kleiner

Right most of them were solvents and solutions that they could use in maintaining the running of the machines, of the various machines that they were taking as well. Before we did go to auction, much earlier in the process, we did have a sweep of the building for toxic materials so that was done prior to going out to auction to make sure that the building was safe for the auctioneers to even come in at that point.

Alderman Klee

Ok and if I may follow up, Mr. Mayor? There was I am just trying to make sure I call it by the right name here, there was a cable hoist item, so seeing that, I am assuming that – does that mean that they will be using this building for the sculpture or would they be removing that item?

Director Kleiner

Mr. Mayor? They will be removing all items, no items will be allowed to remain within the Nimco Building.

Alderman Klee

Perfect, thank you so much, Director Kleiner. I appreciate your answers.

Mayor Donchess

Anyone else? Could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Dan Kookan, Purchasing Manager

Re: Purchase of NPD ammunition and supplies (Value: \$59,396) Department: 150 Police; Funds:
Ammunition and Supplies Account and General Fund

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE PURCHASE OF NPD AMMUNITION AND SUPPLIES IN THE AMOUNT OF \$59,396 TO EAGLE POINT GUNTJ MORRIS & SON. FUNDING THROUGH DEPARTMENT 150: POLICE; FUNDS: AMMUNITION AND SUPPLIES ACCOUNT AND GNERAL FUND, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

And, of course, this is pretty self-explanatory but I believe Deputy Testaverde is on the phone? Or on the video?

Jim Testaverde, Deputy Nashua PD

Mr. Mayor, can you hear me OK?

Mayor Donchess

Yes, we can hear you. Thank you sir. I am going to defer to Officer Scott Seroll who is with and he is one of our firearms training officers and a subject matter expert on it. So I'll jump in if there's anything outside of this but I'll let Officer Seroll take it from here; go ahead Scott.

Scott Seroll, Officer Nashua PD

Hi everyone, thanks for having me. Like I was introduced, my name is Scott Seroll, I am in the Firearms Training Unit at the Nashua Police Department. And with some of the other gear that we issue, we are in control of the ordering of the ammunition. I am here to answer any questions you may have.

Mayor Donchess

I don't see any questions, could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Dan Kooken, Purchasing Manager
Re: Contract Award for USDA Wildlife Management Service Agreement (Value: Not-To-Exceed \$80,463);
Department: 168 Solid Waste; Fund: Solid Waste

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE CONTRACT FOR USDA WILDLIFE MANAGEMENT SERVICE AGREEMENT IN THE AMOUNT OF \$80,463 TO USDA WILDLIFE SERVICES. FUNDING THROUGH DEPARTMENT 168: SOLID WASTE; FUND: SOLID WASTE, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

And Mr. LaFleur is here on this.

Jeffrey LaFleur, Superintendent of Solid Waste

Yes Mayor, thank you. This is our annual contract with gull control, they keep the birds out of the landfill. They also go around and travel throughout the City if there are any problems with turkey vultures. And they take care of submitting all of our applications and our permits to DES.

Mayor Donchess

And Mr. LaFleur is Superintendent of the Landfill. Any questions or comments? Alderwoman Klee.

Alderman Klee

Thank you very much, Mr. Mayor. I just had one quick question and that was relative to, it says, "The competitive bidding process shall not apply to the following special purchases". Is there a particular reason why we don't put this out to bid or is it just because we are continuing a particular contract with them.

Mr. LaFleur

We tried to put this to bid before and we only had them as a response for it; it is pretty specialized. And they are the preferred contract through the DES. So they are a very specialized company and they have been it for 20 years with the City.

Alderman Klee

I guess I was asking that question more just for the public's knowledge of it. If it's OK with Mr. Mayor, I just have one other kind of comment. You said that is was preferred through DES. So they are using this in other municipalities or in the State?

Mr. LaFleur

Yes, Lebanon Landfill, Turnkey Landfill, they are all supplied through the vendor.

Alderman Klee

Perfect, thank you so much, I appreciate your time.

Mayor Donchess

Anyone else? Alderwoman Lu?

Alderwoman Lu

Thank you, Mayor Donchess. The title, the company name, are they with the USDA in fact?

Mr. LaFleur

Yes, they are a subsidy of it, USDA APHIS is the name of the Company, so they are part of the USDA.

Alderwoman Lu

USDA APHIS, I see, because in the contract it said something about APHIS.

Mr. LaFleur

Yes that's the name of their company, is APHIS but they are part of the USDA.

Alderwoman Lu

Well, but the USDA is an agency of the Federal Government isn't it?

Mr. LaFleur

Yes.

Mr. LaFleur

They are a subcontractor below the USDA, I guess you want to say. That's how they have always been named every year, is USDA APHIS.

Alderwoman Lu

Right, I just wondered if they are a private enterprise?

Mr. LaFleur

I think they are funded mostly through the Government.

Alderwoman LU

Ok, thank you.

Mayor Donchess

Anyone else; could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Dan Kooken, Purchasing Manager

Re: Purchase of 2 CMS-T333 Electronic Message Boards (Value \$33,602) Department: 161 Streets;
Fund: GOFERR Grant

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE PURCHASE OF TWO (2) CMS-T333 ELECTRONIC MESSAGE BOARDS IN THE AMOUNT OF \$33,602 TO AMERICAN SIGNAL CO. FUNDING THROUGH DEPARTMENT 161: STREETS; FUND: GOFERR GRANT, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

I don't see anyone from the Street Department here. But these are the electronic message boards that we have been using; we want to add to the number. I believe we have four, because two of them we are using downtown for the expanded dining and we really need more than two hours to post speed limits and other messages around the City. This will be reimbursed by the so-called GOFERR Funds, which is the Federal Aid that is available to assist with the COVID-19 response. So this will be cost neutral to the City and we will get two message boards that we don't have now. Alderwoman Lu?

Alderwoman Lu

I am just wondering how we would rationalize these are GOFERR reimbursable? I am just wondering what use they will be for the COVID response?

Mayor Donchess

Well the expanded outdoor dining is a COVID response and for example the cost of the Jersey Barriers is going to be reimbursed through GOFERR Funds as well. And this is part of the expanded dining because we are using them to inform people that they are driving into an area that is more constricted because of the expanded outdoor dining.

Alderwoman Lu

OK that's a good point. And also the ones that we have are not available because they are already downtown right?

Mayor Donchess

They are being elsewhere.

Alderwoman Lu

Ok thank you.

Alderman Klee

Thank you, Mr. Mayor and just adding to that, not so much a question. I would assume that we would also be using these for when we've been doing mobile testing or even to put up the messages as to where people would be able to find information?

Mayor Donchess

We could do that yes.

Alderman Klee

We would be able to justify the purchase of these for COVID reasons in a multitude of manners, even if it is just to put something up for the City of warning.

Mayor Donchess

Yes. Alderman Lu?

Alderwoman Lu

Thanks. Did we have a competitive bid on these?

Mayor Donchess

Ms. Kleiner, do you know the answer to that?

Director Kleiner

Mr. Mayor, the DPW Department has a vendor that they have used for the purchase of these message boards. These particular boards did not go out to bid, they used the vendor that they have on file and they have used for the purchase of other boards.

Alderwoman Lu

Is it usual that these type of purchases, get – I don't know – get a competitive bid? Or is just with a more complex project?

Director Kleiner

So I'll defer to Mr. LaFleur.

Mr. LaFleur

Jeff LaFleur, Superintendent of Solid Waste. In the purchase of the last ones, I think we did the State Bid the Mass State Bid and that's where it fell under, we didn't have to go out to bid for it. I'm pretty sure these were under a State Bid somewhere that we purchase these off of.

Alderwoman Lu

I see, that's the Intergovernmental Bid.

Mr. LaFleur

Exactly we use the NH State Bid, sometimes we go off the Mass State Bid, it gives us competitive bids and we just compile that. And then we looked at this and it fell into one of those.

Alderwoman Lu

Great thank you.

Mayor Donchess

Anyone else; could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Dan Kookan, Purchasing Manager

Re: FY20 Trash and Recycling Toter Purchases (Value \$145,000) Department: 168 Solid Waste; Fund:
Solid Waste

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE PURCHASE OF RECYCLING AND TRASH CARTS AND CARD LIDS FOR CURBSIDE COLLECTION FOR FY21 IN AN AMOUNT NOT TO EXCEED \$145,000 TO TOTER, INC. FUNDING THROUGH DEPARTMENT 168: SOLID WASTE; FUND: SOLID WASTE, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Mr. LaFleur?

Mr. LaFleur

Yes, sir. Jeff LaFleur, Superintendent of Solid Waste. This is my annual request for \$145,000.00 for replacement Toter carts, trash recycling and for lids. I just get this approval done early in the season just because I want to keep so many in stock for replacements.

Mayor Donchess

Discussion? Alderwoman Lu?

Alderwoman Lu

Thank you. How many will this buy, do you know?

Mr. LaFleur

We buy them – it depends on the price, the fluctuation, it depends on the resin costs and everything. I can probably purchase about 3,000 or 4,000 of these at that cost, not including lids. So I always keep 1,000 in stock so that's when it gets depleted, then I just resupply the stock.

Alderwoman Lu

Ok and do we replace people's when they break at no cost?

Mr. LaFleur

If it is done by the City plows or ourselves, yes we do replace it. But if it complete negligence of the resident, they end up paying for it, we charge them for it.

Alderwoman Lu

This is another thing, I just wonder the back-up the documentation said they looked good in 2002 I think or maybe 2008? Are they the only vendor for this or have we done any cost comparison, any competitive?

Mr. LaFleur

We keep it with the commonality, all of the parts that we have in stock right now are all through Toter and it fits one specific Toter. So if I was to go out to exchange and go to a different brand, I'd have to buy all new wheels and lids and stuff like that to replace those. It would be just too confusing to know which person had what type of Toter or cart or however you want to call it.

Alderwoman Lu

Oh because we actually do repairs?

Mr. LaFleur

Absolutely, if a wheel falls of my foreman goes out there and repairs it; if a lid is broken and it gets called in we usually send them right out to fix it. We are replacing probably 100 a week usually of the lids. Like you said, they were set out in 2003 so they are 17 years old and there are some starting to fall apart; not many. They are holding up a lot longer than we thought they would.

Alderwoman Lu

Ok thank you.

Mayor Donchess

Anyone else; would the Clerk please call the roll?

Alderwoman Kelly

Mr. Mayor, I had my hand raised.

Mayor Donchess

Oh sorry, well you're not on the camera so I couldn't tell. Alderwoman Kelly?

Alderwoman Kelly

I just had a question more from a standpoint of have you seen an increase in people requesting these? I know people are at home more now and are producing more trash and recycling potentially than they have in the past?

Mr. LaFleur

I'm sorry, are you saying lids or for more carts?

Alderwoman Kelly

Toters, yes.

Mr. LaFleur

Toters, yes. You know, I haven't really. People are following the guidelines of only filling it up so much and recycling as much as possible. We are still getting a lot of recycling which is great. The very few that do ask for it, we ask them to send us a letter and they have to prove that it warrants getting a second cart.

Alderwoman Kelly

That's good to know, thank you.

Mayor Donchess

Anybody else? Could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

From: Dan Kookan, Purchasing Manager
Re: Contract Renewal with the Humane Society of Greater Nashua for FY21 (Value: \$99,081)
Department: 109 Civic & Community Services; Fund: General

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AUTHORIZE THE CONTRACT RENEWAL WITH THE HUMANE SOCIETY OF GREATER NASHUA FOR FY2021 IN THE AMOUNT OF \$99,081. FUNDING THROUGH DEPARTMENT 109: CIVIC & COMMUNITY SERVICES; FUND: GENERAL, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Now I see Ms. Bagley here. Are you here on this?

Bobbie Bagley, Director Public Health & Community Services

Yes, Mayor I am.

Mayor Donchess

OK please just could you give the explanation then?

Director Bagley

Bobbie Bagley, Division of Public Health and Community Services Director. The contract that we have here is for the Humane Society to provide impoundment services for the City. They are our designated pound for the City of Nashua and the Division of Public Health and Community Services. The Environmental Health Department works with the Humane Society and the Nashua Police Department, Animal Control to oversee the contract and the deliverables of these services. They usually do a monthly report for us to give a count of the activities and the work that they do.

Mayor Donchess

And this has been a very longstanding arrangements, decades long.

Director Bagley

Yes, over 20 years.

Mayor Donchess

Any questions or comments from anyone? Alderwoman Kelly.

Alderwoman Kelly

I have a question. My question if you have seen monthly reports, have you seen an uptick in anything from the Chicken Ordinance?

Director Bagley

Alderwoman Kelly, I have not seen that; those reports go to the Health Officer, Heidi Peek. And so what I can do is I can check those and then give you a response and a reply back to the Board, the Finance Committee.

Alderwoman Kelly

I'd appreciate that, I just want to make sure that if they are doing extra work that they have got the resources that they need. And I know with the chickens they have to do a blood test and all types of things. So I just wanted to make sure that they are doing OK with that portion on the contract.

Alderman Klee

Thank you, Mr. Mayor and actually that was my question about this. I don't know if I missed it but I don't see anywhere in this contract that we talk about when we bring the chickens to the – when the Animal Control Officer brings chickens in. Is that part of this contract? Because as Alderwoman Kelly pointed out, there has to be blood work, etc. done or are we doing it on a per basis? Are we reimbursing and paying them?

Director Bagley

Alderman Klee, sorry – Bobbie Bagley Division Director of Public Health & Human Services. That is another question that I have to get answered. When I did speak with the Health Officer about the chickens, because of the impoundment and there are so many of them, they thought that that number was so high that would be

hard for them to manage. So I will have to find out if, in fact, we have seen a number of impoundments of chickens and if, in fact, what the impact of that has been.

Alderman Klee

I know that we've had at least a few of them; I've been there when they have up to 3 or 4 chickens and I should say more roosters than chickens, through no fault of their own and even the citizens, because when they are little chicklets they don't what they are. So this is not a criticism of that; I just want to make sure that, I just want to know how they are getting paid. I am assuming that they (audio cuts out) and that we are doing this. And whether it is in this contract, I didn't see it in the contract. And I'm not looking for necessarily a number of how many but are we covering the cost of it and is it under a separate contract, that's more of what my question is.

Director Bagley

Thank you, Alderman Klee and I'll find that out. And no, that information is not in here and that was asked prior to the contract going before Legal and as I mentioned the Health Officer explained that there was so much with the roosters and the chickens that that wasn't something that they had added to this contract. But I will get that information.

Alderman Klee

Mr. Mayor, can I have a follow-up on this? Should we continue with approval of this without that information and then possibly amend it. I mean to approve this and then amend it if necessary or would it be better to table this until we got that information?

Mayor Donchess

Well I don't think this is urgent. We will be meeting again in a couple of weeks.

Alderman Klee

Then I think I'd like to make a recommendation of tabling this?

MOTION BY ALDERMAN KLEE TO TABLE

ON THE QUESTION

Alderwoman Kelly

Mr. Mayor, I'd like to speak to that motion.

Mayor Donchess

So a couple of people are raising their hands, I see. Alderwoman Lu?

Alderwoman Lu

Thank you, Mayor Donchess. I just had wanted to ask Director Bagley whether, does this contract amount change yearly?

Director Bagley

Alderman Lue, this contract amount has stayed the same for the amount of time that I've been at the Division for the past 3 years that this has been renewed.

Mayor Donchess

I think it has been \$99,000.00 for a long time.

Alderwoman Lu

Yeah, ok. Well thank you, that's all I wanted to know. I wondered so if was \$99,000.00 before the chicken came in?

Mayor Donchess

It was.

Alderwoman Lu

So I just wondered whether, we want to pay them at least the \$99,000.00 so I wonder if this could just be approved and amended but I don't know what's better. Thank you.

Mayor Donchess

Well I don't think it is urgent so I don't see any problem with holding it and getting an answer to the question and looking into the issue.

Alderwoman Lu

So if we were going to go on to the next point in the meeting, I did want to ask Director Bagley something about something else so if she was going to jump off, I wanted to make sure she didn't.

Mayor Donchess

Why don't we dispose of this item and then why don't you ask Director Bagley the question you have on your mind? The motion now pending it to table this to the next meeting? Alderwoman Kelly.

Alderwoman Kelly

So I was trying to dig around here, but I thought we had amended the contract back when we did the chicken ordinance to include chickens and impoundment and I don't know if someone in, yeah, I'm looking at September 29th and it has chickens in there. So I just want to make sure that it didn't get left off.

Mayor Donchess

Well we are going to investigate this and come back to you assuming that the motion to table passes.

Alderwoman Kelly

Yeah I am looking at it now and it looks like potentially it got dropped off. So whatever discussions need to happen, then let's do that and I am for tabling it.

Mayor Donchess

Thank you, any other discussion? Could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION TO TABLE CARRIED

Mayor Donchess

Now Alderwoman Lu, why don't you go ahead and ask Director Bagley the question you were wanting to ask?

Alderwoman Lu

Thank you, my question comes from the record of expenditures and my question is, are there staff in the Board of Health under you that meet with the public for immunizations or anything like this at this time?

Director Bagley

Alderwoman Lu, is your question are there members of the Board of Health on staff that provide immunizations?

Alderwoman Lu

No, not the Board of Health, but the Health Department, that's what I meant.

Director Bagley

Yes. Members of our staff do provide immunizations at this time.

Alderwoman Lu

And they haven't stopped during the COVID-19?

Director Bagley

What we have been doing is, it is by appointment only. And so individuals that need to maintain their shingles vaccinations or other vaccinations, they make appointments with the public health nurses and they will meet them outside and they will give them their vaccines.

Alderwoman Lu

So I am just wondering why they don't qualify for a stipend, or do they? Because I know that our First Responders have stipends and I wondered if ...

Mayor Donchess

Well I can answer that question. So the stipends are being provided by the State, \$300.00 a week and that's a channeling of the Federal Funds that have come in to the State of New Hampshire; part of the funds of course. There is a weekly call with the Governor, the Mayors and the Governor. On one or two occasions I have asked whether the Public Health Employees could be included in the First Responders and in each case the Governor has answered, "Well a lot of people have made that request and we'll think about it". But to date, the people that are being provided the stipend, the group of people has not been expanded so far to include the Public Health Personnel.

Alderwoman Lu

Well OK.

Mayor Donchess

Because I agree with you, that they should be. Public Health Employees should be also included along with our other First Responders who are receiving that stipend.

Alderwoman Lu

I think that's shameful, but thank you.

Mayor Donchess

They should be included no question about it. Now why they are not, I haven't gotten a clear explanation.

Alderwoman Lu

Well if in your line of duty, you are required to be in close proximity to the public I don't understand how that could be rebutted. But thank you very much for that explanation, I'm sorry to hear that.

Mayor Donchess

I don't either. Now in addition to the immunizations which you have just been asking about, Public Health does periodic clinics, where they are testing people directly. And now we are doing one a week but when the tests weren't as widely available among the medical providers, Public Health was doing more than a week, one clinic a week, two or three clinics and, of course, has been having contact with people from the public regarding the testing for COVID-19 for at least a couple of months. So again, I am just reiterating, I mean I agree with you, that they should be getting the stipend. Alderwoman Klee?

Alderman Klee

Thank you, Mr. Mayor. I want to echo Alderwoman Lu's concerns and thank you very much for all the work you've been doing Mr. Mayor speaking with the Governor. And I can tell you that myself and my fellow State Reps are also up in arms about this. We have been talking to it and I know that our Public Health people have been doing the clinics as you mentioned; but we've also done mobile clinics where we are actually going out into the community. And I know they are taking precaution possible, but Director Bagley and her staff have just been outstanding, as have so many of our other staff throughout the City and I do think it's a shame that he has just cherry picked a certain group of people when there are so many more that should be added. And I thank Alderwoman Lu for bringing this subject up. Thank you.

Mayor Donchess

Now we are trying to pursue another avenue which is we have been seeking through Emergency Management and I believe Ms. Kleiner has been involved as well in inquiring whether the GOFFER funds that will come to the City could be used to provide the stipend to Public Health Employees. I don't think we've gotten a clear answer on that yet have we?

Director Kleiner

No, Mr. Mayor, we have not received a concise answer to the best ability we know of now, the City could certainly decide to do so, but it may or may not be covered and that would have to be a decision that we would make and see when we do submit to the GOFFER whether it is actually accepted.

Mayor Donchess

And, of course, since we weren't planning for this, there are no funds budgeted for those stipends, no City money. So we've been trying to get them qualified for the GOFFER Funds as a plan b if the State is not going to provide the stipends to the Public Health Employees. Anyone else on this, or anything else? Alright, well thank you for your question, Alderwoman Lu and thank you, Ms. Bagley. I don't think we have anything else for you tonight, so if you'd like to go back to dinner or whatever, please feel free.

Director Bagley

Thank you, Mayor.

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM JUNE 1, 2020 TO JUNE 25, 2020, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Are there any questions or comments on the Record of Expenditures? Alderwoman Lu?

Alderwoman Lu

Is there anyone there that can point out, I think some of our City COVID-19 Relief has been provided to some of our small businesses by this time. And I wonder if I could just get some enlightenment on what account that comes out of?

Mayor Donchess

This would be the COVID-19 Impact Fund, those funds have been authorized for loans to small businesses. Mr. Griffin, the CFO, is on the call or on the meeting. Could you identify which account those funds are issued from?

John Griffin, CFO

Mr. Mayor, thank you. John Griffin, CFO. It is my understanding that some of the funds that Alderwoman Lu was talking about have not been issued yet. But I can certainly provide to the Finance Committee worksheets that spell out the intended recipient of the funds and instead of looking at the Record of Expenditures. Because the Record of Expenditures is just going to show the checks that have been issued during a period of time. So if you would like Mr. Mayor, I can get that information and send it out to you and the Members of the Finance Committee.

Mayor Donchess

Would that help, Alderwoman Lu?

Alderwoman Lu

Sure, yeah, but aren't they issued as checks?

Mr. Griffin

Mr. Mayor if I may. They are issued as checks or ACH transfers which would show up in the Record of Expenditure. If we haven't seen them yet in this particular Record of Expenditures it just means that we haven't issued any checks. But I think based on the interest of the Finance Committee and the importance of the COVID-19 Impact Fund, it would probably be a worthwhile piece of information that I could communicate to the members of the Finance Committee.

Mayor Donchess

So the first of the loans and there is a Loan Committee that reviews all of this, including bankers, some private sector people as well as City people. But the first of the loans were granted some time ago so we may see that checks were in previous Records of Expenditures because this is for only a two week period. And so I think you would get more complete information if the CFO got you a list of the loans that have been agreed to and those that have been funded so far.

Alderwoman Lu

Sure that would be great, thank you.

Mayor Donchess

Any other questions or comments on the Record of Expenditure? Yes go ahead.

Alderwoman Lu

Just one other; will the downtown improvements be ETF, those payments, those are not part of the COVID-19 Relief Fund?

Mayor Donchess

No they are not.

Alderwoman Lu

What are those?

Mayor Donchess

So an Ordinance was passed, I'd say 2011 maybe around then which provides that all parking meter and lease parking funds collected by the City, in excess of \$728,000.00 are spend to support downtown activities. And the Downtown Improvement Committee is tasked with making recommendations to the Board of Aldermen regarding how those funds, over and above \$728,000.00 should be expended. And they are held until the Downtown Improvement Committee makes a recommendation. Now I think the Board of Aldermen has given the Downtown Improvement Committee relatively carte blanche regarding the use of the funds. So that has kind of made an advance approval but the source of the funds is the parking meter and lease parking revenue in excess of \$728,000.00.

Alderwoman Lu

So do you mean in this period that we are looking at here, we decided to just pay these out to 10 or 15 different small businesses in the downtown?

Mayor Donchess

The Downtown Improvement Committee funds are not being used, I think they gave some of their money to the COVID Impact Fund, but it went into the COVID-19 Impact Fund and would be distributed that way.

Alderwoman Lu

I am actually looking at Page 33 of the Record of Expenditures.

Mayor Donchess

And what's the check you are looking at?

Alderwoman Lu

Well I'm looking at 15 of them for different companies in downtown Nashua.

Mayor Donchess

Well those might be the COVID-19, give me an example, those might be the COVID-19 Impact Fund Distribution.

Alderwoman Lu

Ok that's fine. I thought you just told me they weren't.

Mayor Donchess

You asked me about Downtown Improvement Funds. That is a separate thing from the COVID-19 Impact Fund.

Alderwoman Lu

Right but this comes out of the Downtown Improvement Expendable Trust Fund.

Mr. Griffin

So Mr. Mayor if I may.

Mayor Donchess

I think they allocated \$50,000.00 to COVID-19 Relief.

Alderwoman Lu

Yes there's \$55,560.00, so that's coming right of those

Mayor Donchess

I thought it was probably going to the COVID Impact Account but maybe it is being issued directly out of the Downtown Improvement Funds. But it is still being reviewed by the same loan committee. Mr. Griffin?

Mr. Griffin

Yes Mayor, just to add some additional clarity. The \$5,000.00 payments, as Alderwoman Lu indicates, those aren't the loans or the grants that we've been providing through the COVID fund. So you are absolutely correct. The payments were made right out of the Downtown Improvement Expendable Trust Fund.

Alderwoman Lu

Thank you. Mr. Griffin, did you say they "are" the COVID-19 or they "are not" the COVID-19.

Mr. Griffin

Hopefully my microphone works, they are not part of the loans. They were, as the Mayor indicated, direct payments as the choice of the team that reviews the Downtown Improvement Funds. They were made directly out of the Expendable Trust Fund for downtown improvements to those entities that are shown on that page.

Alderwoman Lu

I'm not sure I've ever seen that fund disburse directly to small businesses in downtown Nashua, I could be wrong. But I mean, I thought they were just, they didn't move the money from the Downtown Improvements Fund to the COVID-19 Relief Fund that we set up. And I thought they were for COVID-19, but if they are not for COVID-19, are they just, I mean is that the way our parking revenues are disbursed, just like you know to increase the revenue of the downtown businesses?

Mr. Griffin

Mr. Mayor, if I may? Instead of moving the money, the \$55,000 / \$56,000.00 to the Impact Fund, they were direct disbursements and as the Mayor indicated back when this began in the 2011 /2012 time frame, I've never seen direct payments to businesses. But because this is an unprecedented time, they wanted to get the money quickly to those businesses. Generally what you are going to find is that campaigns or other downtown related initiatives that would have nothing to do, they wouldn't spend the money and give it to businesses to then go out and spend again. We have a long list of initiatives that have been funded by the Downtown Improvement Committee.

Mayor Donchess

Yes, this would be the first time that money has been directed to any private business, but of course, COVID-19 is an unprecedented situation. Some of the projects they have paid for over time, the new directional signs that you see around the City, for example, were paid for with Downtown Improvement Funds. Holiday Lighting, other needs like that are funded with the use of these funds. I mean it usually is somewhere in the vicinity of \$100,000.00 to \$150,000.00 per year.

Alderwoman Lu

So I can I just make sure I get this straight, can I ask a couple of follow up questions?

Mayor Donchess

Yes.

Alderwoman Lu

So, Mr. Griffin we keep going back and forth on this. So there is a COVID-19 Relief Fund, it was funded by CARES Act and also by some money from CDBG. And I think that's all. And there will be grants approved from that. Do I understand it correctly that the Downtown Improvement Fund also had money that they have allocated to businesses downtown according to rubric. It's not really part of that COVID-19 Relief Fund that we've talked about at prior meetings with the Board of Aldermen. However, you are saying, "It is COVID relief related". Is that what you are saying?

Alderwoman Kelly

Could I actually respond, Mr. Mayor?

Mayor Donchess

Alderwoman Kelly.

Alderwoman Kelly

Sorry I just – I know quite a bit about this, I was on the call where they decided to do this. So if I could potentially clear some things up for Alderwoman Lu I'd like to. So as the Mayor pointed out, the City set up the Downtown Improvement Committee to allow them to decide what the use for the pool of money over the \$750,000.00 every year. This year, because of COVID, there was a long discussion about potentially helping some of the smaller businesses and the discussion was around, "well we may not have a downtown to support and put up banners and things of that nature, if we don't help". And so they voted to allow the \$56,000.00 and some change to go directly to businesses with a rubric like you are asking. It was part of the Impact Fund, but just like CDBG is going to go through Sarah Marchant's application process, this went through them directly. Does that clear it up for you?

Alderwoman Lu

Yes I am sorry that you were forced to mute while we talked about this. The only thing that I don't understand is at the end when you said this is part of the COVID-19 fund. I mean it is, except it wasn't put into a segregated fund, correct? You know you can call money something but when I hear it is part of the COVID Relief Fund, I think that we are talking about the fund that we have allocated money to. And so, yeah.

Alderwoman Kelly

I would like to hear from the financial body on this but the way I understood it was the COVID Impact that we put together was multiple pools. There was the revolving loan fund which has an advisory board that looks at it, there is the CDBG money which is a very specific type of application and a way that you have to go through Carrie Schena and Director Marchant. And then this pool of money that the Downtown Improvement Committee came together. So it was a little bit of like we are grabbing from different places to put as money together to help support people throughout COVID. And so each pool of money, so you would come in and you'd say, "I need some help" and they would look at what you qualify for and put you in the right bucket.

So if you had the right qualifications for the CDBG Fund and we thought you could follow through with the steps, they need extra reporting and things like that, then we'd put you in that pool. If you came in and said, "I'm just a small business, I can't pay my rent right now" you might go through the Downtown Improvement Committee Fund and they would look at your application that way. So that is how I understood it in all the talks with Director Cummings, Director Marchant and you know, the various bodies that came together for that.

I wasn't under the understanding that there was a separate fund that we took all of that money into and then put it out. But that is a financial question.

Alderwoman Lu

Thank you, I'm all set. That makes perfect sense, I was just trying to understand. Thank you, Alderman Kelly. If that's correct, if no one objects if Director Griffin has nothing to add to that, but that's fine. I think the whole discussion may have been just a, you know, trying to get out heads aligned with different ways of communicating something. Thank you.

Mayor Donchess

Alright, we are still on the record of expenditures, any other comments or questions about the Record of Expenditures? Could the Clerk please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMENAlderman Harriott-Gathright

I have something. OK, Southern New Hampshire Outreach of Black Community and the Greater Nashua NAACP and the Fellowship Baptist Church and Rough Riders and I believe BLM is part of this, we will be doing Frederick Douglas reading in the common area of the Library at noontime on Friday. So if you are interested in reading or you just want to hear his speech, please come out and join us. It is probably going to be from about 12 to 1:15. We are practicing social distancing, you must bring your lawn chair and you must bring your mask, but we will have masks.

Mayor Donchess

And will this be from the Biograph of Frederick Douglas or from his ...

Alderman Harriott-Gathright

No this is from his speech that he gave in New York many, many years, well you know, and the speech basically he was asked to give a speech about slavery or Black America on July 4th and I guess in the speech he starts off pretty much praising folks for what they have done in America up until now. But then he goes into the fact that it really isn't a Black Holiday. So on the 5th of July he actually gave the speech and it was considered the Black 4th of July basically. But it is pretty powerful.

Mayor Donchess

Sounds interesting.

Alderman Harriott-Gathright

So this was the second, we did it for the first time in conjunction with Portsmouth Black Heritage Trail last year along with several towns we have done it. And this year they are actually doing a PBS Broadcast also, that's going to be on the 4th at I think it's 7:00 where many people from many towns and cities in New Hampshire actually got together and gave that same speech. So it is going to be a nice weekend, I think the 4th, the 5th it will be on PBS. But we are going to livestream from the Library.

Mayor Donchess

Well thank you for letting us know.

Alderman Harriott-Gathright

You are very welcome.

Mayor Donchess

Anyone else, Aldermanic comments. I don't see anyone? Alderwoman Kelly?

Alderwoman Kelly

This week has been a blur but I don't think I've had any other Aldermanic Meetings and I just wanted to congratulate the Pride Committee on a job well done; Virtual Pride was so well put together and the performers were fantastic. So if you missed it last Saturday, you can still watch it on the Facebook Page.

Mayor Donchess

OK, thank you. Anyone else, Remarks by Aldermen? If not ... Alderwoman Klee?

Alderman Klee

Thank you Mr. Mayor. I'd like to adjournment, motion for Adjournment.

NON-PUBLIC SESSION - None

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN BY ROLL CALL

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman Laws, Alderman O'Brien, Mayor Donchess 7

Nay: 0

MOTION CARRIED

The Finance Committee meeting was adjourned at 8:04 p.m.

Alderman Linda Harriott-Gathright
Committee Clerk