

REPORT OF THE FINANCE COMMITTEE

AUGUST 5, 2020

A meeting of the Finance Committee was held on Wednesday, August 5, 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 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:

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: 826 2482 4519

Password: 848480

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 7 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.

Also in Attendance:

- Alderman Tom Lopez
- John Griffin, CFO/Comptroller
- Kim Kleiner, Administrative Services Director
- Kelly Parkinson, Purchasing Manager
- Nick Caggiano, Superintendent of Parks & Recreation
- Dan Hudson, City Engineer
- David Boucher, Superintendent of Wastewater
- William Mansfield, Radio Systems Manager

Alderman Klee

I am here, I am alone at the moment, I can hear everybody and I am practicing social distancing.

Alderman Harriott-Gathright

Clerk – I am here, I am alone in this room, I am practicing social distancing and I can hear you.

Alderwoman Kelly

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

Alderman Laws

I am here, I am alone, I can hear all of you, and I am protecting all of you from being around me.

Alderman O'Brien

I am here, I can hear the proceedings and I am alone.

Mayor Donchess

I am here, I can hear the proceedings and I am alone.

Alderman Harriott-Gathright

So we do have a quorum.

Mayor Donchess

Alright, well we have called the meeting to order.

Alderman Harriott-Gathright

Before we move there, Alderwoman Lu has joined us.

Mayor Donchess

Could you state whether why you are not present and if you can hear and if you are alone.

Alderwoman Lu

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

Alderman Harriott-Gathright

And also if I can make a notation that Alderman Tom Lopez has joined us as well.

PUBLIC COMMENT - None

COMMUNICATIONS

From: Tim Cummings, Economic Development Director

Re: A Contract for NAI Norwood to assist as necessary on a case by case basis with the advisory and procurement/disposition of commercial real estate

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE PROFESSIONAL SERVICES CONTRACT FOR VARIOUS COMMERCIAL REAL ESTATE NEEDS TO NAI NORWOOD, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Now Mr. Cummings, could you please address this?

Tim Cummings, Director of Economic Development

Yes, thank you Mr. Mayor and through you to the Committee; for the record Tim Cummings, Director of Economic Development. What is before you this evening is a contract to retain brokerage and marketing services from a commercial real estate firm. This has been something that I've been looking to do for a while now. We have put an RFP out back in 2019. We had three groups respond, the small internal group of City Hall Officials, the Corporation Counsel, the Administrative Services Director and myself met with two of the three groups. Ultimately we settled on NAI Norwood to represent this in this multi-year contract for, also some ad hoc advisory services as needed as well. They were the lowest proponents as well when they submitted with relative to their commissions.

Mayor Donchess

Does anybody have any questions for Mr. Cummings? Alderwoman Lu.

Alderwoman Lu

Thank you Mayor Donchess. I just, could you clarify, did you say they will be doing, what is the agreement? Sorry, why is that they are not working as an ordinary real estate broker with commission if sold?

Director Cummings

They are, that's exactly what the contract says.

Alderwoman Lu

Oh ok.

Mayor Donchess

Now one thing that needs to be clarified from last time because this question came up and the tentative answer I gave you was correct. The proceeds of this sale are from the remainder of a parcel that was partially used for the Broad Street Parkway. We are talking now about the main parcel here, 44 Broad Street. The proceeds of that sale will go not to the City of Nashua but back to the Federal Government because they advanced the funds to make these acquisitions.

Alderwoman Lu

Thank you for clarifying that. I thought that we were (inaudible) for general use. At the Board of Aldermen meeting I thought the discussion or when it was presented that they were for General Consulting going forward. Is it specifically for this parcel?

Mayor Donchess

Well there are other Broad Street parcels that are also in a similar situation. But 44 Broad is the most significant of them.

Alderwoman Lu

Thank you.

Director Cummings

Mr. Mayor, if I may?

Mayor Donchess

Go ahead.

Director Cummings

I just want to clarify because I didn't hear the motion clearly but I just want to make sure we are all clear on the process. The motion, I don't know if it's a recommendation to the Full Board of Aldermen, but the intention of this contract is to be multi-year and per our code we need to make sure that it is approved by the Board of Aldermen. So if the motion is for approval by this Finance Committee, I am going to ask that the motion read for recommendation for full approval with the Board of Aldermen so this can be a multi-year contract. Thank you.

Alderwoman Kelly

Mr. Mayor if I could.

Mayor Donchess

Alderwoman Kelly?

Alderwoman Kelly

Thank you for bringing this forward, the contract looks thorough. My question is just more general, is it normal practice for cities to have this kind of relationship and if so why haven't we had one until now.

Director Cummings

If I may Mr. Mayor.

Mayor Donchess

Yes, go ahead.

Director Cummings

I can't speak to past practice, but I can see that it is not uncommon for municipalities to retain brokerage firms to dispose of properties especially if it is a unique or challenging site. It really depends on the specifics of what the municipality's end goals may be. Sometimes, going the route of an auction may make the most sense and sometimes going direct to RFP for the subject property may make the most sense and sometimes using a brokerage firm. So previous communities have always retained and had relationships with professional brokers to use as necessary and I just think it is a best practice that the City have one retained with the agreed upon commission that we can call upon as necessary moving forward as a best practice.

Alderman Harriott-Gathright

May I speak to something here?

Mayor Donchess

Alderwoman Harriott-Gathright?

Alderman Harriott-Gathright

Yes, the motion reads a little bit differently but as part of remarks Tim it does say that a contract for NAI Norwood to assist as necessary on a case-by-case basis with the advisory and procurement this position of commercial real estate. So that is there but that's not quite the motion, but it is part of I guess (audio cuts out), is part of this communications.

Director Cummings

Excellent, thank you Alderman; but again I just want to clarify if you could further read the motion does the motion say "approval by the Finance Committee or approval by the Full Board of Aldermen".

Alderman Harriott-Gathright

No, this is for Finance Committee and then it moves to the Board of Aldermen but it doesn't say that. Let me read it to you again just to be clear. It says "to accept, place on file and award the professional services contract for various commercial real estate needs to NAI Norwood, by roll call". And that is typically the way it reads to get through us before the Board.

Director Cummings

Thank you.

Alderman Harriott-Gathright

You're welcome.

Mayor Donchess

Any other questions or comments, Alderwoman Klee?

Alderman Klee

Thank you Mr. Mayor. In keeping with the conversation that just happened and perhaps Alderman Harriott-Gathright can ask this, would it be called for to add those words for recommendation to the Full Board? Or is it not necessary?

Alderman Harriott-Gathright

In the time that I've been here, it hasn't been necessary because every last one of these go the Full Board. So that's why I am saying it is going to the Board anyway.

Mayor Donchess

Yes, it is going to go to the Board, because it needs approval by the entire Board because it is a multi-year contract.

Alderman Klee

And I appreciate that, I just wanted to clarify it. Thank you so much.

Alderwoman Lu

Thank you, just a thought. Was it possible that we could have used this contract to provide us access to Costar? I noticed that in the Record of Expenditures this period (audio cuts out) quite a bit on subscriptions to CoStar. Was that considered, because my understanding is NIA Norwood is a Commercial Realtor correct, probably with access to Costar?

Mayor Donchess

Mr. Cummings?

Director Cummings

I don't understand the question.

Alderwoman Lu

Why do we need the Costar service is we are using a Commercial Realtor to provide brokerage services with our Commercial Realty. That's the question. Perhaps it is for Assessment?

Director Cummings

If I may Mr. Mayor, it is, I know valued with Assessing, but equally so it is valued in Economic Development. I can say that any economic development office I've worked in, we have had access to the proprietary data base Costar. It is a standard, you know, it would be like operating an office without having access to Microsoft Word. I can't tell you how often I field phone calls from residents or various stakeholders who want talk about various pieces of real estate and I need immediate access to that type of data. I would suggest it would be a disservice to the community to not have access to that data and wait for a broker

to provide it and then pay a markup charge that we would probably have to pay because we didn't have that direct access, which you know, at the end of the day is I want to say somewhere in the order of \$6,000.00 ish for 3 or 4 licenses. So in the grand scheme of things, I think it is well worth the money, especially the amount of time that I am on the data base.

Alderwoman Lu

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: Kelly Parkinson, Purchasing Manager
Re: Purchase of Wastewater Chemicals

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF THE CHEMICAL SODIUM BISULFITE IN THE AMOUNT OF \$64,000 FROM JCI JONES CHEMICALS OF SARASOTA, FL. FUNDING WILL BE THROUGH DEPARTMENT 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 61 SUPPLIES & MATERIALS, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Now Mr. Boucher is here, but before we turn to him, I wanted to mention that Ms. Parkinson is also on the call or in the meeting. We have developed this procedure where prior to your coming to the City, which was very recent, that we don't really refer a lot of questions to the Purchasing Manager, but that doesn't mean if you have things you'd like to add or you think you have information on any of these contracts, that you should please speak up. Ok?

Kelly Parkinson, Purchasing Manager

Ok.

Mayor Donchess

Alright, Mr. Boucher from the Waste Water Treatment Plant is here. Could you please fill us in on this contract?

Dave Boucher, Waste Water Superintendent

Thank you Mr. Mayor; Dave Boucher, Waste Water Superintendent. This is for the purchase of sodium bisulfite, it is a chemical used at the Waste Water Plant on a daily basis. It is used to dechlorinate our treated (inaudible) before it enters the river.

We participate in a chemical consortium through bid process to get the lowest price available. JSI was the low bidder and they came in 1.4% lower than last year. So we'd like to go with JSI they are a well-known company in the field.

Mayor Donchess

Discussion/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: Kelly Parkinson, Purchasing Manager
Re: Purchase of Sign for Holman Stadium

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF A GS6-60X150-15.85-R GALAXY OUTDOOR MESSAGE CENTER FROM SCOREBOARD ENTERPRISES OF MANSFIELD, MA, IN THE AMOUNT OF \$39,738. FUNDING WILL BE THROUGH DEPARTMENT: 177 PARKS AND RECREATION; FUND: GRANT; ACTIVITY: GOFERR GRANT, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

I believe with Mr. Caggiano, Park & Rec here?

Nick Caggiano, Park & Rec Department

Thank you Mr. Mayor, hello everyone. What this purchase will do is replace the antiquated sign that is on Amherst Street at the entrance to the park. Right now we have a black letter, you put up the letter every time you want to change the message on the sign. What this will do is allow us to have a scrolling sign, it will just continuously scroll and it will handle multiple messages. It will also free up the portable unit that is right under the sign where we are currently running information about COVID and testing and Community Services can use it, the Health Department, DPW. We can use it for storm emergencies and all of our programs.

The firm that is doing the work is the same ones that have (audio cuts out) at Holman and Stellos; they have given us excellent service. They are a very good company.

Mayor Donchess

Alderwoman Klee?

Alderman Klee

Thank you Mr. Mayor. I just want to clarify that there's no cost to the City with this, this is going to be purchased out of GOFERR funds, is that correct?

Mr. Caggiano

That's correct.

Alderman Klee

OK thank you very much.

Mayor Donchess

Alderman Laws?

Alderman Laws

I just wanted to congratulate Mr. Caggiano. I know he's wanted this sign for a while and I am glad that is finally happening. I think it is going to do a lot to enhance the esthetic of Holman Stadium.

Mr. Caggiano

Thank you.

Mayor Donchess

Anyone else?

Alderwoman Lu

I am just wondering is there actually a fund with a number that is GOFERR or are we tracking these. The reason I ask is in the past I've seen notation on this expenditure record of COVID-19 and how are we doing this now?

Mayor Donchess

Well the GOFERR funds we will get reimbursed. We are advancing the funds, you know, we have a lot of cash on hand so we are advancing the funds but we will be reimbursed out of the GOFERR Funds and very careful track is being kept of all of the GOFERR related purchases by our Finance Team, Mr. Griffin. Ms. Kleiner has a spread sheet of everything that is scheduled to be purchased via GOFERR. We meet periodically to go over the list; for example today. The total GOFERR reimbursement that we are eligible for is about – slightly short but \$2.1 million dollars. We have scheduled all of that to be used for various COVID related needs and this being one of them.

Alderwoman Lu

So by that do you mean that we have a receivable account that these are (audio cuts out) account that these are being

Mayor Donchess

Mr. Griffin, I don't know what exactly the accounting procedure is. I know we are advancing the funds and we will be reimbursed.

John Griffin, CFO

Mr. Mayor if I may? The good news here is that the Board of Alderman several months ago approved a GOFERR Fund Grant so it set the grant up. So all of the expenses that we reviewed with you today are being charged to the grant; so no eligible expense is being charged to any operating accounts, rather it is going into the grant so it is well positioned for reimbursement by the State.

Alderwoman Lu

Thank you.

Mr. Griffin

You are welcome.

Mayor Donchess

Anyone else? Alright, 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
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Nay:	0
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MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Pavement Management Engineering Services Contract Change Order for Paving Consulting

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE CHANGE ORDER NO. 1 TO THE PAVEMENT MANAGEMENT SERVICE CONTRACT WITH STANTEC CONSULTING SERVICES, INC. OF BURLINGTON, MA, IN AN AMOUNT NOT TO EXCEED \$30,100. FUNDING WILL BE THROUGH DEPARTMENT: 160 ADMIN/ENGINEERING; FUND: BOND; ACTIVITY: PAVING, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Alright, I think we have Mr. Hudson here, I believe who is the City Engineer.

Dan Hudson, City Engineer

Thank you Mr. Mayor. So this is support services for our paving program. It is an engineering company that surveys one-third of our City Street Network of over 300 miles. So each year they are assessing 100 miles and they review the roads, they give roads a score, a PCI score or Pavement Condition Index of 0 to 100.

That helps us choose the appropriate treatment measure for the roads that we are doing work on and it helps us prioritize where we are working and also over time see the benefit of the work we are doing. So for those reasons we ask for your support.

Mayor Donchess

Anyone? 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: Kelly Parkinson, Purchasing Manager

Re: Pavement Management Engineering Services Contract Change Order for Sidewalk Construction Contract

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE CHANGE ORDER NO. 1 TO THE 2020 SIDEWALK PROGRAM CONTRACT WITH RWC ENTERPRISES OF NASHUA, NH, IN AN AMOUNT NOT TO EXCEED \$40,000 FUNDED THROUGH THE SOUTHEAST QUADRANT FUNDS (\$31,000) AND CAPITAL (\$9,000). FUNDING WILL BE THROUGH DEPARTMENT: 160 ADMIN/ENGINEERING; FUNDS: TRUST AND CAPITAL; ACCOUNT CATEGORY: 54 PROPERTY SERVICES AND ACTIVITY: SIDEWALKS, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

I believe this would be Mr. Hudson again?

Mr. Hudson

Yes it is, thank you Mr. Mayor. So this year we engaged on a sidewalk reconstruction project on East Hollis Street, it is about 900 feet of concrete sidewalk we are replacing. It was in terrible shape and it needed to be done. As we got into the work we identified some additional work that needed to be done and that includes some additional ADA ramps. We are trying to make better matches to some of the properties by widening the sidewalk areas, installing some back curb in other areas. And then there was a section of sidewalk that had been damaged over the years due to trucks turning on the corner and that section we are trying to thicken up so it can better handle that abuse that it is getting. So these changes were unforeseen at the time of the original contract so that's why we bring this change order and respectfully request your approval.

Mayor Donchess

Alderwoman Kelly?

Alderwoman Kelly

Thank you and thank you for giving the necessary attention to our sidewalk. My question is, let's see if I can phrase this in a good way. Is it kind of like a house where it is ok unless you start messing with things and then you have to come up to code? Because I was looking at the ADA thing and thinking that obviously it is not mandated but it must be when you start doing work?

Mr. Hudson

So the ADA is mandated. You should be and we are engaged in a process of trying to bring all of our facilities up to ADA compliance, we have a lot of facilities so that's quite a challenge. But obviously when you are doing work you know, we are trying to complete that work in the appropriate way and address the issues that we can. In this case, you know, we were doing improvements along the sidewalk but just across the intersection there was another ramp and that wasn't compliant. So to make the proper connections we are trying to add this work and do those things. So yeah we do have a long way to go with ADA still but we are working on it and this change order will help us be more compliant.

Alderwoman Kelly

Thank you.

Mayor Donchess

Anyone else? Alderwoman Lu?

Alderwoman Lu

Thank you Mayor Donchess. I just want to let the group know that someone who may not be muted has a TV in the background that I can hear.

Mayor Donchess

Someone has a TV in the background and they can hear it?

Alderwoman Lu

Yes. What I'd like to say about this is I am just new to this Committee and I just have a hard time understanding what might not have been seen before. Because this was two months ago that it (audio cuts out) and understand what the parties and the contractors and the folks who hired them missed in the amount of I don't know 20% of the, I'm just trying to understand how this comes about in two months.

Mr. Hudson

Sure so I can address that. It's a combination of things. One is that we put this bid together in the winter time and so it wasn't the ideal time to go out and look at things. Second is you know as we started construction we walked the project and looked at it more closely and realized that some of the things we had planned needed to be improved. So you know hind sight is 20/20, I wish we would have foreseen this ahead of time. I believe that this particular engineer that put this project together is learning quite a bit from this project and the next project we will do better and should have fewer of these. But it is the natural process, you find some things you didn't expect and then there's always some things that you could have foreseen but just didn't for whatever reason.

Alderwoman Lu

Thank you, no specifics, just thank you.

Mayor Donchess

Anyone else? Ok 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: Kelly Parkinson, Purchasing Manager
Re: Energy Recovery Upgrades

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE AMENDMENT #2 TO THE CONTRACT WITH WALDRON ENGINEERING OF EXETER, NH, IN AN AMOUNT NOT TO EXCEED \$19,568.90 FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE ENERGY RECOVERY UPGRADE PROJECT. FUNDING WILL BE THROUGH: DEPARTMENT: 169 WASTEWATER; FUND: WASTEWATER; ACTIVITY: ENERGY RECOVERY UPGRADES, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

I think Mr. Boucher ...?

Mr. Boucher

Yes thank you Mr. Mayor. I'll give you a little description of the energy recovery upgrades going on at the Waste Water Facility. It consists of the installation of two brand new generators that have the capability of burning both bio-fuel and natural gas. It is an upgrade to the facility because our previous generator only burned biogas and (inaudible). But it is a very complex project; these generators will power our digester complex at the Waste Water Facility. This is the part of the facility that treats the solids before they leave for beneficial reuse. It powers generators, lighting, pumps, hot water pumps and heat exchangers. So it's a lot of power that this facility needs. Waldron Engineering is the engineering firm that designed the upgrades. They also did the construction oversight. We would like them to continue with the construction oversight.

Unfortunately this project has gone longer than we had intended because of its complexity. There have been some modifications along the way because we are trying to fit everything into an existing building versus a new building. We have had issues with existing utilities, we didn't know they were there. Some were underground, some were under the concrete, so things had to be modified throughout the way. So we have exhausted Waldron's – they had to draw up new plans every time. We are nearing the end, we are at the punch list phase, we do have some oversight. We did some testing today throughout this week. But Eversource has required extra items before we connect to the grid. We have the capability if we generate more power than we need, we can send it back to the grid for cost savings.

Also, the State has required some extra testing for the air permit. So we would like to continue using Waldron who has been working well with us, oversee us through the end of the project which we are hoping will be done within a month/month and a half. I'll answer any questions.

Mayor Donchess

Alderwoman Klee?

Alderman Klee

Thank you Mr. Mayor. Mr. Boucher, you said that this one will burn biofuel and another fuel. I didn't quite hear that. By adding the other fuel source, rather than using a biofuel, there's a cost savings with that also or just gives us an alternate?

Mr. Boucher

No what happens is it is mainly going to burn biofuel which is the methane gas generated by the sludge, around 80% of that. Unfortunately it is an unstable pressure so we need to blend it with a natural gas which is a stable pressure coming from the grid to make sure we maintain an even pressure through the system. So it will be natural gas that we are burning.

Alderman Klee

Just a quick follow up Mr. Mayor? Thank you, Mr. Boucher, so to this point we have only been doing biofuel so we've had that – has it been volatile up to this point?

Mr. Boucher

No the generator that was used in the biofuel died back in 2017 prior to me starting. We have been powering this facility on the grid just using electric power. Some biofuel for our boilers but there's been no generator generating power for this so we have just been burning some biofuel through our boilers. So it hasn't been that cost effective.

Alderman Klee

Just a quick follow up comment Mr. Mayor. Thank you, while I appreciate that, I appreciate that we will have some cost savings, not use quite as much electricity, be able to generate some energy and have some cost savings so I appreciate the efforts on your part. Thank you.

Mr. Boucher

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: Kelly Parkinson, Purchasing Manager
Re: Radio System Hardware/Software Upgrade and Maintenance

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE MOTOROLA SERVICE AGREEMENT AND THE SYSTEM UPGRADE AGREEMENT (SUA II), IN THE AMOUNT OF \$240,152.26. FUNDING WILL BE THROUGH FY21 CITYWIDE COMMUNICATIONS BUDGET, COMMUNICATIONS EQUIPMENT MAINTENANCE, ACCOUNT #57.1.620 54435, BY ROLL CALL.

ON THE QUESTIONMayor Donchess

Mr. Mansfield is here. He is the Communications Expert. Could you please explain this item Mr. Mansfield.

Bill Mansfield, Radio Systems Manager

Yes so annually we have a maintenance agreement with Motorola Incorporated. The largest piece of this is something that we do annually. It's called a System Upgrade Agreement II, meaning that our radio system gets upgraded every two years to the latest and greatest technology that is out there. What ends up happening when they do these upgrades they are replacing a hardware that is no longer compatible with the newest software that is coming in. They also replace software, they upgrade security features and the biggest thing of this whole program is to make sure that we maintain our radio communications systems so we don't have to go and do what they call a full course upgrade by replacing everything after a five year period. So this basically keeps our system running for many more years to come.

Last year, the City paid the first portion of the upgrade agreement; this would be the second part of that upgrade agreement. The upgrade is scheduled to occur in late April 2021 where the system will be upgraded at that point.

The other items in this particular regular maintenance contracts are security upgrade services on a weekly basis, I receive a security upgrade for all of our Windows based servers as well as clients. And then we have to go through and make sure that we basically upgrade all those units on a weekly basis. Extra technical support, that's call in support for me to help trouble shoot issues that we are having with the system, preventative maintenance. Motorola comes out and they have a system technologist come out, they go out to all the radio sites that we have. They tune everything and align all the radio stations and make sure that the equipment is working properly at those sites. I think that's the last portion of that.

Mayor Donchess

These are the emergency radios for Police and Fire if that is not clear. Any questions or comments? 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: Kelly Parkinson, Purchasing Manager
Re: Energy Recovery Upgrade Change Order

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE CHANGE ORDER #7 TO THE ENERGY RECOVERY UPGRADE CONTRACT WITH METHUEN CONSTRUCTION COMPANY OF PLAISTOW, NH, IN AN AMOUNT NOT TO EXCEED \$39,315 FOR VARIOUS MECHANICAL, INSTRUMENTATION AND ELECTRICAL MODIFICATIONS TO THE ENERGY RECOVERY ROOM. FUNDING WILL BE THROUGH DEPARTMENT: 169 WASTEWATER; FUND: WASTEWATER; ACTIVITY: ENERGY RECOVERY UPGRADE PROJECT, BY ROLL CALL.

ON THE QUESTIONMayor Donchess

Mr. Boucher?

Mr. Boucher

Thank you Mr. Mayor. This is the same project I just mentioned earlier, the Energy Recovery Project. Due to several changes and additional testing that are needed there has been several proposed change orders. Change Order 7 is a combination of several smaller change orders. I will just kind of go through the change orders that make up the total cost of this. Change Order 7 – we had a fuel blending skid, unfortunately it couldn't be located where we initially wanted it on the plans due to underground utilities, or it couldn't be moved. And with that move of the blending skid, we had to additional piping installed it was an additional installation of an oil mister, this was required on the generators that were purchased. It was an additional protective feature; we want the generators to last as long as possible. So this was recommended by the generator company Milton Cat.

We have piping relocation for the generators, one of the generator had to be relocated, again due to some unforeseen electrical conduits under the concrete floor. So with that we had in-house fabrication of piping. There was extra wiring to a switch gear that had to be done. This was required by Eversource before we can connect to the grid. Fuel train fabrication this was also required by the generator company just because of the relocation of it, we needed to extend out some of the fuel train.

There's another one of coring for our generator stacks, we wanted to use the existing core through the ceiling; unfortunately it was a bad core from the existing generator at the wrong angle so we had to do an additional core. We had electrical costs due to damaged wires. Unfortunately it wasn't caused by the contractor it was damage before the construction had begun but they are willing to fix it at a reasonable cost. We had a large amount here is upgrades to the SCADA System Interface. Unfortunately this was going to be done by a staff member who left us last April so we have to hire out a company to do this interface. The company that the contractor was using is one we are familiar with, they have done other work for us. This came at a reasonable cost we so we are going to have them do it.

And then Reconnection of the Gas Pressure Transmitter; initially this wasn't in the contract, it was a transmitter that hadn't been used. But after discussion with our engineer it would be beneficial to reconnect it. We had it checked out and it is in good shape and it can be connected to our new equipment so we'd like to do that. So I'd be happy to answer any questions you have. I know that was a little wordy.

Mayor Donchess

Well that was fine. We have got three different change orders. Alright, 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
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Nay:	0
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MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Moving Services for Public Health Move

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT FOR MOVING SERVICES FOR THE RENOVATION OF THE PUBLIC HEALTH BUILDING IN AN AMOUNT NOT TO EXCEED \$39,547.50 TO STERLING CORPORATION, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

And I believe Ms. Kleiner is here to address this contract?

Kim Kleiner, Administrative Services Director

Good evening Mayor, members of the Committee. So as many of you may know, the Risk Department, Purchasing Department and City Buildings has been working and assisting the Office of Economic Development with various parts of the move for the Public Health Building. They are slotted to being moved towards the end of the month to the Landmark Building. We went out for bid for this service. We received five bids back. Sterling was the low bidder. You will note that this is a "not to exceed". We are still in negotiations with this vendor and expect as we work through what furniture will actually be moved, and what may no longer be relevant or in good condition and may need to be dealt in other ways, that that price may drop. So that's what it is a "not to exceed figure". This is important that we get Public Health moved; they cannot practice social distancing in their current location and we need to get them into a location where they may. So that building is being renovated and retrofitted so that they may return, at least some of them to work.

Mayor Donchess

Questions/comments; Alderwoman Lu.

Alderwoman Lu

Thank you Mayor Donchess. Did you say the Landmark Building or the Whiting Building?

Director Kleiner

I said the Landmark.

Alderwoman Lu

Ok, I thought it was the Whiting Building they were going to.

Alderman Harriott-Gathright

That's the LLC.

Alderwoman Lu

Pardon me?

Alderman Harriott-Gathright

That's OK, go ahead Kim.

Director Kleiner

No you said it perfectly that's the LLC.

Alderman Harriott-Gathright

It is the Landmark Building but it is now owned by Whiting LLC.

Mayor Donchess

Any other questions? Is that Alderman O'Brien, do you have a question? No? Alderwoman Klee, is that a question? When you guys put your hand up to adjust your computer I think you are raising your hand. Alright, if there are no other 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

NEW BUSINESS – RESOLUTIONS

R-20-054

Endorsers: Mayor Jim Donchess
Alderman Richard A. Dowd
Alderman Patricia Klee
Alderman Linda Harriott-Gathright

AUTHORIZING THE CITY OF NASHUA TO EXECUTE A LEASE WITH WHITING BUILDING, LLC

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND AUTHORIZE THE CITY TO ENTER INTO A LEASE WITH WHITING BUILDING, LLC, FOR THE PUBLIC HEALTH RELOCATION PLAN IN THE AMOUNT OF \$48,300, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

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 CARRIED

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 JULY 10, 2020 TO JULY 30, 2020, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

Discussion? Alderwoman Lu?

Alderwoman Lu

Thank you, I didn't have a chance to ask this question earlier before the meeting. But if I could just ask about an urban development grant for allocation that was made to Yummy Foods, I just – it's on Page 36 and I am just not familiar with that entity in this area.

Mayor Donchess

Mr. Griffin?

Mr. Griffin

I'd have to look that up Mr. Mayor.

Mayor Donchess

Who is the entity to whom the check is made out?

Alderwoman Lu

Yummy Foods.

Mayor Donchess

Mr. Cummings?

Director Cummings

Thank you if I may Mr. Mayor and CFO Griffin, please correct me if I'm wrong but I want to suggest what is being discussed right now is actually a grant that came through CDBG with part of our COVID-19 Impact Fund where that was a local eatery, I want to say off the top of my head, in the mall. But I could go back and look at the paperwork for the specifics and forward it along if that's of interest.

Mayor Donchess

You think this was advance pursuant to the COVID-19 Impact Fund.

Director Cummings

And I'll double check that.

Mayor Donchess

So if that is not correct we will come back with a different answer, but I suspect it is.

Alderwoman Lu

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

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderwoman Kelly

Thank you. I just wanted to shut out to a concurrent meeting that is going on. I would like to thank the reopening task force with the School Board and all the work that they did. They put out a 48 page document last Friday talking about what their recommendations were. And I know that they are taking public comment and hearing the hard work of making that decision tonight. So the best of luck to everyone and thank you for the hard work.

Alderman Harriott-Gathright

I just want to say that I am happy that we are beginning to go forth with the Health Department and the renovations and all the things, it has been a long time coming, way overdue. I am just excited that we are doing something now. We are starting it.

Mayor Donchess

Well thank you and thank you for all of your support on that. Anyone else?

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 7:59 p.m.

Alderman Linda Harriott-Gathright
Committee Clerk