

REPORT OF THE FINANCE COMMITTEE

SEPTEMBER 20, 2023

A meeting of the Finance Committee was held on Wednesday, September 20, 2023, at 7:00 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  
Alderman Tyler Gouveia  
Alderwoman-at-Large Gloria Timmons  
Alderman-at-Large Melbourne Moran, Jr.  
Alderman-at-Large Ben Clemons

Members not in Attendance:

Also in Attendance: Tim Cummings, Administrative Services Director  
Cheryl Lindner, Treasury Management Officer  
Karen Smith, Nashua Police Department Business Manager  
Amy Girard, Purchasing Manager  
Michael Kekejian, Detective

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PUBLIC COMMENT - None

COMMUNICATIONS

From: Amy Girard, Purchasing Manager  
Re: Purchase of a Software License in the amount of \$30,795.00 funded from 54407 Software Maintenance and Forfeiture Account

**MOTION BY ALDERMAN COMEAU TO APPROVE THE RENEWAL OF THE GREYKEY SOFTWARE LICENSE FOR DATA EXTRACTION FROM LOCKED MOBILE DEVICES FOR FORENSIC INVESTIGATIONS WITH FROM GRAYSHIFT, LLC, IN THE AMOUNT OF \$30,795. FUNDING WILL BE THROUGH DEPARTMENT: 150 POLICE DEPARTMENT; FUND: 54407 SOFTWARE MAINTENANCE AND FORFEITURE ACCOUNT**

ON THE QUESTION

Michael Kekejian, Detective

Good evening. Michael Kekejian. So Greykey is a forensic hardware and software that allows us to complete mobile device examinations. It also provides us with unuser activity such as deleted or cached images and files. It also provides us the capabilities to unlocking, or bypassing, or identifying local device passwords.

Chairman Donchess

Alright, any questions or comments?

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
Re: Snow Removal in the amount not to exceed \$49,500.00 funded from 54207 Snow Plowing Services/General Fund  
**MOTION BY ALDERMAN COMEAU TO APPROVE AND AWARD A SNOW PLOW CONTRACT WITH THE DOTY GROUP, INC., FOR SNOW PLOWING, SNOW REMOVAL, AND OPTIONAL SALT/SAND TREATMENT SERVICES IN THE AMOUNT NOT TO EXCEED \$49,500. FUNDING WILL BE THROUGH DEPARTMENT: 166 PARKING; FUND: 54207 SNOW PLOWING SERVICES/GENERAL FUND**

ON THE QUESTION

Tim Cummings, Director of Administrative Services

Yes. Thank you Mayor. Through you to the Committee, Tim Cummings, Director of Administrative Services. I'm here tonight trying to do my best. Jill Stansfield our Parking Manager. With that being said, before you is a contract extension. We have entered into previously a three-year contract with the Doty Group. They have not changed the terms of the contract. In that contract, it contemplated a one-year extension - a couple one-year extensions. This is the first of one of those one-year extensions. There is no changes to the business terms. This is to maintain the 18 lots during a snow event where we would have the snow removed and so I'm asking for your favorable approval of this contract this evening.

Putting that aside, I think it would be a good opportunity for me to also remind this body as well as others in the public that we know that there is additional sidewalks to be done in the downtown. We heard that loud and clear from this past winter. We still have a plan that we're going to be looking to use the Doty Group more for the parking lots and we'll be looking to use the staffing personnel that we have on hand to do the sidewalks. We may need additional assistance through contracted support to do that and we will look to do that through a separate contract later on if we are seeing that we can't keep up with the sidewalks as we anticipate. So I just want to make sure that's out there as well for the record. Thank you.

Chairman Donchess

Anyone?

Alderman Moran

Thank you Mr. Mayor. Thank you Director Cummings for sharing that piece of information. I think the public will be very happy with that.

Chairman Donchess

Anyone else?

#### **MOTION CARRIED**

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE - None

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 PERIOD SEPTEMBER 1, 2023 TO SEPTEMBER 14, 2023**

**MOTION CARRIED**

***Without objection, Chairman Donchess suspended the rules to allow for a communication that was received after the agenda was prepared.***

From: Mayor Jim Donchess

Re: Emergency PO Request – Charter Contracting

***There being no objection, Chairman Donchess accepted the communication and placed it on file.***

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderman Klee

Thank you Mr. Mayor. I've kind of gotten on my soap box about this but on Sunday starting at 6:00 a.m., weather permitting, CSX and contractors will start working on the rail fixing the rail tracks. It will continue into Monday. We don't know how far into Monday. It could be all day Monday. Our engineering and City people are working so that the school buses, etc. will be working. They're just going to have to do different roads.

The road between Franklin and Canal to I think its Pearson and Water will be closed. This will strongly affect those who live at Jackson Falls Condominiums. We are trying to find - Director Cummings is actively trying to find alternate parking potentially for them so they can move about and not be stuck in their complex. I have assured them that there will not be any issues with emergency vehicles having to come in, in any particular way. I've sent out email messages to those that are in my email group and I've asked them to share that so anyone who is listening and hearing this, please share that Sunday starting at 6:00 until we don't know what time on Monday, weather permitting, that that portion of Main Street will be closed and the tracks will be, knock on wood, hopefully finished and this will be the last of our headache going bump, bump, bump over that. I know Alderman Comeau will be happy as he drives over it with this motorcycle and not have his teeth rattle or any other parts.

Chairman Donchess

Thank you for working so hard on this. Will be a big improvement.

Alderman Klee

Yeah it would not have happened if it wasn't for the collaboration of the City. You were there, Director Cummings was there, Director Sullivan was there. As I told everybody, I whine a lot but you guys all made it happen so thank you so much.

Chairman Donchess

I did see Alderman Comeau on his motorcycle today and he looked pretty good.

Alderman Comeau

Well thank you.

Chairman Donchess

About how many cars are at Jackson Falls Condos?

Alderman Klee

I don't know how many cars but Director Cummings and I spoke. We're kind of contemplating at least 10 to 20. I put out a call asking them how many. I don't think every one of the cars needs to but we're hoping to do that. There's City parking but we're hoping to work with others. Director Cummings can speak more to it.

Tim Cummings, Administrative Services Director

Yes, thank you if I may Mr. Mayor. So recognizing the fact that we're going to have this rail crossing under construction for a good 24-hour period, I reached out to one of our larger employers that has a big parking lot that is readily available. I spoke to their Facilities Director today. They understand the situation. They want to be accommodating and neighborly so I have a meeting scheduled, a phone call specifically, to talk to them tomorrow in a follow up and we believe we can work through these details. If that falls through, we're looking at alternatives at this time as well. We believe we'll need to accommodate between 10 and 20 vehicles temporarily so we can hopefully have a smooth project. Thank you.

Chairman Donchess

Alright, thank you very much. Any other remarks by Aldermen?

Alderwoman Timmons

Thank you Mayor. I have two comments. One I want to congratulate Alderman Moran for the ribbon cutting that happened the other day. It was fantastic. That place is phenomenal. Congratulations. I was totally impressed not about

just the food but the whole set-up. It was larger than I thought. You actually take the whole level and you still need more space. It's incredible but we need that service here and congratulations and I'm glad we have it right here in Nashua.

Alderman Moran

Thank you. I appreciate those kind words.

Alderwoman Timmons

I just had one other comment.

Chairman Donchess

Yes, go ahead.

Alderwoman Timmons

I want to clarify something that I misspoke on the September 13<sup>th</sup> Board of Aldermen meeting. I said the past speaker cost the City \$2 million dollars. What I meant to say is that she asked the City for \$2 million which has been dismissed. I want to make that perfectly clear. That's it.

Chairman Donchess

Alright, thank you very much. Anyone else? Alright.

ADJOURNMENT

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

The Finance Committee meeting was adjourned at 7:10 p.m.

Alderman Alex Comeau  
Committee Clerk

# Jim Donchess

Mayor • City of Nashua

To: Board of Aldermen  
Filed With: Daniel Healey, City Clerk  
From: Jim Donchess  
Date: September 18, 2023  
Re: Emergency PO Request – Charter Contracting.

Pursuant to 5-90 (G) of the NRO, I have authorized an emergency purchase order request for the for Change Order #3 for a total of \$60,358.88

The Nashua Four Hills Landfill recently experienced damage from heavy rains and winds. Charter Contracting is already on site for the Phase III Zig Zag Landfill Expansion. They will be able to quickly repair the damage as they have the expertise and have worked in many landfills over the years. This needs to be immediately addressed so that future storms do not continue to cause more erosion.

Funding for this purchase is through Department 168 Solid Waste: 54210- Construction Services

Thank you.

cc: J Lafleur  
C O'Connor

# CHANGE ORDER

No. 3

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PROJECT: LANDFILL PHASE III, STAGE II ZIG ZAG REDUCED SCOPE (TEMPORARY CAPPING PROJECT)

EXECUTED CONTRACT DATE: April 20, 2023

DATE OF ISSUANCE: Upon City Approval EFFECTIVE DATE: Upon City Approval

OWNER: City of Nashua, New Hampshire

OWNER's Purchase Order NO.: 178835

CONTRACTOR: Charter Contracting Company

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The Contract is modified as follows upon execution of this Change Order:

Description:

Repair of extensive storm damage to the down chute and major erosion to the Phase III stormwater drainage system.

Justification:

Major repairs are needed immediately per our operating plan with DES and the Stormwater EPA Protection Code.

Attachments:

- Emergency PO Memorandum from Amy Girard, Purchasing Manager
- Change Order #3 Request form From Charter Contracting which details the repairs needed.

## CHANGE ORDER Summary

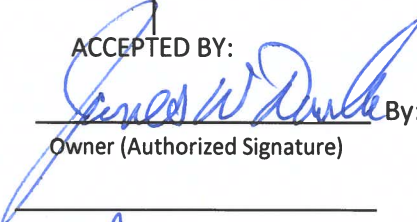
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>1,359,200.00</u>	Original Contract Times:  Substantial Completion: <u>120 days from Notice to Proceed</u> Ready for Final Payment: <u>150 days from Notice to Proceed</u>
Net Changes from previously approved Change Orders  \$ <u>36,179.74</u>	Net Changes from previously approved Change Orders  Substantial Completion: <u>None</u> Ready for Final Payment: <u>None</u>
Contract Price prior to this Change Order:  \$ <u>1,395,379.74</u>	Contract Times prior to this Change Order:  Substantial Completion: <u>120 days from Notice to Proceed</u> Ready for Final Payment: <u>150 days from Notice to Proceed</u>
Increase (Decrease) of this Change Order:  \$ <u>60,358.88</u>	Increase (Decrease) of this Change Order:  Substantial Completion: <u>None</u> Ready for Final Payment: <u>None</u>
Contract Price with all approved Change Orders:  \$ <u>1,455,738.62</u>	Contract Times with all approved Change Orders:  Substantial Completion: <u>120 days from Notice to Proceed</u> Ready for Final Payment: <u>150 days from Notice to Proceed</u>

RECOMMENDED BY:  
By:   
Engineer (Authorized Signature)

Eric S. Steinhauser

Title: Senior Vice President

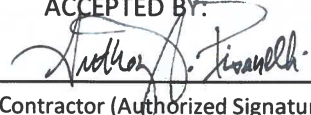
Date: 18 September 2023

ACCEPTED BY:  
By:   
Owner (Authorized Signature)

James W. Daulton

Title: Mayor

Date: 9/18/23

ACCEPTED BY:  
By:   
Contractor (Authorized Signature)

Anthony J. Pisanelli

Title: Senior Vice President

Date: 9/18/2023



## Change Order Request

**Date:** 9/15/2023

**Change Order Request #:** 3

**Client:** City of Nashua, NH

**Engineer:** Sanborn Head & Associates

**Project Title:** Nashua Four Hills Landfill Temporary Capping Project

### Description of Change:

There were heavy rains and winds received at the Nashua Four Hills Landfill. The storm caused damages to multiple parts of the landfill. The City of Nashua requested Charter fix the damages including:

- Fix erosion rills along near temporary cap work area.
- Furnish and install 6"-8" riprap to be placed at the landfill perimeter swale and within downchute.
- Remove silt and trash from headwall location and from on top of temporary HDPE cap.
- Use City of Nashua provided asphalt millings to repair eroded sections of anchor trench and fortify anchor trench of temporary HDPE cap including downchute area.
- Furnish and install 2-4' riprap at top of the downchute to act as check dam to slow down surface water runoff.
- Remove and dispose of geomembrane liner from lined swale south of landfill.
- Regrade entire length of 11' wide swale (approximately 400 LF).
- Furnish and install 10 oz. non-woven geotextile within swale.
- Furnish and install 6-10" riprap on top of non-woven geotextile at 1' thick.
- Fix erosion rills south of new riprap swale using city provided material.
- Furnish and install topsoil as needed and
- Hydroseed upslope of temporary HDPE cap and disturbed areas near swale.

### Reason for Change:

The City of Nashua requested Charter perform landfill storm repairs which is outside the original scope of work.

### Rate/Pricing:

<u>Description</u>	<u>Total Price</u>
Storm Damage Repairs	\$60,358.88

Please contact me at 857-337-0490 or [msherman@charter.us](mailto:msherman@charter.us) if there are any questions.

Sincerely,  
Charter Contracting Company, LLC

Maxwell Sherman, Project Manager



**Nashua Four Hills Landfill Temporary Cap  
Extra work Calculation Sheet  
CO #3 - Storm Damage Repairs Summary  
of Costs**

<b>TOTALS</b>	
TOTAL LABOR COSTS	\$ 16,117.20
TOTAL MATERIAL COSTS	\$ 13,626.90
TOTAL EQUIPMENT COSTS	\$ 19,192.40
TOTAL SUBCONTRACTOR COSTS	\$ 7,420.00
<b>SUBTOTAL OF ALL COSTS</b>	<b>\$ 56,356.50</b>
PROFIT @ 5%	\$ 1,052.35
OVERHEAD @ 10%	\$ 2,104.69
BOND @ 1.5%	\$ 845.35
<b>TOTAL EXTRAWORK AMOUNT</b>	<b>\$ 60,358.88</b>

O&P is only on Material and Subcontractor costs only

