

REPORT OF THE FINANCE COMMITTEE

OCTOBER 21, 2020

A meeting of the Finance Committee was held on Wednesday, October 21, 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:

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: 829 8463 2861

Passcode: 119696

The public may also view the meeting via Channel 16.

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 Nashua Public Library.

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

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-at-Large Shoshanna Kelly, Alderman-at-Large Brandon Michael Laws, Alderman-at-Large Michael B. O'Brien, Sr., and Mayor Jim Donchess.

Also in Attendance:

Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Karen A. Smith, NPD Business Manager
Sarah Marchant, Community Development Division Director

ROLL CALL

Alderman Klee

I am here, I am alone and I can hear everything.

Alderwoman Lu

I'm here, I can hear you, I am present.

Alderman Harriott-Gathright

The Clerk, I am present, I can hear everyone and I am in the room alone.

Alderwoman Kelly

I am here, I can hear everyone and I am alone.

Alderman Laws

I am here, I can hear you and I am alone.

Alderman O'Brien

I am present, I can hear you and I am alone.

Mayor Donchess

I am here and I am alone in the room. Alright, the first item is public comment. Do I have any members of the public who would like to speak to the Committee? I don't see anyone.

PUBLIC COMMENT – None

Mayor Donchess

Now we do have a non-public session scheduled tonight. Economic Director Tim Cummings has a scheduling conflict. Therefore, we would like to take the non-public session first before we get to the items that appear specifically on the agenda.

NON-PUBLIC SESSION

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE GO INTO NON-PUBLIC SESSION BY ROLL CALL PURSUANT TO RSA 91-A:3 II (I) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT, BY ROLL CALL.

SECONDED BY ALDERMAN LAWS

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 went into non-public session at 7:05 p.m.

The Finance Committee came out of non-public session at 7:21 p.m.

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: Copier Replacement Lease & Maintenance funded by Photocopier Lease Account & Copier Maintenance Contracts Account for 8 copiers in the amount of \$93,395 in the Police Department

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE LEASE FOR 8 COPIERS WITH US BANK AND MAINTENANCE AGREEMENT WITH CONWAY TECHNOLOGY GROUP IN THE TOTAL AMOUNT OF \$93,395 OVER FIVE YEARS. FUNDING WILL BE THROUGH POLICE DEPARTMENT ACCOUNT 54828 PHOTOCOPIER LEASE AND ACCOUNT 54421 COPIER MAINTENANCE CONTRACTS, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Alright, so we have Ms. Smith from the Police Department; the explanation is pretty self-evident, but do you have anything you'd like to add Ms. Smith?

Karen Smith, Nashua Police Department

Thank you, Mayor Donchess, I don't have anything to add, just to answer any questions, if there are any.

Mayor Donchess

Any questions for Ms. Smith? I don't see anything. Could you please call the roll Madam Clerk?

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: Amendment to Transit Operations Contract from Funding Source 55690 Regular Transportation Services in the amount of \$372,057

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE CONTRACT AMENDMENT TO THE EXISTING FIVE-YEAR CONTRACT FOR TRANSIT OPERATIONS

WITH FIRST TRANSIT IN THE AMOUNT OF \$372,057. FUNDING WILL BE THROUGH 55690 REGULAR TRANSPORTATION SERVICES, BY ROLL CALL.

ON THE QUESTION

And we have Ms. Marchant who is going to address this item.

Sarah Marchant, Director of Community Development

Yes thank you; Sarah Marchant, Community Development Director here before you tonight to talk about this contract. Essentially, the logistics and industry itself has changed very significantly especially in the past year with COVID. But there has been a significant in decrease in CDL Drivers throughout the region. We have seen both our school busses and bus systems everywhere struggling to hire, maintain, and be able to keep enough staffing in place.

This contract has both a fixed and variable rate in it to cover – fixed rates cover all your normal operations, running, management, HR, the safety training, drug and alcohol, the regular day-to-day no matter what cost. The variable costs are based upon miles and hours of operations. So these costs are related to the actual hours on the road for both the fixed route and paratransit services. The paratransit which is highly variable in its hours, but generally about 40% of all the hours we have, sorry – about 65% of all the hours we have are fixed route and 35% to 40% are paratransit. Those hours, regardless of how many people are necessarily there, are something we pay an hourly rate to.

In working with First Transit on a pretty massive driver shortage and their ability to continue to maintain operations, we are proposing a renegotiated contract before you tonight which averages a little over – about \$100,000.00 a year for the next 3 ½ years in increase cost to be able to cover the operations going forward. I am happy to answer any questions you have.

Mayor Donchess

And as I understand it, you have the money in your budget to cover the cost for Fiscal '21?

Director Marchant

That is true, thank you, yes Mayor. The transit agency itself, because of the kind of dire situation nationwide was able to receive some additional COVID funds from the Federal Government. We will use those funds to cover the additional funding in this year's budget.

Mayor Donchess

Questions?

Alderwoman Lu

I have a couple of questions, please?

Mayor Donchess

Alderwoman Lu, please go ahead.

Alderwoman Lu

Thank you, Mayor Donchess. Through you to Director Marchant, are these bus services for both, are for the school and the public transport.

Director Marchant

These are only for public transportation. The School District has a separate contract with First Student which is a sister company to First Transit but it is an entirely separate set of drivers, management, contract entirely. This is simply for the transit system.

Alderwoman Lu

Thank you. And just a follow up to that, are we utilizing them 100% of the original contract or have we reduced our routes?

Director Marchant

That's a great question. We have certainly reduced our routes in a whole bunch of different ways over the past 6 months to a year. At this point in time, we went from a no fixed route service, only paratransit service. We rolled out slowly, coming back with the fixed routes. We have done several levels of pilots is what we have called them. And actually as we speak right now, there's a public hearing going on for the pilot for our third mobile pilot system which we would actually like to put in place as the permanent system going back which has a reduced number of routes, while trying to still most effectively serve our community. So we are actively as always, looking at the number of bus stops, looking at ridership, who is going where and how we can be most efficient. So this new service that we plan to roll out permanently if we don't get negative feedback tonight, is a new but reduced service which is reducing the overall hours bringing this contract down going forward.

We have also seen a reduction overall in paratransit hours, not necessarily in Nashua but mainly in the service that we provide on a contract fee basis to both Merrimack and Hudson and also SPTC which would be more of our larger surrounding region.

Alderwoman Lu

So if I could just follow up to that.

Mayor Donchess

Yes.

Alderwoman Lu

Thank you. So Director Marchant, it sounds like you're saying that even though they are giving us less, but you do feel that this is a reasonable increase in what we pay them.

Director Marchant

So we only pay them based on the hours they work. For this rate, this changing, is an hourly rate. So if we have drivers in the busses driving, we will pay them these variable costs, these hourly rates. If we are not driving as much, if we are not serving SPTC, Hudson and Merrimack as much, then we will be paying out less every single month. I do think that these costs are warranted and reasonable. And if service remains low, then we will expend less than anticipated.

Alderwoman Lu

Thank you. I'm all set.

Mayor Donchess

Anyone else? Alderwoman Klee?

Alderman Klee

Thank you, Mr. Mayor. Through you Mr. Mayor, I have a question for Director Marchant. These costs or the rate and so on as you are referring to as a variable rate and you said there's enough money in the budget you feel for 2021. You expect these to go forward? I think I heard you say that you are trying to do cost savings by readjusting the bus schedules and looking at who is being picked up and so on. So maybe that would offset it in future years. So you expect this cost to be an ongoing as years go on, is that correct. It's not going to go down after this COVID and so on.

Director Marchant

No so this is a revision of a 5-year contract; there's 3 ½ years remaining. We are expecting the costs to go up over the next 3 ½ years. Right now the City puts in about \$425,000.00 of a little over a \$3 million dollar budget annually to run the transit system. So I know next year is going to be a tight budget; we will do everything we can but there is the likelihood that we will be looking for more funds next year to help cover these additional costs.

Alderman Klee

Thank you, that was my only question, Mr. Mayor.

Mayor Donchess

Alderwoman Lu?

Alderwoman Lu

Thank you. Director Marchant, through you to Director Marchant, so did you mean that the City contributes \$425 and the rest of it comes from the State or Fed?

Director Marchant

Public/Private partnerships, advertising revenue, yes as many sources as we can find.

Alderwoman Lu

So that's great, thank you.

Director Marchant

You're welcome.

Mayor Donchess

Anyone else, questions or comments? Alright, Madam Clerk could you call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright,
Alderman Laws, Alderman O'Brien, Mayor Donchess 6

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Riverfront Lighting Installation from Funding Source \$407,781 in FY21 Escrow and \$200,000 in TIFF funding

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND AWARD THE RIVERFRONT LIGHTING INSTALLATION PROJECT TO GUARDIAN ENERGY MANAGEMENT IN THE AMOUNT OF \$607,781, INCLUDING \$105,439 FOR THE COTTON TRANSFER BRIDGE AND \$502,342 FOR THE NORTH SIDE OF THE RIVERFRONT WALK. FUNDING WILL BE THROUGH ACCOUNT 55699 OTHER CONTRACTED SERVICES, 81100 CAPITAL IMPROVEMENTS AND 53999 OTHER PROFESSIONAL SERVICES, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Ms. Marchant?

Director Marchant

Good evening again, thank you so much. Very excited to bring you this piece of Riverfront Master Plan. So this was one of the big things that was asked for from the 2017 Riverfront Master Plan was better lighting for safety and also to interest people and get them to be able to feel comfortable and safe walking through our Riverfront. And so we focused first on areas that are not going to be disturbed by the upcoming construction and major modifications that are happening that Director Cummings is leading with VHV some of those design studies.

So what is before you tonight is Riverfront Lighting for the north side from around the Greeley House over to the Cotton Transfer Bridge and the Cotton Transfer Bridge. And the Cotton Transfer Bridge will be – already is LED but it is a up enhancement lighting that should also help kind of pull your eye down the river from Main Street. This is all designed to complement the fountains that are running and that have had such great success with events such as the Kayakers, the Naked Kayakers events. So these are the kind of things that we are very happy that the community asked for, that we are able to be bringing forward. Happy to answer any questions you have.

Mayor Donchess

Alderwoman Klee?

Alderman Klee

Thank you, Mr. Mayor. I want to say how excited I am about this as well and Mr. Mayor I know that you mentioned it at your Coffee with the Mayor yesterday. It is exciting to be able to see those bridges lit up. It's nice to see that we are using LED to save the overall cost and so on. Director Marchant, you mentioned the bridge, the Cotton Mill Bridge and so on so that we don't disturb the other side where work is being done and so on. But the eventual plan will be to expand the lighting on all sides of the Main Street Bridge, is that correct.

Director Marchant

That is correct yes and both the north and southside. The design that the City had commissioned last summer and was completed which we got quite a bit of community feedback on was to design the lighting as a comprehensive plan. We are only implementing a piece of that plan but that plan has been designed, it's being worked into all of the on-going design work that is happening. As the rest of these areas get built out, the lighting will be incorporated into those as well.

Alderman Klee

And I look forward to seeing it all done, thank you so much.

Mayor Donchess

Other comments; Alderwoman Lu?

Alderwoman Lu

Thank you, Mayor Donchess. Through you to Ms. Marchant, Director Marchant I should say, I'm not sure what the Cotton Transfer Bridge is. Is that the bridge that allows pedestrians to go across from the Cotton Building from one side...?

Director Marchant

That is correct.

Alderwoman Lu

OK. So and also the up-enhancement lighting, that's – because I think I read, does that go upward, does that add to light pollution or

Director Marchant

Great question. So no, the up-enhancement lighting is specifically to cover the sculptures that exist along the trail and they are inset, flat in the ground and they do have guards on them. They are specifically designed that they do go up and they do cover sculpture but they do not go and point straight up in the sky and they do not go up to be still shedding light 50 feet in the air. They are designed, I don't want to say fully comply with the dark sky ordinance because that is a very restrictive ordinance, but to be as compliant as possible with that. And so they are designed to highlight our sculptures but not to just point to the sky and cause light pollution.

Alderwoman LU

Alright thank you, just a follow up if I could?

Mayor Donchess

Yes.

Alderwoman Lu

Thank you. Am I correct, are we trying to comply with the night ...?

Director Marchant

Dark Skies?

Alderwoman Lu

Yeah.

Director Marchant

The City has not adopted that per se, but it is generally something we strive for and it's – we have general requirements that are similar in our State Plan Land Use Standards.

Alderwoman Lu

OK. And the only thing I wanted to ask you is, are we actually putting lighting on private property with the Cotton Bridge?

Director Marchant

We are only putting lighting on private property in areas we have existing easements. So we own the bridge and some of the areas that we own that we will be putting lighting there are easements that the City has the right to (inaudible).

Alderwoman Lu

Thank you, I'm all set.

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,
Alderman Laws, Alderman O'Brien, Mayor Donchess 6

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Vehicle Purchase for Parks & Recreation funded from FY21 CERF in the amount of \$39,060

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF A 2020 FORD F350 XL 4WD CAB PICKUP TRUCK FOR THE PARK AND RECREATION DEPARTMENT FROM MHQ VEHICLES, EQUIPMENT & GEAR, IN THE AMOUNT OF \$39,060. FUNDING WILL BE THROUGH THE CAPITAL EQUIPMENT RESERVE FUND (CERF), BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Now is there anyone here from the Parks Department on this? I don't believe so, it's pretty self-evident but Ms. Parkinson, do you have anything to add?

Kelly Parkinson, Purchasing Manager

I can answer any questions but it is pretty self-evident, it is a replacement of a vehicle that was in an accident.

Mayor Donchess

OK discussion/questions? Could you please call the roll?

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

Yea: Alderman Klee, Alderwoman Lu, Alderman Harriott-Gathright,
Alderman Laws, Alderman O'Brien, Mayor Donchess 6

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager
Re: Software Maintenance for Hyland Onbase (annual) from fund source Software Maintenance in the amount of \$50,154.47

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE ANNUAL SOFTWARE MAINTENANCE REQUIRED FOR THE CONTINUED OPERATION OF HYLAND ONBASE THROUGH HYLAND SOFTWARE IN THE AMOUNT OF \$50,154.47. FUNDING WILL BE THROUGH ACCOUNT 54407 SOFTWARE MAINTENANCE, BY ROLL CALL.

ON THE QUESTION

Mayor Donchess

Alright and I believe we have Director Kim Kleiner here to talk about the software?

Kim Kleiner, Director of Administrative Services

The information that was provided in your packet, this is for Hyland Onbase Software, it's an annual software maintenance. Hyland On Base is a Management software that we use, it is commonly known to house all of our accounts payable invoices and finance documents. As you will see, it is something that we annually fund and the Hyland On Base is extremely important to our Finance Group. I can answer any questions.

Mayor Donchess

Alright thank you, any questions or comments from any members of the Committee? Alderwoman Lu?

Alderwoman Lu

Thank you, I just noticed because I had never heard the name, but you said we pay it once a year.

Director Kleiner

Yes, it's an annual fee.

Alderwoman Lu

Yeah OK, alright.

Mayor Donchess

Anyone else? Could you 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

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 OCTOBER 2, 2020 TO OCTOBER 15, 2020, 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

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - 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 7:44 p.m.

Alderman Linda Harriott-Gathright
Committee Clerk