

## REPORT OF THE FINANCE COMMITTEE

NOVEMBER 4, 2020

A meeting of the Finance Committee was held on Wednesday, November 4, 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: 874 5315 8467

Passcode: 548423

*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](http://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 5 members of the Finance Committee present: Alderman Patricia Klee, Alderman Linda Harriott-Gathright, Alderwoman-at-Large Shoshanna Kelly, Alderman-at-Large Michael B. O'Brien, Sr., and Mayor Jim Donchess. Alderwoman Elizabeth Lu and Alderman-at-Large Brandon Michael Laws were recorded absent.

Members not in Attendance: Alderwoman Elizabeth Lu  
Alderman-at-Large Brandon Michael Laws,

Also in Attendance: John Griffin, CFO/Comptroller  
Alderman Richard A. Dowd  
Kelly Parkinson, Purchasing Manager  
Jonathan Ibarra, Superintendent Street Department  
David Boucher, Superintendent Wastewater

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ROLL CALL

Alderman Klee

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

Alderman Harriott-Gathright

Alderwoman Lu? I don't see her, is she there, anybody see her?

Mayor Donchess

I don't believe she's present.

Alderman Harriott-Gathright

And Clerk, I am present, I am in this room alone, I am practicing social distancing and I can hear everyone.

Alderwoman Kelly

I'm here, I am alone, I can hear everyone.

Mayor Donchess

Alderman Laws messaged me to say that he is ill today and he won't be able to make the meeting.

Alderman O'Brien

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

Mayor Jim Donchess

I am alone here at the living the room and I am social distancing. Before we begin, I wanted to congratulate our 3 Committee Members here on their re-election to the State Legislature; Mike, Trish and Linda.

Alderman Harriott-Gathright

Thank you.

Mayor Donchess

You've done – all a great job for the City and I am sure you will continue. So it's really nice to have you back in Concord. Alright, first item is public comment. Is there anyone from the public who'd like to speak to this Committee? (There were none.)

PUBLIC COMMENT - None

Alderman Harriott-Gathright

Can I acknowledge that Alderman Dowd is on with us I think? I think that's the only other Alderman, right?

Mayor Donchess

I don't see him, but is Alderman Dowd here? Hi Alderman Dowd.

Alderman Dowd

How are you doing?

Mayor Donchess

Oh there you are. Alright, Alderwoman Harriott-Gathright.

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager

Re: Budgeting & Planning Software Funded from FY21 Escrows 71228 Computer Software totaling \$154,923

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE ONE-YEAR SOFTWARE SUBSCRIPTION IN THE AMOUNT OF \$62,000 AND ENTER INTO A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$92,923 WITH WORKDAY ADAPTIVE PLANNING IN THE TOTAL AMOUNT OF \$154,923. FUNDING WILL BE THROUGH DEPARTMENTS 122 INFORMATION TECHNOLOGY AND 191 SCHOOL; FY2021 ESCROWS AND ACCOUNT 71228 COMPUTER SOFTWARE, BY ROLL CALL.**

ON THE QUESTION

Mayor Donchess

Is there anyone here on this item?

John Griffin, CFO

Yes, Mr. Mayor. John Griffin, CFO.

Mayor Donchess

OK, Mr. Griffin, go ahead.

Mr. Griffin

Mr. Mayor and members of the Finance Committee. This is a request as we had planned for through the escrow process, the School Department put \$100,000.00 towards the subscription process and the integration of the software and the City did likewise. So we appreciate that funding. Mr. Donovan and I have, over the last several months, investigated Workday Adaptive Planning, which is a budgeting and planning solution. Adaptive Insights was purchased by Workday which is a large provider of ERP Software. We were looking forward to a system that would help us consolidate, if that's the right word, the various components of the budgeting process to include access, data base, Lawson, Word, Excel, etc. So this, we

thought, would be a real complement to our current financial systems. Mr. Donovan suggested that as a proof of concept we start with the School Department first. Their Access Database has kind of seen its end of life and we think that this particular software would enable us to help them out significantly. This is a cloud-based subscription so it's a subscription; it's not hosted internally. And the beauty of that is it doesn't put a drag on it doesn't take any resources from our current Information Technology Staff.

The information that we put in the cloud is the City's to own. The subscription is the \$62,000.00 as was mentioned and the integration, how we are going to actually use it with our systems is in the statement of work that is also attached, which was the Professional Services part of it. The City of Nashua is a member of the National Cooperative Purchasing Alliance, NCPA, that cooperative group more or less vets these software's and develops pricing. Our pricing was a 20% discount off the list that derived the \$62,000.00 in planning. We hope to run this parallel with the process that's coming in place at the school as they will be starting soon and move into the City, maybe not this year, but probably next year. So again, we would appreciate the approval of this particular subscription agreement along with the statement of work for the professional services. And I'd be happy to answer any questions anyone would have. Thank you.

Mayor Donchess

Any questions, comments? Alderwoman Kelly.

Alderwoman Kelly

Thank you and thank you for that explanation. I wanted to just ask in terms of the type of software that is used with cities, is this a typical – do other cities of our size use this software.

Mr. Griffin

It is interesting Alderwoman Kelly, the Government's base, especially cities and towns, they tend to do what we've done in the past. They cobble together to the best of their abilities, Excel, PowerPoint, Word documents, that's basically what we've done and we've done it successfully. The individuals that I've talked to at Workday Adaptive they look at the Government space as kind of an untapped territory for them. So we would be the first install, in my opinion, in New Hampshire Government. But certainly, being one of the larger cities in New Hampshire, there would probably be a good opportunity for most of us to use this type of software.

The key here is that it bring all of those things together that I mentioned. And it should provide both the nuts and bolts of the financials as well as the ability to create graphics, texts, etc. in a nice comprehensive presentation. One other thing if I may, Mr. Mayor, there's a list of some of the Government agencies that have used and currently use and install these included in your packets, examples of other Government customers and include Ports, Water Districts, Airports, etc. So it's why we use, I believe they have over 5,000 customers, and now that they have been purchased by Workday, it's a good complement to their total ERP Solution.

Mayor Donchess

Anything else, any other questions, discussion? (There was none.)

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

Yea: Alderman Klee, Alderman Harriott-Gathright,  
Alderwoman Kelly, Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Bulk Road Salt Funded from Budget Account 61514 Salt valued at \$455,000

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE PURCHASE OF WINTER SALT IN THE AMOUNT OF \$455,000 FROM GRANITE STATE MINERALS OF PORTSMOUTH, NH, AND EASTERN MINERALS, INC., OF CHELSEA, MA. FUNDING WILL BE THROUGH DEPARTMENT 161 STREETS; FUND: GENERAL; ACCOUNT CLASSIFICATION: 61 SUPPLIES AND MATERIALS, BY ROLL CALL.**

ON THE QUESTION

Mayor Donchess

Is anyone from Public Works on the call?

Jonathan Ibarra, Street Superintendent

Yes, Mr. Mayor, Jon Ibarra, Street Superintendent.

Mayor Donchess

OK.

Mr. Ibarra

So this is our annual salt expenditure, it's a budgeted item out of the Street Department Operating Budget and it's for our winter salt. The State of New Hampshire awarded the contract again to Granite State and Eastern Minerals. And we were able to piggyback on that low bid as a Government Contract as we have been doing in the past few years.

Mayor Donchess

And this is a requirements contract, meaning we pay for only what we use.

Mr. Ibarra

That is correct.

Mayor Donchess

Alderwoman Kelly?

Alderwoman Kelly

I just want to know how I get that sweet, sweet background you got there.

Mr. Ibarra

It's an option I found.

Alderwoman Kelly

I love it, I love it.

Mr. Ibarra

Thank you.

Alderwoman Kelly

Thanks for bringing this forward; I know you guys do a really good job for us in the winter, keeping the roads clear.

Mr. Ibarra

We've got a great time, thank you.

Mayor Donchess

Anyone else? Alderman O'Brien.

Alderman O'Brien

Thank you. Yeah this is one of those things that unfortunately we have to realize snow is coming but it's definitely needed by your organization and it's good to see as what Alderwoman Kelly has noticed, the sun never sets on the DPW.

Mayor Donchess

What did they use to say? Snow, sleet, hail, they are always there, right?

Mr. Ibarra

Yes we are.

Mayor Donchess

Alright. Any other questions or comments? (There were none.)

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

Yea:	Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
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Nay:		0
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**MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: Water Pump Repair Funded from Budget Account 54487 Equipment Repairs & Maintenance valued at \$27,530

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE THE CONTINUATION OF SERVICE OF FIRST ELECTRIC MOTOR SERVICES, INC. OF WOBURN, MA, FOR THE REBUILD OF ONE OF THE RAW WATER PUMPS IN THE WET WEATHER FACILITY IN THE AMOUNT OF \$27,530. FUNDING WILL BE THROUGH DEPARMENT 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 54 PROPERTY SERVICES, BY ROLL CALL.**

ON THE QUESTION

Mayor Donchess

Is Mr. Boucher on the call?

David Boucher, Wastewater Superintendent

Yes, Mayor I am, David Boucher, Wastewater Superintendent. As mentioned, one of our 20 million gallons per day pumps failed in our wet weather facility. And we sent out to the motor to First Electric because of the age of the pump, it's not very old, so it's still a good pump. We sent out the motor, they disassembled it to look at it to see if it was worth rebuilding; they can rebuild it. We'd like to utilize their service, since it is apart on their floor. So what they do is they would rewind the stator of this pump, we would get a warranty. We've used them for a lot smaller pumps. We are very happy with their services. And this is a cost savings for us by having these pumps rebuilt, the motors.

Mayor Donchess

Anyone have any questions? Alderwoman Kelly.

Alderwoman Kelly

I'm on fire tonight. Thank you for being here, Mr. Boucher. I appreciate all the hard work you've done to kind of get us back in working order. So my question is more general here. Obviously it sounds like this water pump needs to be taken care of. I believe we talked about this and maybe you've already provided it and I just forgot. But I just wanted to know if we could get a synopsis of the work that's been done in the last few years and you know, what the maintenance plan is so we don't end up in the same spot in you know 5 or 10 years?

Mr. Boucher

This particular building or the Wastewater Facility in general?

Alderwoman Kelly

It's funny – I'm not trying to give you a hard time. I feel like everything that you've brought forward is stuff that we need. But I feel like, oh we got another wastewater thing. So I would just love to know where we are with things and you know if someone comes to us and asks we have a pretty good handle on it. I know you've been doing a great job.

Mr. Boucher

We have a lot of projects going on at the wastewater facility. Obviously we've got upgrades to our energy recovery facility that's also at the wastewater facility; primary tanks are being upgraded we just finished the water booster station upgrade at the wastewater plant. We are finalizing the six water booster stations in the City, upgrades to those; we've got another 7 more that we will be working on. The wet weather facility, we have an upgrade in that one going on. We have two new bar racks, they are rather large bar racks, they are cleaning mechanisms But that is going well; we have one installed another going in. Hopefully those will be on line, we tested one, but hopefully they will be on line, I want to say January, they will both be tested by then but the smaller punch list items that are tied to that project that have to be finalized. So things are going good there.

This is one of those pumps you never know when they are going to die. The facility runs pumps 24/7, you know? This one didn't run as much, but sometimes it's not good to run, we exercise them. This particular building, it's tough because to exercise pump you have to have flow going through it. The only time this building gets flow is during torrential rains, whenever we have over 50 million gallons.

So it's tough to exercise these. Sometimes they are susceptible to lightning strikes so it's tough to maintain. But I got a great staff, maintenance crew stays on top of these pumps and motors. But it is an aged facility still even though we got a lot of new stuff, we are constantly trying to keep up with all the updates, new things, new regulations coming down, we have to meet those. So there's new projects on the horizon, but I think we are sitting a lot better than we were. We've come a long way and like I mentioned before, it's important for us to, instead of putting out fires, kind of stay ahead of it and you know maintain all this stuff. So far we are doing a real good job, unfortunately things break.

Mayor Donchess

So who is the original manufacturer of the pump?

Mr. Boucher

This was, I want to say it – I think this ones an ABA, I'd have to go back and verify that. ABS pump on this one. Typically ABS, ABA pumps and Gorman Rupp Pumps, we like to stay with similar brands but some brand names don't make the large size pumps. Gorman Rupp is the most typical pump we see through the town. It's the ones that are going in all the pump stations. The larger ones, few manufacturers of real large pumps. So ABS is this one, then we have a few ABA ones in the facility.

Mayor Donchess

Ok any other questions or comments?

Alderwoman Kelly

I'm sorry Jim, if I could just respond to that.

Mayor Donchess

Yeah go ahead.

Alderwoman Kelly

Thank you and thank you for that synopsis, I really appreciate you and your team and it sounds like especially with the drought, it would have been especially hard to exercise this pump in the last even year. We haven't had enough rain. Alright, thank you.

Mr. Boucher

You're welcome.

Mayor Donchess

Anyone else? (There were none.)

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
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Nay:	0
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**MOTION CARRIED**

From: Kelly Parkinson, Purchasing Manager

Re: CSO Flow Monitoring Services Funded from Budget Account 53107 Architect & Engineering Services valued at \$158,400

**MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE, AND APPROVE AMENDMENT 3 IN THE AMOUNT OF \$158,400 TO EXTEND THE CONTRACT FOR THREE YEARS WITH FLOW ASSESSMENT OF AUBURN, NH, FOR THE COMBINED SEWER OVERFLOW MONITORING PROGRAM. FUNDING WILL BE THROUGH DEPARTMENT 169 WASTEWATER; FUND: WASTEWATER; ACCOUNT CLASSIFICATION: 53 PROFESSIONAL SERVICES, BY ROLL CALL.**

ON THE QUESTION

Mayor Donchess

Mr. Boucher?

Mr. Boucher

David Boucher, Wastewater Superintendent. Yeah this company has been monitoring our combined sewer overflows. They have flow meters at eight different locations throughout the City to monitor what the combined sewer overflow is because if the sewer pipe gets overwhelmed during a heavy rain storm, there happens to be a section of the City where there are catch basins tied into the sewer, if it does get overwhelmed by heavy rain, there is a relief into the river. So by permit, we have to monitor all these sites, we have to report them monthly; we do report them on our web site when they occur.

So this company has been doing this service for us for a couple of years. We had another company in I think 2015 to '18, didn't work out so well. We utilized this company before 2015 as well. We are happy with their services. Typically we have been renewing it every year. We are getting a discount if we take on a three year contract with them. It's beneficial to us; they are very responsive when there's a piece of equipment failure, their reports come back well. They are easy to interpret and we can utilize the data to submit to regulatory agencies. So we'd like to continue their service for a three year span which saves us almost \$10,000.00 if we do three years versus annual.

Mayor Donchess

Any discussion? (There was none.)

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

Yea: Alderman Klee, Alderman Harriott-Gathright,  
Alderwoman Kelly, Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

Alderman Harriott-Gathright

I have a question.

Mayor Donchess

Yeah go ahead.

Alderman Harriott-Gathright

Actually for Mr. Boucher. Are you familiar with Northeastern Boulevard where we get that water, like it can go half way up our cars at times coming up to almost the window?

Mr. Boucher

No, I'm not familiar with that.

Alderwoman Harriott-Gathright

I am just curious. You were talking about somebody monitors the water and stuff, I was wondering do we actually monitor water from the rain as well? Or are you just talking about at the site?

Mr. Boucher

No, we do have rain gauges to measure how much rain we get in different sections of the City. There are three rain gauges that this company monitors. But no, nothing above ground, except for those rain gauges, but we don't measure water above ground, it's usually what comes out pipes from underground and out the river bankings. (audio cuts out) Nothing with the river level with the rain.

Alderman Harriott-Gathright

Ok.

Mayor Donchess

Well Alderman Harriott-Gathright is saying there's a flooding problem on Northeastern Boulevard right?

Alderman Harriott-Gathright

Yeah for years, it's not new, it's been there for years and years and years.

Mr. Boucher

I haven't heard that one but I can look that up and see if it's a problem area.

Alderman Harriott-Gathright

It's right in front of the hardware store and the last time we had the real serious rain, I swear to you, it was mid-way my door, I actually went right through it because I didn't realize it was that deep.

Mr. Boucher

Well that's – we clean catch (audio cuts out) basins if they become clogged, sometimes in winter time they get a lot of sand in them and too much sand can plug the discharge of them. So we can clean them out, but if it's a poor design, that would be the Engineering Department we'd have to get in that area.

Alderman Harriott-Gathright

It's been there and I am serious about that because I've been here about 36 years now and it's always been a problem.

Mr. Boucher

I'll ask about that because I don't recall many calls going out there to clean catch basins but that would be the issue if there were plugged catch basins around there.

Mayor Donchess

Could it be that the pipe isn't sufficient size to take in the flow?

Mr. Boucher

In a catch basin it can be, but usually just clogged, they are usually sized properly. And I would have to look at the GIS to see if that ties into a nearby water body or if it goes into the sewer.

Mayor Donchess

Can you check it out?

Mr. Boucher

Yeah.

Alderman O'Brien

If I may, over the years I've dealt with that, I remember being on the Fire Department, if my memory serves me as what Alderman Harriott-Gathright says it is by Belletetes Hardware and Murphy Drive and it goes right across Northeastern Boulevard. I think it's a remnant of an old brook and it basically swells up during severe weather and there's not much you can do with it. It's been like the perineal problem; maybe it's time to readdress it and look at it again. But like I think it's more natural. And where it's a brook, I'm sure maybe Wastewater doesn't want the brook going into their system, you know, constantly draining. So that may need to be looked at to give it a better place to go or catch basin or something. I mean perhaps maybe an overflow that it can go into.

Mr. Boucher

Yeah there is a brook that crosses that, I can see it on the GIS. I don't know if it's that end of the street you are talking about. There's not a lot of drainage as far as catch basins go on that end of the street.

Alderman O'Brien

If you're looking around Murphy Drive, it is right about there and Belletetes.

Mr. Boucher

Yeah that's the one I see.

Alderman O'Brien

And if I remember right, the brook has a name but I can't think of it right now.

Mr. Boucher

But that's a matter of making sure the culverts are clean, we would look at that too. And 12 inch, I don't know if 12 inch is a large enough culvert for that area.

Alderman Harriott-Gathright

I know when the water is there like that, it's usually anywhere from 50 to 100 yards, it's pretty severe.

Mr. Boucher

Well let me look at that and I can get back to you to see if there's something we can do or if that's an Engineering issue; I can talk to them.

Alderman Harriott-Gathright

OK.

Mayor Donchess

Alright, well thank you very much.

Alderman Harriott-Gathright

Thank you.

Mr. Boucher

Thank you.

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 16, 2020 TO OCTOBER 29, 2020, BY ROLL CALL**

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

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

Nay: 0

**MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

POSSIBLE 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, Alderman Harriott-Gathright,  
Alderwoman Kelly, Alderman O'Brien, Mayor Donchess 5

Nay: 0

**MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:31 p.m.

Alderman Linda Harriott-Gathright  
Committee Clerk