

## REPORT OF THE FINANCE COMMITTEE

MAY 2, 2005

A meeting of the Finance Committee was held on Monday, May 2, 2005 at 7:00 p.m. in the Aldermanic Chamber.

Alderman-at-Large David Rootovich, Vice-Chair presided

Members of the Committee present:           Alderman-at-Large James R. Tollner  
  Alderman-at-Large David W. Deane  
  Alderman Kathryn D. Vitale  
  Alderman Robert A. Dion  
  Alderman Robert Shaw

Members not in Attendance:                Mayor Bernard A. Streeter (7:40 p.m.)

Also in Attendance:                         Carol Anderson, Chief Financial Officer/Comptroller  
  David Fredette, Tax Collector/Treasurer  
  Janice Tremblay, C.P.M., Purchasing Manager  
  Nick Caggiano, Superintendent of Parks  
  Jim Campbell, Foreman, Shop Equipment, Street Dept.  
  Scott McIntyre, Melanson, Heath & Co.  
  Heidi Peek, Deputy Health Officer  
  Angelo Marino, Chief Assessor/Acting IT Director

### DISCUSSION

A discussion ensued regarding the FY '04 Audited Financial Statements. Representatives from Melanson Heath & Company were in attendance.

Mayor Streeter

Thank you Alderman Rootovich not only for chairing the beginning of this meeting, but the last two meetings.

Alderman Rootovich

My pleasure.

Mayor Streeter

I will report that this was not a nice night to spend in the outdoors. It was rather chilly and a little wet as Alderman Vitale will attest, but the Pride is off and running.

## COMMUNICATIONS

From: Carol A. Anderson, Chief Financial Officer  
Re: FY04 Audited Financial Reports

### **MOTION BY ALDERMAN SHAW TO ACCEPT AND PLACE ON FILE**

#### ON THE QUESTION

Alderman Tollner

You weren't here earlier Mr. Mayor, but we got the management report letter at the very start of the meeting. I would ask that next year when this audit is done that is included in our packets so we could look at it over the weekend. It wasn't extensive this time, but ...

Mayor Streeter

I am sure that Mrs. Anderson will make sure that happens.

Alderman Tollner

Thank you.

Mayor Streeter

Are there any further comments?

**MOTION CARRIED**

**MOTION BY ALDERMAN SHAW THAT THE RULES BE SO FAR SUSPENDED AS TO ALLOW FOR THE INTRODUCTION OF A COMMUNICATION RECEIVED AFTER THE AGENDA WAS PREPARED**  
**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager  
Re: Purchase Testing Equipment requested by Environmental Health Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO RAE SYSTEMS IN THE AMOUNT OF \$14,995. FUNDS ARE AVAILABLE IN ACCT. 341-64380-8603-6441**

ON THE QUESTION

Alderman Deane

I would like to have somebody come up and explain the amount of calls we get requiring the use of this piece of equipment, and why we are buying something with a lot of different uses.

Heidi Peek

The question specifically was how many calls we get?

Alderman Deane

How often does the department receive phone calls requiring this piece of equipment to be utilized somewhere?

Heidi Peek

This equipment would be used for air quality complaints of which we get quite a few. I couldn't give you a number off the top of my head. This is being purchased out of bio-terrorism funding. It also allows for passive surveillance for potential bio-terrorism scenarios.

Alderman Deane

What do you use now to monitor the complaints that you receive or to test the air quality?

Heidi Peek

We have a carbon dioxide meter and a carbon monoxide meter and we also have something to measure relative humidity and temperature. We do not have the actual PID, which checks for volatile organic compounds.

Alderman Deane

So you have a hygrometer and then you have something that tests for carbon monoxide is that what you said?

Heidi Peek

Yes.

Alderman Deane

And carbon dioxide?

Heidi Peek

Correct.

Alderman Deane

And the volatile organic compounds what would they be?

Heidi Peek

Those would be for instance from paint fumes, chemical fumes, something more of that nature than the specific ambient air.

Alderman Deane

The chlorine would that be from indoor swimming pool areas?

Heidi Peek

I was actually looking at that this morning and wondering if that may be a possible application. I know that in some of our indoor pools air quality complaints have arisen in the past. I know that those are normally used for chlorine gas as far as more of a BT scenario.

Alderman Deane

So it wouldn't be used in that scenario then?

Heidi Peek

I think it could be. I need to look into it further.

Alderman Deane

The ammonia is that a refrigerant application?

Heidi Peek

Potentially it could be, but I know that a lot of these have become available and marketed for potential BT scenarios so they are looking at the primary gases that can do the most damage.

Alderman Deane

We're purchasing this piece of equipment to have on hand in case we have a bio-terrorism incident. If we don't do we have another purpose for this piece of equipment?

Heidi Peek

Oh yes. It is one of those pieces of instrumentation that I have really wanted for a long time specifically for the VOCs.

Alderman Deane

Is there some sort of monitoring that it can be hooked up to your computer?

Heidi Peek

Yes. I haven't seen ..

Alderman Deane

Data logging?

Heidi Peek

Yes. I haven't gotten my hands on all of the specs and seen exactly how it works, but you can have someone in the field and you can send the results back. It can be interpreted and decisions can be made.

Alderman Deane

Do we have to purchase software for this as well or does that come with it?

Heidi Peek

It comes with it.

Alderman Deane

Is there a licensing fee every year?

Heidi Peek

No there is not.

Alderman Deane

That is different. Thank you.

Alderman Vitale

I basically wanted to ask if it could be used in the indoor pool area, but also can it be used like in the schools when those air quality questions arise in the schools when we put new carpeting down and we get complaints about that it can be used in that application.

Heidi Peek

Yes. I just responded to something recently with the Fire Department. They have several of these, and theirs won't have the indoor air quality component, but it comes in very handy for situations just like that.

Alderman Vitale

Thank you.

Heidi Peek

You are welcome.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

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From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for Uninterruptible Power Supply

Requested by Information Technology Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO MX CONSULTING IN THE AMOUNT OF \$21,125. SOURCE OF FUNDING IS ACCTS. 522-74040 (\$4,075) AND 524-64045 (\$17,050)**

ON THE QUESTION

Alderman Deane

Thank you Mayor. Hi Angelo. What is the problem with the existing Three Phase

Uninterruptible power system?

Angelo Marino

The problem is that it is 4-5 years past its useful life. We are very concerned. It is limping along, and we have a fear that if we actually do need it then it won't provide the proper power for us.

Alderman Deane

Are you going to put some sort of voltage monitor on here as well or is that already on the equipment?

Angelo Marino

I would imagine it is on there. I don't have the spec. in front of me for the actual machine, but I would imagine it is on there. This is – we are replacing the 50KBA with a 15KBA.

Alderman Deane

That way if we don't get sufficient voltage it will not damage any of the equipment correct?

Angelo Marino

No. It is not going to damage any of the equipment. This uninterrupted power supply is for that first 5 minutes when we have a power outage before the generators kick in and get up to speed. Essentially it is a battery backup so it provides continuous power for all of the servers in the computer room.

Alderman Deane

Do you test that on a monthly basis or ...

Angelo Marino

I am not sure if we do test it. I will get back to you when the last time was that we did test it.

Alderman Deane

They used to test the ..

Angelo Marino

We test the generator. I can't remember when the last time was that the generator was tested

quite frankly.

Alderman Deane

Mayor do you ever hear that running out there?

Mayor Streeter

The one next door to my office you mean?

Alderman Deane

Yes.

Mayor Streeter

I do hear it among other things.

Alderman Deane

Thank you Mayor.

Alderman Tollner

Maybe of Janice – I am fully cognizant of the fact that MX Consulting came in roughly \$300 less. Is there any concern on your part that they have to come under this 5 years of maintenance agreement that they have to come from Raynham and there was an opportunity for us to pick Amherst Technology, which is right around the corner?

Janice Tremblay

There was no concern on my part. In reality the committee from the Information Technology Group evaluated each one of these on a technical basis as well as the service plan, and their recommendation came back. They know a lot more about technology than I do so I defer to them.

Alderman Tollner

Then I guess my question is to Angelo.

Angelo Marino

We don't have any problem with it. Basically they are 24/7. We can pick up a phone. Yes they

are in Raynham. Raynham is roughly two hours away from here. We didn't feel that there was any problem with them providing service to us.

Alderman Tollner

Were you as comfortable, not comfortable as getting to Janice's point with Amherst Technology?

Angelo Marino

Part of the problem is that they are essentially two different machines. The MX Consulting device that they are providing us is really a top of the line, it is the preferred device that we considered going with. The other thing is that the MX Consulting machine is modular. Basically if we were to purchase any of the devices from any of these other companies what you get is what we got and if we needed something larger in the future we wouldn't be able to modulate it and we wouldn't be able to add in increments. We would have to purchase a complete new system. That was the second reason why the MX Consulting bid was a more appropriate bid.

Alderman Tollner

Thank you.

Alderman Deane

Angelo how long has this company been in business? Do you know offhand, and did you get any references on ...

Angelo Marino

Yes, Ken Tyrell from my office called three of the references, and he was satisfied with the three references. One was City of Newport that he called.

Alderman Deane

How long have they been around for 5-10 years?

Angelo Marino

I don't have their bio.

Alderman Deane

Ken got satisfactory references though?

Angelo Marino

Ken got satisfactory references. They have I believe he said they have over 100 municipal clients.

Alderman Deane

Thank you.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for Three International Cab & Chassis  
With Diesel Engines requested by Streets Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO LIBERTY INTERNATIONAL TRUCKS IN A TOTAL AMOUNT OF \$171,330. FUNDS ARE AVAILABLE IN ACCT. #599-68060-9864**

ON THE QUESTION

Alderman Deane

I guess my question is for you Jim. Which one of these three vehicles is worthy for plowing parking lots?

Jim Campbell

For plowing parking lots?

Alderman Deane

Like the high school. The high school is looking for a dump truck.

Jim Campbell

The ones we are getting rid of?

Alderman Deane

Yes.

Jim Campbell

None of them.

Alderman Deane

None of them. So they are not worthy for ..

Jim Campbell

Right now two of them are not road legal. They have cracked frames on them.

Alderman Deane

The other one needs a replacement of the hydraulic system. Is the frame cracked on that one?

Jim Campbell

That one the frame isn't cracked, but the complete hydraulic system is gone on it.

Alderman Deane

What is the replacement cost on that off the top of your head?

Jim Campbell

Roughly \$12,000 or \$13,000 besides the truck being 14 years old.

Alderman Deane

Thank you.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for One International Cab & Chassis  
With Diesel Engine requested by Parks Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE  
CONTRACT TO LIBERTY INTERNATIONAL TRUCKS IN THE AMOUNT OF \$57,110.  
SOURCE OF FUNDING IS ACCT. #599-68060-9858**

## ON THE QUESTION

Alderman Deane

Nick is this vehicle worthy of plowing parking lots?

Nick Caggiano

I don't believe so. This one also has a twisted frame on it right now. Jim Campbell might be able to give you a little more information.

Alderman Rootovich

I would suggest we invest in some super glue and masking tape for the rest of the vehicles.

Alderman Tollner

It sounds like the land of misfit trucks.

Nick Caggiano

Alderman Deane this truck should have been replaced in 1996.

Jim Campbell

That truck was used at the wastewater plant for many years.

Mayor Streeter

What was the answer to that question?

Jim Campbell

That truck has been used at the wastewater treatment plant for many years hauling sludge. The frame is twisted on it.

Mayor Streeter

Do you have any further questions Alderman Deane?

Alderman Deane

Trying to save some money Mayor.

Mayor Streeter

Right.

Alderman Deane

No I don't. Thank you.

Alderman Tollner

Maybe Nick or Jim if you could just – like the previous purchase order that we were looking at, I think I read this where the Sterling wasn't the matching piece of equipment – can you explain that to me a little bit because it looked like those bids came in roughly about \$4,000 less. What was the issue about the equipment not matching up?

Nick Caggiano

It had to do with the engine displacement and the system of the cylinders. Jim could elaborate on that. One is a dry system and one is a wet system. I believe when repairs are needed it is less expensive and less time consuming with a wet system.

Jim Campbell

We request a wet sleeve engine on all of our vehicles. Over the years they last a lot longer than a parent bore engine. It deals with the cooling system. On a wet sleeve engine you have coolant completely around the cylinder. They are also replaceable if you have to do any work on the engine you can replace the sleeve. On a parent bore you don't have the coolant around the cylinder and if you have any trouble in that cylinder you either have to bore it or replace the block. The way these trucks get used plowing snow especially that really puts a lot of stress on the truck. We have found that this engine with the wet sleeve has been very good for us.

Alderman Tollner

Thank you.

Alderman Deane

Alderman Tollner you should order all of your cars with wet sleeve now.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for Three 4-6 Yard Dump Bodies Requested by Street Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO E.W. SLEEPER CO. IN THE AMOUNT OF \$37,692. FUNDS ARE AVAILABLE IN ACCT. #599-68060-9864**

ON THE QUESTION

Alderman Deane

Jim these will be installed by Sleeper?

Jim Campbell

Yes.

Alderman Deane

Thank you.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for One 4-6 Yard Dump Body Requested by Parks Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO E.W. SLEEPER CO. IN THE AMOUNT OF \$12,564. SOURCE OF FUNDING IS ACCT. #599-68060-9858**

**MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager

Re: Bid Summary and Contract Award for Three Spreader Control Systems Requested by Street Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE**

**CONTRACT TO HOWARD P. FAIRFIELD, INC. IN THE AMOUNT OF \$31,320. FUNDS ARE AVAILABLE IN ACCT. #599-68060-9864  
MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager  
Re: Bid Summary and Contract Award for One Spreader Control System  
Requested by Parks Department

**MOTION BY ALDERMAN SHAW TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO HOWARD P. FAIRFIELD, INC. IN THE AMOUNT OF \$10,440. SOURCE OF FUNDING IS ACCT. #599-68060-9858  
MOTION CARRIED**

From: Janice Tremblay, C.P.M., Purchasing Manager  
Re: Bid Summary and Contract Award for Boiler Replacement at Hunt Memorial Building

**MOTION BY ALDERMAN DEANE TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO SAM MECHANICAL, LLC IN THE AMOUNT OF \$13,500. FUNDS ARE AVAILABLE IN ACCT. #520-75130**

ON THE QUESTION

Mayor Streeter

Thank you Alderman Deane. I asked you to make the motion because of your interest and assistance at the Hunt Memorial Building, which we all appreciate.

Alderman Deane

We are all having fun up there. You can see the work that is going on.

Mayor Streeter

Well we are not sure yet.

Alderman Tollner

I have a question if I could through the Chair to Alderman Deane.

Mayor Streeter

Please.

Alderman Tollner

The reason why we moved so quickly on this was because we were purchasing a couple of boilers at the same time?

Alderman Deane

The reason why we moved quick on it was the fact that since heating season is over this is when the lowest prices were coming in, and I believe that the Fire Department saw the numbers and they were in the similarities of what they in fact may need for two boiler replacements; one Conant Road and one on Amherst Street I believe, and they were going to try to speak with Janice about it. This is the best time to replace a boiler. If you look at the numbers that came in that was a good price.

Alderman Tollner

Is the Fire Department going to try to hook up and purchase the same type of boiler.

Alderman Deane

I don't know if it would be exactly the same, their BTU loads are probably a little different because of the size and differences in the building, but they were going to speak with Janice about somehow latching onto this contractor somehow – through the bid process I would imagine.

Alderman Tollner

Mayor could I have Janice comment on that?

Mayor Streeter

Sure.

Janice Tremblay

Yes I have spoken to Deputy Chief Morrissey about this. The Fire Department at Amherst Street needs to not only replace the boiler, but they also need to convert from an oil fired furnace to a gas so it is a little bit different than this here. Conant Road they just have to replace the boiler. It is already gas fired. I did, however, recommend to Deputy Chief Morrissey that we go through the bid process again. I think we may find a couple of things may happen – you may find that some of the local places like the J. Lawrence Halls may get a bit more aggressive on a new bidding process so he agreed that we would do that. We are busy putting the specs. together right now.

Alderman Tollner

Can you find out – when we renovated Amherst Street Fire Station – we painted it and did a whole bunch of work to it – did we not touch the heating system at all?

Janice Tremblay

No we did not. That is an old system that goes back to the late '70s.

Alderman Tollner

Thank you.

Alderman Deane

We didn't touch the roof either.

Mayor Streeter

Are there any further questions?

**MOTION CARRIED**

UNFINISHED BUSINESS - None

NEW BUSINESS – None

## WARRANT

**MOTION BY ALDERMAN SHAW TO APPROVE WARRANT #20 IN THE TOTAL AMOUNT OF \$9,075,602.08 OF WHICH \$2,167,459.38 ARE ACCOUNTS PAYABLE, \$4,656,300.02 ARE PAYROLL AMOUNTS, \$5,030.63 ARE PREPAY AMOUNTS AND \$2,246,812.05 ARE WIRE TRANSFERS**

**MOTION CARRIED**

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DISCUSSION

-  
Alderman Tollner

I received your memo on the budget recommendations. Do we know roughly what type of tax increase that would generate? What is the estimate as of right now?

Mayor Streeter

I would rather hold those questions Alderman Tollner until the night of the public hearing. I think those figures are still being worked on. I can only give you ballpark estimates and I would rather not give you a ballpark estimate because you know what happens to those. We will be on hand Thursday night. We have a public hearing, and we hope the public turns out. We will be available to answer any and all questions concerning my second submission of a budget for FY '06.

Alderman Tollner

Okay so then this document here will be available to the public, and then there will be an additional...

Mayor Streeter

The document went on line when Carol?

Carol Anderson

**... tape inaudible – speaker away from microphone.**

Mayor Streeter

It is on line. It will be available for the public.

Carol Anderson

**... tape inaudible – speaker away from microphone.**

Mayor Streeter

But it will be on line first thing in the morning.

Alderman Tollner

Not to belabor it, but then at the public hearing you will be able to convey a range of, if all of these recommendations are accepted, a range of what the tax rate would be?

Mayor Streeter

We will be prepared to answer that question Thursday night.

Alderman Tollner

Thank you.

Alderman Shaw

Since it wasn't specifically stated in that discussion, that public hearing is at Elm Street – Keefe Auditorium at 7:00 p.m. Thursday night.

Mayor Streeter

I want to thank you Carol and your staff for another successful audit. Please convey to your very able staff our thanks. Our fiscal condition continues to be excellent. We appreciate it.

Alderman Vitale

If I may I would like to mention that Ward 1 is having a Ward meeting on Wednesday evening at Nashua North High School at 7:00 p.m. in the board room.

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ADJOURNMENT

**MOTION BY ALDERMAN DION TO ADJOURN  
MOTION CARRIED**

The Finance Committee meeting was adjourned at 8:30 p.m.

Alderman Rob Shaw  
Committee Clerk