

7:00 PM

Aldermanic Chamber

1. ROLL CALL
2. PUBLIC COMMENT
3. COMMUNICATIONS

From: Bobbie Bagley, Director of Public Health and Community Services
Re: Board of Health's recommendation relative to O-25-051 Prohibiting the Sale of Kratom

From: Nancy Trask, Human Resources Manager
Re: Legislation for Implementation of Unaffiliated Salary and Compensation Schedule for FY27

4. INTERVIEWS

Cable Television Advisory Board

Term to Expire: June 10, 2028

Oscar Villacis (new appointment)
76 Beauview Avenue
Nashua, NH 03064

Downtown Improvement Committee

Term to Expire: July 22, 2028

Elissa Drift (new appointment)
18 Cushing Avenue
Nashua, NH 03064

Nashua Revolving Loan Fund Committee

Term to Expire: September 8, 2028

Christine Malloy (new appointment)
9 Pinehurst Avenue
Nashua, NH 03062

5. APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE
6. APPOINTMENTS BY THE MAYOR

Cable Television Advisory Board

Term to Expire: June 10, 2028

Oscar Villacis (new appointment)
76 Beauview Avenue
Nashua, NH 03064

Downtown Improvement Committee

Term to Expire: July 22, 2028

Elissa Drift (new appointment)
18 Cushing Avenue
Nashua, NH 03064

Nashua Revolving Loan Fund Committee

Term to Expire: September 8, 2028

Christine Malloy (new appointment)
9 Pinehurst Avenue
Nashua, NH 03062

7. UNFINISHED BUSINESS
8. NEW BUSINESS – RESOLUTIONS
9. NEW BUSINESS – ORDINANCES

O-25-062

Endorsers: Alderman Patricia Klee
Alderman Ernest A. Jette
Alderman-at-Large Gloria Timmons
Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Ben Clemons
Alderman Tim Sennott
Alderman Derek Thibeault
Alderman-at-Large Lori Wilshire

INCREASING THE TAX CREDIT FOR A SERVICE-CONNECTED TOTAL DISABILITY

O-25-063

Endorser: Mayor Jim Donchess

AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES WITH RESPECT TO THE UNAFFILIATED EMPLOYEE SALARY AND WAGE SCHEDULE

10. TABLED IN COMMITTEE

R-25-158

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Lori Wilshire

RELATIVE TO A NON-BINDING BALLOT REFERENDUM CONCERNING THE KEEFE AUDITORIUM

- tabled at 5/5/25 mtg

O-25-051

Endorsers: Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Ben Clemons
Alderman Chris Thibodeau
Alderman Tim Sennott
Alderman Derek Thibeault
Alderman Patricia Klee

PROHIBITING THE SALE OF KRATOM

- tabled at 3/3/25 mtg

O-25-056

Endorsers: Alderman Chris Thibodeau
Alderman-at-Large Melbourne Moran, Jr.
Alderman Thomas Lopez
Alderman John Sullivan

RULES FOR REMARKS BY ALDERMEN AT MEETINGS

- tabled at 6/2/25 meeting

O-25-060

Endorsers: Alderman Richard A. Dowd
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Gloria Timmons
Alderman Patricia Klee
Alderman-at-Large Lori Wilshire

PROHIBITING BANNERS, FLAGS, AND SIGNS AT MEETINGS

- tabled at 8/4/25 meeting

11. PUBLIC COMMENT
12. GENERAL DISCUSSION
13. REMARKS BY THE ALDERMEN
14. ADJOURNMENT

City of Nashua

Division of Public Health & Community Services
18 Mulberry Street, Nashua, NH 03060



To: Personnel/Administrative Affairs Committee

From: Bobbie Bagley, Director of Public Health and Community Services

Re: Board of Health's recommendation relative to O-25-051 Prohibiting the Sale of Kratom

Date: August 4, 2025

The Board of Health would support the recommendation of a ban on the sale of Kratom to individuals under the age of 21.



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

TO: Shoshanna Kelly, Chairwoman of Personnel & Administration Committee

FROM: Nancy Trask, Human Resources Manager
Tim Cummings, Administrative Services Director

Date: August 28, 2025

RE: Legislation for Implementation of Unaffiliated Salary and Compensation Schedule for FY27

The City engaged a consultant and underwent a classification and compensation study beginning Spring of 2024. The result is the updated Unaffiliated Classification and Compensation Schedule with an updated pay grid filed as legislation in R-25-063 and is before you this evening.

The changes proposed in the legislation are the fruits of the work that took place over the last year and half. This committee actively assisted in the development of the study helping to guide and provide feedback on key public policy points. We came before you on several occasions, beginning in September and December 2024, January, April and most recently August 2025 to discuss the study, the methodology and the results. It was through these discussions that led to R-25-63.

A question you may receive or could be asking yourself is “why” are we doing this. We undertook this study to evaluate our unaffiliated positions, compare our salaries with comparable communities and develop an updated compensation and classification plan that offered a fair and competitive wage that also addressed internal equity of positions and pay across departments. A well-designed plan helps to recruit good talent, retain good talent and maximize the investment we’ve made in our employees. Given the cost of living in Nashua and our current salaries it was recommended that Nashua consider a pay philosophy that would compensate employees at the proposed 70th percentile, allowing us to be competitive, maintain morale and be a leader in the market.

Practical example of why this legislation is important can be found in Cemetery worker positions that need to be corrected; in fact, the study showed that the Community Health Worker, Administrative Assistant and other positions were not within the market.

The changes proposed in the legislation are to the “City of Nashua Unaffiliated Employees Personnel Policies” and are as follows:



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

1. Updated grades and assignments will go into effect July 1, 2026.
2. Starting July 1, 2025, the rate of pay for an Edgewood Cemetery Groundskeeper will be \$26.3976 per hour and the rate of pay for an Edgewood Cemetery Sub Foreman will be \$31.0601 per hour.
3. Change the name of the existing Appendix A from Unaffiliated Salary and Wage schedule to Unaffiliated Salary and Wage Schedule through July 30, 2026 and add Appendix A "Unaffiliated Salary and Wage Schedule starting July 1, 2026.

We ask for a favorable recommendation.

Vassar, Emily

From: noreply@civicplus.com
Sent: Monday, May 05, 2025 2:40 PM
To: Mayor Web Forms; Sullivan, Matthew
Subject: Online Form Submittal: Volunteer For A Board or Commission Form

CAUTION: This email came from outside of the organization. Do not click links or open attachments if the source is unknown.

Volunteer For A Board or Commission Form

First Name Oscar

Last Name Villacis

Your Email Address



Redaction of private email address pursuant to 91-A:5, IV, confidential information and disclosure would constitute invasion of privacy

Phone Number

Address 76 Beauview Ave

Redaction of private telephone number pursuant to 91-A:5, IV, confidential information and disclosure would constitute invasion of privacy

City Nashua

State NH

Zip Code 03064

Board or Commission Applying For: Cable Television Advisory Board

Add Your Own Notes and Comments

Dear Mayor Donchess and Members of the Cable Television Advisory Board,

I hope you're doing well.

My name is Oscar Villacis, and I'm writing to formally express my interest in serving on Nashua's Cable Television Advisory Board.

This work is deeply personal to me. In 2020, after witnessing a racist on-air rant at WSMN in Nashua and realizing how little of our community was truly reflected in local media, I made a decision to step up—not just for myself, but for the generations growing up in this city. That moment gave rise to First Gen Multimedia and the First Gen American platform: tools to empower, represent, and give voice to those too often ignored.

Through podcasting, bilingual campaigns, and collaborative media with partners like NHPR, NHPBS, and 603 Diversity Magazine, I've worked to ensure that Nashua's evolving identity isn't just acknowledged—it's amplified.

I'm sharing my communications portfolio and letter of interest with this email to demonstrate how this mission has evolved. From youth storytelling to public health messaging, my work centers on access, equity, and authentic representation—all values I believe the Cable Television Advisory Board is uniquely positioned to champion.

Thank you for considering my application. I'd be honored to bring my experience, perspective, and deep community commitment to CTAB.

With gratitude,

Oscar Villacis

Upload Resume or CV (.txt, .pdf, .doc, .ods) *Field not completed.*

Upload Letter of Intent (.txt, .pdf, .doc, .ods) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Letter of Interest – Cable Television Advisory Board

Dear Mayor Donchess and Members of the Cable Television Advisory Board,

I am Oscar Villacis, a Nashua resident, media producer, and founder of First Gen Multimedia. I'm formally expressing my interest in serving on the Cable Television Advisory Board.

As someone who has spent the past decade using public media to amplify underrepresented voices—through radio, podcasting, video production, and digital campaigns—I believe strongly in the power of local access television to inform, reflect, and empower our communities.

Through my work with First Gen Americans, Latinos En Vivo, and collaborations with NHPBS, NHPR, and the Nashua Division of Public Health, I've seen firsthand how storytelling builds trust and participation. I've led bilingual programming, public health messaging, youth engagement media, and cultural storytelling projects that align with the mission of CTAB.

I'd be honored to contribute my perspective as a first-generation Latino American and media strategist to help shape the future of Nashua's cable television access, especially in ensuring it reaches and reflects our growing, diverse population.

I've attached my communications portfolio for your review and would welcome the opportunity to speak further.

I appreciate your consideration.

Sincerely,

Oscar Villacis

[Redacted signature block]

Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

Final Reflection – Commitment to Public Access & Representation

The power of local media isn't just in what it broadcasts—it's in who it includes.

Serving on the Cable Television Advisory Board is more than an appointment. For me, it's a continuation of a lifelong mission to make public media accessible, inclusive, and community-driven. Whether through youth-focused podcast programs, bilingual legal aid content, or cultural storytelling, I've committed my work to making sure our stories are not only heard—but respected.

This portfolio is not just a resume. It's proof that communication can be a force for equity, education, and belonging. And I'm ready to bring that energy, experience, and perspective to CTAB.

Thank you for reviewing this body of work.

Dear Downtown Improvement Committee,

I'm writing to express my heartfelt interest in joining the Downtown Improvement Committee. As a proud and long-standing resident of Ward 3, a committed downtown business owner, and a member of the Main Street family since 2009, I have spent years investing my time, energy, and creativity into the heart of Nashua. I care deeply about this city, and I believe now is the perfect time for a fresh, collaborative push to shape an even more vibrant and inclusive downtown.

Over the years, I've had the unique privilege of witnessing Nashua's evolution firsthand. I've seen the challenges and celebrated the milestones. And through it all, I've stayed rooted here—not just because I live and work downtown, but because I believe in its potential. I've built relationships with residents, visitors, and fellow entrepreneurs, and I've gained valuable insight into what people love about Nashua and what they hope to see in the future.

On my own, I've begun exploring and executing larger-scale ideas and events that reflect what I believe Nashua needs more of—spaces for connection, creativity, and inspiration. A great example is my Women's Expo, which is bringing together entrepreneurs, creators, and community members in a celebration of empowerment and innovation. That event, and others like it, are the kinds of experiences I want to bring to the city on a broader scale. I've proven I can build momentum and excitement from the ground up. Imagine what could happen if that kind of energy were supported and amplified through city collaboration.

I believe the city would benefit from putting my "big brain" to work—my words, yes, but spoken with purpose. I bring a skill set rooted in lived experience, creative problem-solving, and a deep understanding of how to build authentic, inclusive spaces that bring people together. I know how to turn vision into action. I'm ready to take everything I've learned as a business owner, community advocate, and creative thinker, and apply it toward meaningful downtown improvements.

Nashua is ready for a positive refresh. I want to be a part of that journey—not just on the sidelines, but actively helping shape what comes next. I would be honored to bring my ideas, energy, and perspective to the Downtown Improvement Committee and work with others who are equally passionate about this city's future.

Thank you so much for your time and consideration. I would love the opportunity to speak further about how I can contribute.

Warmly,
Elissa Drift

LOCAL
Street Eats



Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

ELISSA DRIFT

Restaurant Owner & Operator

CONTACT

[Redacted]

[Redacted]

Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

PROFILE

Seasoned Restaurant Operator with over 15 years of experience driving team success and operational excellence. Demonstrates a strong track record of employee retention and leadership in business management, inventory and cost control, payroll, operational efficiency, and profitability. Skilled in launching new concepts from the ground up, including the development and implementation of effective protocols and procedures. Known for building and maintaining strong community relationships, with a commitment to fostering lasting local partnerships.

SKILLS

Detail Oriented
Hiring & Training
Scheduling
Communication
Creativity
Marketing / Advertising
Strategic Thinking
Customer Service
POS Programming
Hands-on Approach
Computer Skills

EDUCATION

Rivier College
Nashua, NH
Bachelor of Arts
Class of 2010

Chelmsford High
Chelmsford, MA
Class of 2005

EXPERIENCE

Local Street Eats LLC. - Nashua, NH

DBA - Local Street Eats

Owner & Operator

2024 - Present

- Successfully owns and operates Local Street Eats, overseeing all aspects of daily operations, including staffing, budgeting, inventory management, and customer service.
- Proven ability to increase annual revenue through strategic marketing, community engagement, and optimized cost control practices.
- Built and leads a high-performing team with an exceptional employee retention rate, fostering a positive workplace culture and strong team dynamics.
- Collaborative efforts in the development and launch of new menus and dining concepts, aligning offerings with market trends and customer preferences.

Prestella Ventures LLC. - Nashua, NH

DBA - Stella Blu, The Pearl, & Union Public House

Restaurant General Manager - Multi-Unit Operations

2013-2024

- Hired and successfully manages a team of over 60 employees across 3 separate concepts. A high retention rate of both FOH & BOH employees.
- Oversees scheduling, utilizing an online scheduling application for efficiency and communication.
- Payroll management & processing; reviews hours, processes payroll, creates weekly recap for each restaurant and department within, addresses overtime, reviews weekly sales and labor to adhere to and maintain profitability.
- Ability to create and maintain long-lasting customer relationships with regular clientele.
- Diverse understanding of multiple management tools such as Toast, Open Table, Sling, Excel, and payroll management systems.
- Analyzes sales & PMix to create menu efficiency and profitability. Controls operation costs and identifies measures to cut waste.
- Creates detailed reports weekly, monthly, and annually outlining revenues and expenses.
- Event planning & BEO development.
- Implementation of training tools & creation of educational programs to ensure a knowledgeable staff.
- Implement policies, procedures, & protocols that will maintain future restaurant operations including appropriate permitting and licensing.
- Worked closely with all members of management including ownership to create cohesive communication throughout all concepts.
- Works side by side with all team members to encourage a strong work ethic and provide daily support.
- Maintains strong vendor relations with a multitude of companies.
- Brand creation & management. Utilizing skills in graphic design to create logos, signage, menu design, branding, promotional materials, merchandise, and more.

- Creation of promotional materials & development of specials to drive sales during slow times.
- Participation in community outreach & other charitable foundations such as the Nashua Soup Kitchen, Boys & Girls Club, Front Door Agency, and Nashua Center for The Arts.
- Continued education for culinary students by providing demonstrations for local schools and their culinary students sponsored by the ACF.
- Regularly reviews product quality.

As a General Manager, I lead all aspects of the business. I deliver a high-quality experience and motivate the team to provide excellent customer service. I ensure efficient business operations and maintain high-quality production and productivity standards, along with delivering a quality product & maintaining high team morale.

I have diversified experience in all areas of the business including production. My responsibilities include, but are not limited to; maintaining the restaurant's revenue, profitability, quality goals, and efficient business operations, as well as maintaining high productivity, quality, and customer-service standards. I regularly oversee preparation and production to ensure compliance with health and safety regulations including the implementation of HACCP plans.

I work side by side with every member of our teams. I aim to lead by example and uplift our staff during busy moments in a fast-paced environment. Ultimately, I ensure the business runs smoothly, employee morale remains high, and the customers have pleasant experiences while maintaining our brand identity.

Saffron Bistro - Nashua, NH

Restaurant General Manager

2009 - 2013

- Scheduling & team management
- Hiring, onboarding, training, & development
- POS management
- Menu development
- Nightly shift reviews
- Philanthropic participation & yearly host for the Ovarian Cancer Foundation & attended the Front Door Agency annual auction & tasting.
- Event management & day of execution

Bainbridges Restaurant - Chelmsford, MA

Shift Manager

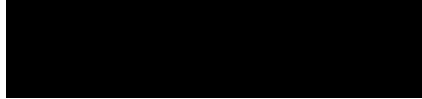
2004 - 2009

- Worked side by side with employees
- Key holder position
- Oversaw daily shift operations
- Money handling & nightly deposits
- Ensured completed cashouts & side work
- Assigned server sections
- Oversaw two function rooms & multiple BEOs per shift

CHRISTINE MALLOY

2 Pinehurst Ave.

Nashua, NH 03062



July 22, 2025

Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

Board of Aldermen

City of Nashua

Office of the Mayor

229 Main Street

Nashua, NH 03060

Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

RE: Nashua Revolving Loan Fund - Loan Committee

Dear Sirs / Madams,

Please accept this cover letter to accompany my resume to apply for the position of Credit Committee member for the Nashua Revolving Fund.

I was invited to apply by Abimana Ngira, Economic Mobility Program Specialist. I appreciate the invitation to join the Nashua RLF Committee. I look forward to helping local business owners by providing necessary funds to grow their businesses in our community.

Regarding my background; almost my entire career has been in banking and various financial services including Credit Union management, Residential Lending, Business Development and Business Banking. For the last ten years I have been a Commercial Loan Officer for Triangle Credit Union. In this role, I have been an active participant on Triangle's Commercial Loan Committee. Our department accepts loan requests from \$50,000 up to 3 million. We make loans for cars, trucks, construction equipment and so on. We work with investors to lend real estate loans for both apartments and commercial properties. We also work with the SBA to help small business owners obtain funding to purchase businesses or provide lines of credit for working capital.

We underwrite the loans from a global perspective and use common sense. No loan request is the same and there is no perfect box for an applicant to fit into. We look at each request from all angles to find strength in our decision making while following the approved guidelines of the credit policy. Triangle is risk averse therefore we look for collateral to support the request. We also require personal guarantees on all our loans.

I believe my work experience and years of credit committee advisory experience makes me well suited for this position at the City of Nashua. I welcome the opportunity.

Please let me know if you require additional information.

Sincerely,

Christine Malloy

**Christine Malloy
Senior Commercial Loan Officer
Triangle Credit Union
30 Temple Street, Suite 700
Nashua, NH 03060**

2 Pinehurst Ave., Nashua, NH 03062 • [REDACTED]

PROFESSIONAL SUMMARY

Commercial Lending • Relationship Management • Credit Analysis • Business Finances • Compliance • Contract
Negotiation • Budgeting & Profit Analysis • Business Coaching • Training • Management & Supervision

WORK EXPERIENCE

Senior Commercial Loan Officer TRIANGLE CREDIT UNION, NASHUA, NH • 3/2015 – PRESENT

- Commercial and SBA loan origination for Southern, NH originating over 8 - 10mm in business annually through referral business and networking. Portfolio relationship consisting of 50MM in commercial RE mortgages, construction loans, investment property mortgages, business lines of credit, equipment, and vehicle loans. Manage commercial and residential construction projects for Triangle from origination to conversion.
- Filter new loan requests, research collateral, interview clients and process and structure new loans. Prepare loan requests for underwriting with recommendations regarding programs, rates, and terms. Work each file to ensure complete documentation and compliance, order appraisals, hire Attorney and manage file through to closing.
- A contributing member of the Credit Committee making recommendations for approval on commercial loans based on risk analysis, relationship management and collateral analysis.
- Build relationships within the community through networking, volunteering, and leadership. Work with Marketing on special projects such as educational podcasts and events. Was a frequent guest speaker at the SBA Women's Center in Nashua and recently was a speaker at a Start-up and Grow Small Business, SBA event in Nashua. Initiated two significant awards for Triangle: The SBA 2019 Financial Services Champion of the Year award and recommended a colleague for New England Women of Fire distinction by Banking New England.
- Consistently add organizational process to the department for better workflow. Help train other LOs to ensure excellent customer service through communication and quick resolution.

Previous Work Experience:

- Commercial Relationship Management and Commercial Lending for a Regional Bank – 5 years
- Business Ownership/Licensed Mortgage Broker originating residential Loans and operating a business – **7 years**
- Senior Residential Loan Originator covering the Northern MA and Southern NH market for a NH Lender – 5 years
- Treasurer/Manager at two employee Federal Credit Unions managing business operations and reporting to the Board of Directors – 8 years
- Retail Banking and Operations Management for a medium sized Commercial Bank – 4 years

EDUCATION

Bachelor of Arts Degree - Simmons College, Boston, MA, Communications and Business Management

Other Experience & Volunteerism

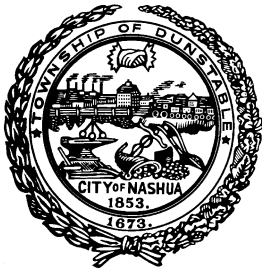
Licensed MLO and registered with NMLS

Board of Director – Front Door Agency, Nashua, NH serving on the Finance and Development Committees

Previous Board of Director and Chairperson of the Board - Greater Derry Londonderry Chamber

Previous Board of Director - Merrimack Chamber of Commerce

Previous Board of Director - NH High Hopes Foundation.



ORDINANCE

INCREASING THE TAX CREDIT FOR A SERVICE-CONNECTED TOTAL DISABILITY

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part II “General Legislation”, Chapter 295 “Taxation”, Article VII “Service-Connected Total Disability Tax Credit”, Section 295-15 “Tax credit granted” be amended by deleting the struck-through language and adding the new underlined language as shown:

“§ 295-15. Tax credit granted.

The City of Nashua hereby adopts the provisions of New Hampshire Revised Statutes Annotated 72:35, as it may be amended from time to time, relative to a service-connected total disability tax credit. The service-connected total disability tax credit shall be ~~\$2,000~~ \$2,750 credit, which shall replace the standard service-connected total disability tax credit in its entirety and shall not be in addition thereto.”

This legislation shall be effective beginning with the April 1, 2026 tax year.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-062

PURPOSE:

Increasing the tax credit for a service-connected total disability

SPONSOR(S):

**Alderman Patricia Klee
Alderman Ernest A. Jette**

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

Beginning with the April 1, 2026 tax year, Nashua's Veterans' Tax Credit of \$750 can no longer be combined with Nashua's Service-Connected Total Disability Tax Credit of \$2,000. If this legislation to increase the Service-Connected Total Disability Tax Credit by \$750 passes, the 122 veterans that currently stack those two credits will continue to receive the same total credit amount. However, the 38 veterans who currently receive only the Service-Connected Total Disability Tax Credit will receive an additional \$750 in tax credit, for an estimated additional credit amount of \$28,500.

ANALYSIS

This legislation increases the amount of the service-connected total disability tax credit, from \$2,000 to \$2,750, for the tax year starting April 1, 2026. The increased amount (\$750) is the same amount as the existing Veterans' tax credit that will no longer be allowed to be claimed in addition to the service-connected total disability tax credit.

**Approved as to account
structure, numbers,
and amount:**

Financial Services Division

By: /s/Rosemarie Evans

Approved as to form:

Office of Corporation Counsel

By:

Rosemary Clarke

Date:

17 July 2025



ORDINANCE

AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES WITH RESPECT TO THE UNAFFILIATED EMPLOYEE SALARY AND WAGE SCHEDULE

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation,” Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-6 “Merit system for personnel administration pursuant to Charter §86-a” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

“§ 50-6. Merit system for personnel administration pursuant to Charter §86-a.

- A. The “City of Nashua Unaffiliated Employees Personnel Policies”, dated ~~January 1, 2022~~ July 1, 2025 is hereby adopted. These personnel policies are the merit system for personnel administration required by Charter §86-a.”

The changes to the “City of Nashua Unaffiliated Employees Personnel Policies” are as follows:

1. In Section II “Compensation”, Subsection A “Compensation and Classification”, add the following new underlined language at the end of the section:

“Unaffiliated positions are assigned to a pay grade that reflects the relative job value of the position. Grade assignments consider factors such as knowledge, scope of responsibility, degree of authority and market value and availability. Updated grades and assignments will go into effect July 1, 2026. In addition, starting July 1, 2025, the rate of pay for an Edgewood Cemetery Groundskeeper will be \$26.3976 per hour and the rate of pay for an Edgewood Cemetery Sub Foreman will be \$31.0601 per hour.”

2. Change the name of the existing Appendix A from “Unaffiliated Salary and Wage Schedule” to “Unaffiliated Salary and Wage Schedule through June 30, 2026”, and add to

Appendix A the attached document entitled “Unaffiliated Salary and Wage Schedule starting July 1, 2026”.

The implementation of these changes shall be as follows:

Starting on July 1, 2025, the rate of pay for an Edgewood Cemetery Groundskeeper will be \$26.3976 per hour and the rate of pay for an Edgewood Cemetery Sub Foreman will be \$31.0601 per hour.

On July 1, 2026, the following actions will happen in the stated order:

First, all unaffiliated employees shall be placed on the new Appendix A Unaffiliated Salary and Wage Schedule in their new grade on the step that is closest to but above their current salary.

Second, all unaffiliated employees that are not at the top of their pay grade shall be eligible for a one step increase on the new Appendix A Unaffiliated Salary and Wage Schedule provided that their job performance meets the City’s expectations.

Third, the new Appendix A Unaffiliated Salary and Wage Schedule shall be increased in its entirety by an amount equal to the three year average of the CPI-U Northeast, and employees will receive this increased amount. (The three year average of the CPI-U Northeast is not yet known.)

Note: If O-25-58 “Amending the Unaffiliated Employees Personnel Policies with respect to the Fire Department’s chief officers’ compensation and benefits” passes, that legislation will take precedence over this legislation for the Fire Department’s chief officers.

Appendix A - Unaffiliated Salary and Wage Schedule starting July 1, 2026

4% Between Each Step									
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
25	139,137.25	144,702.74	150,490.85	156,510.48	162,770.90	169,281.74	176,053.01	183,095.13	190,418.93
24	129,430.00	134,607.20	139,991.49	145,591.15	151,414.79	157,471.39	163,770.24	170,321.05	177,133.89
23	120,400.00	125,216.00	130,224.64	135,433.63	140,850.97	146,485.01	152,344.41	158,438.19	164,775.71
22	112,000.00	116,480.00	121,139.20	125,984.77	131,024.16	136,265.13	141,715.73	147,384.36	153,279.73

Gradation: 1.075

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
21	108,801.77	113,153.84	117,680.00	122,387.20	127,282.69	132,373.99	137,668.95	143,175.71	148,902.74
20	101,210.95	105,259.39	109,469.77	113,848.56	118,402.50	123,138.60	128,064.14	133,186.71	138,514.18
19	94,149.72	97,915.71	101,832.34	105,905.63	110,141.86	114,547.53	119,129.44	123,894.61	128,850.40
18	87,581.14	91,084.38	94,727.76	98,516.87	102,457.54	106,555.85	110,818.08	115,250.80	119,860.83
17	81,470.83	84,729.66	88,118.85	91,643.60	95,309.34	99,121.72	103,086.59	107,210.05	111,498.45
16	75,786.81	78,818.29	81,971.02	85,249.86	88,659.85	92,206.25	95,894.50	99,730.28	103,719.49

Gradation: 1.075

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
15	70,499.36	73,319.34	76,252.11	79,302.19	82,474.28	85,773.25	89,204.18	92,772.35	96,483.25
14	67,142.25	69,827.94	72,621.06	75,525.90	78,546.94	81,688.81	84,956.37	88,354.62	91,888.81
13	63,945.00	66,502.80	69,162.91	71,929.43	74,806.61	77,798.87	80,910.82	84,147.26	87,513.15
12	60,900.00	63,336.00	65,869.44	68,504.22	71,244.39	74,094.16	77,057.93	80,140.25	83,345.86

Gradation: 1.05

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
11	52,500.00	54,600.00	56,784.00	59,055.36	61,417.57	63,874.28	66,429.25	69,086.42	71,849.88

LEGISLATIVE YEAR 2025

ORDINANCE: **O-25-063**

PURPOSE: **Amending the Unaffiliated Employees Personnel Policies with respect to the Unaffiliated Employee Salary and Wage Schedule**

ENDORSER(S): **Mayor Jim Donchess**

**COMMITTEE
ASSIGNMENT:** **Personnel/Administrative Affairs Committee**

FISCAL NOTE: **Estimated cost is in the \$450,000 range.**

ANALYSIS

This legislation amends the Unaffiliated Employees Personnel Policies by replacing the existing Unaffiliated Wage and Salary Schedule with a new Wage and Salary Schedule to take effect on July 1, 2026. The implementation is described in the legislation. In addition, the legislation provides that the Groundkeepers and Sub Foremen of Edgewood Cemetery will receive a \$5.00 per hour increase to their rate of pay retroactive to July 1, 2025.

The legislation also notes that if O-25-58 "Amending the Unaffiliated Employees Personnel Policies with respect to the Fire Department's chief officers' compensation and benefits" passes, that legislation will take precedence over this legislation. If that legislation does not pass, the Fire Department's unaffiliated employees will receive salary increases as described in this legislation.

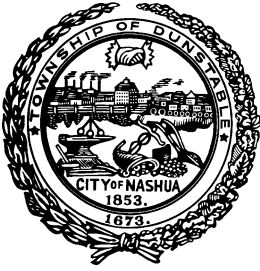
Under NRO 50-3, the merit plan may be amended by ordinance. Prior to the introduction of such amendments by the Mayor, division directors and department heads shall have the opportunity to comment on the amendments.

Approved as to **Financial Services Division**
account number and/or
structure, and amount: **By: /s/Rosemarie Evans**

Approved as to form: **Office of Corporation Counsel**

By: /s/Dorothy Clarke

Date: August 6, 2025



RESOLUTION

RELATIVE TO A NON-BINDING BALLOT REFERENDUM CONCERNING THE KEEFE AUDITORIUM

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

RESOLVED by the Board of Aldermen of the City of Nashua that the following non-binding question be placed on the ballot for the regular municipal election to be held in November 2025:

“The Elm Street Middle School is being redeveloped for new affordable and market rate housing. The Keefe Auditorium is part of the Elm Street Middle School. To enable the Keefe Auditorium to continue to be used for performances, the City must spend approximately \$25 million for a code required heating system, bathrooms and fire protection with no new additional enhancements. Alternatively, the City could allow the Keefe Auditorium to be replaced by more housing and/or by green space. Should the City spend approximately \$25 million to meet code requirements and keep the Keefe Auditorium open?”

LEGISLATIVE YEAR 2025

RESOLUTION:

R-25-158

PURPOSE:

Relative to a Non-Binding Ballot Referendum Concerning the Keefe Auditorium

ENDORSER(S):

Mayor Jim Donchess

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

The City Clerk estimates the cost associated with a ballot question to be approximately \$200 during a regular municipal election.

ANALYSIS

This resolution authorizes the placement of a non-binding referendum question on the November 2025 regular municipal election ballot. The non-binding referendum question is advisory to the Board and is a method by which the Board may order the prudential affairs of the city pursuant to RSA 47:17. No public hearing is required for this legislation.

Approved as to form:

Office of Corporation Counsel

By: /s/Celia K. Leonard

Date: April 18, 2025



ORDINANCE

PROHIBITING THE SALE OF KRATOM

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part II “General Legislation”, Chapter 225 “Peace and Good Order” of the Nashua Revised Ordinances, as amended, be hereby further amended by adding the new underlined article as follows:

“ARTICLE IV Prohibition of the Sale of Kratom

§ 225-6. Sale of Kratom is prohibited.

It shall be unlawful for any person to sell, offer to sell, give away, deliver, or publicly display for sale Kratom, or any products containing mitragynine and hydroxymitragynine or 7-hydroxymitragynine alkaloids, within the City limits of Nashua.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect 30 days after passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-051

PURPOSE:

Prohibiting the sale of Kratom

ENDORSERS:

**Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Ben Clemons**

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

Unknown.

ANALYSIS

This legislation prohibits the sale of Kratom, or products containing the main psychoactive constituents in Kratom within the City of Nashua. There is no State of New Hampshire prohibition on Kratom.

Under the authority of RSA 31:39 and 47:17, cities are allowed to pass ordinances to make and order their prudential affairs, or that seem for the well-being of the city.

Approved as to form:

Office of Corporation Counsel

By: Douglas Clarke

Date: 11 February 2025



ORDINANCE

RULES FOR REMARKS BY ALDERMEN AT MEETINGS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article III “Rules and Order of Business”, Section 5-14 “Order of business” of the Nashua Revised Ordinances, be amended by adding the new underlined language as follows:

“§ 5-14. Order of business.

...

D. Remarks by Aldermen allowed in Subsections A and B above shall be conducted as follows:

- (1) Speaker may not speak until recognized by the presiding officer;
- (2) One person speaks at a time;
- (3) Each speaker is limited to speaking once per Remarks by Aldermen period and is limited to three minutes during said period;
- (4) Profane and/or obscene remarks are prohibited; and
- (5) The presiding officer has authority to terminate the remarks of any speaker when such remarks do not adhere to this chapter or other applicable law.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect following its passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-056

PURPOSE:

Rules for remarks by aldermen at meetings

ENDORSER(S):

Alderman Chris Thibodeau

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

None.

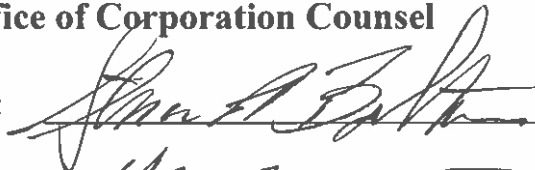
ANALYSIS

This legislation adds rules for the remarks by aldermen at full board and committee meetings. The Board of Aldermen may waive their own rules at any time, third parties cannot enforce them, and a failure to follow the rules does not render any action void or voidable.

Approved as to form:

Office of Corporation Counsel

By:



Date:

MAY 21, 2025



ORDINANCE

PROHIBITING BANNERS, FLAGS, AND SIGNS AT MEETINGS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article II “General Provisions”, Section 5-7 “Meetings” of the Nashua Revised Ordinances, be amended by adding the new underlined language as follows:

“§ 5-7. Meetings.

...

G. The use of banners, flags, signs, or other items which may create a safety concern, obstruct the view of other members of the public, or restrict public access within the Aldermanic Chambers is prohibited.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect following its passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-060

PURPOSE:

Prohibiting banners, flags, and signs at meetings

ENDORSER(S):

Alderman Richard A. Dowd

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs

FISCAL NOTE:

None.

ANALYSIS

This legislation explicitly prohibits the use of banners, flags, signs, or other items which may create a safety concern, obstruct the view of other members of the public, or restrict public access within the Aldermanic Chambers. The Board of Aldermen may waive their own rules at any time, third parties cannot enforce them, and a failure to follow the rules does not render any action void or voidable.

Approved as to form:

Office of Corporation Counsel

By: Dorothy Clarke

Date: 2 July 2025