

PERSONNEL/ADMINISTRATIVE AFFAIRS COMMITTEE

JUNE 1, 2026

A meeting of the Personnel/Administrative Affairs Committee was held Monday, June 1, 2026 at 7:00 p.m. in the Aldermanic Chamber and duly noticed in two places, including the City's website in accordance with the requirements of RSA 91-A:2 II.

The roll call was taken with 5 members of the Personnel/Administrative Affairs Committee present:

Chairwoman Shoshanna Kelly presided.

Members of the Committee present:

- Alderman Thomas Lopez
- Alderman Derek Thibeault
- Alderman Paula Johnson
- Alderman-at-Large Ben Clemons, Vice Chair (arrive late via Zoom)
- Alderwoman-at-Large Shoshanna Kelly, Chairwoman

Members not in Attendance:

Also in Attendance:

- President Lori Wilshire, Board of Aldermen
- Alderman Tim Sennott
- Alderman Patricia Klee
- Alderman-at-Large Alicia Gregg
- Alderman Richard A. Dowd
- Tim Cummings, Administrative Services Director (via Zoom)
- Doria Brown, Energy Manager
- Matthew Sullivan, Community Development Director

ROLL CALL

PUBLIC COMMENT

Laurie Ortolano
Katie

COMMUNICATIONS

From: Alderman Paula Johnson
Re: Zoom meetings

From: Alderman Paula Johnson
Re: ADA requirements

There being no objection, Chairwoman Kelly accepted and place on file the communications that were handed out after the agenda was prepared from Alderman Johnson.

INTERVIEWS

Board of Health

Christian Jimenez (Social Worker)
21 Forest Hills Drive
Nashua, NH 3060

Term to Expire: December 31, 2027

Chairwoman Kelly noted that Michael McDowell was not in attendance and will be scheduled at a later date.

Arts Commission

Michael McDowell (new appointment)
217 Main Street

Term to Expire: June 9, 2029

Nashua, NH 03060

APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE – None

APPOINTMENTS BY THE MAYOR

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND THE FOLLOWING APPOINTMENT TO THE BOARD OF HEALTH AS A SOCIAL WORKER MEMBER: CHRISITIAN JIMENEZ WITH A TERM TO EXPIRE DECEMBER 31, 2027;

TO RECOMMEND THE FOLLOWING RE-APPOINTMENT TO THE GREELEY PARK ADVISORY COMMITTEE: STEPHANIE BALLENTINE WITH A TERM TO EXPIRE JUNE 13, 2029

MOTION CARRIED (Alderman Lopez abstained due to a work conflict)

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS

R-26-036

Endorsers: Mayor Jim Donchess
Alderman Vengerflutta Smith
Alderman-at-Large Alicia Gregg

ADOPTING THE COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY AND RESILIENCY (C-PACER) PROGRAM

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL

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

Yea: Alderman Lopez, Alderman Thibeault, Alderman Clemons,
Alderman Kelly 4

Nay: Alderman Johnson 1

MOTION CARRIED

NEW BUSINESS – ORDINANCES

MOTION BY ALDERMAN THIBEAULT TO REMOVE FROM THE TABLE O-26-007, BY ROLL CALL

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

Yea: Alderman Lopez, Alderman Clemons, Alderman Thibeault,
Alderman Kelly 4

Nay: Alderman Johnson 1

MOTION CARRIED

O-26-007

Endorsers: Mayor Jim Donchess
Alderman Vengerflutta Smith
Alderman Derek Thibeault
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Alicia Gregg
Alderman-at-Large Shoshanna Kelly
Alderman-at-Large Amber Morgan
Alderman-at-Large Lori Wilshire

AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES BY ADDING A MEDICAL INSURANCE COVERAGE OPT-OUT STIPEND

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL

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

Yea: Alderman Thibeault, Alderman Clemons, Alderwoman Kelly 3

Nay: Alderman Lopez, Alderman Johnson 2

MOTION CARRIED**O-26-010**

Endorser: Alderman Paula Johnson

REGARDING USE OF ELECTRONIC DEVICES DURING MEETINGS**MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL****MOTION BY ALDERMAN CLEMONS FOR INDEFINITE POSTPONEMENT, BY ROLL CALL**

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

Yea: Alderman Lopez, Alderman Thibeault, Alderman Clemons,
Alderwoman Kelly 4

Nay: Alderman Johnson 1

MOTION CARRIED**O-26-011**

Endorsers: Alderman Paula Johnson

Alderman Derek Thibeault

REGARDING VIRTUAL MEETING PARTICIPATION**MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL**

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

Yea: Alderman Johnson 1

Nay: Alderman Lopez, Alderman Thibeault, Alderman Clemons,
Alderwoman Kelly 4

MOTION FAILED**MOTION BY ALDERMAN CLEMONS FOR INDEFINITE POSTPONEMENT, BY ROLL CALL**

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

Yea: Alderman Lopez, Alderman Thibeault, Alderman Clemons,
Alderwoman Kelly 4

Nay: Alderman Johnson 1

MOTION CARRIED**O-26-012**

Endorsers: Alderman Tim Sennott

Alderman-at-Large Amber Morgan

Alderman-at-Large Alicia Gregg

Alderman Thomas Lopez

AMENDING THE DEFINITION OF SECONDHAND DEALERS

MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL

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

Yea: Alderman Lopez, Alderman Thibault, Alderman Johnson,
Alderwoman Kelly 4

Nay: Alderman Clemons 1

MOTION CARRIED**O-26-014**

Endorser: Alderman Paula Johnson

AMENDING THE BOARD OF ALDERMEN COMPENSATION ORDINANCE**MOTION BY ALDERMAN THIBEAULT TO RECOMMEND FINAL PASSAGE, BY ROLL CALL**

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

Yea: Alderman Johnson 1

Nay: Alderman Lopez, Alderman Thibault, Alderman Clemons
Alderwoman Kelly 4

MOTION FAILED**MOTION BY ALDERMAN CLEMONS FOR INDEFINITE POSTPONEMENT, BY ROLL CALL**

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

Yea: Alderman Lopez, Alderman Thibault, Alderman Clemons,
Alderwoman Kelly 4

Nay: Alderman Johnson 1

MOTION CARRIED**TABLED IN COMMITTEE****Arts Commission**

Judith Carlson (re-appointment)
15 Manchester Street
Nashua, NH 03064
- tabled at 5/4/26 meeting

Term to Expire: April 1, 2029

MOTION BY ALDERMAN JOHNSON TO REMOVE FROM THE TABLE O-26-002, BY ROLL CALL
Alderman Johnson rescinded motion**O-26-002**

Endorsers: Alderman Paula Johnson
Alderman-at-Large Ben Clemons
Alderman Tim Sennott

ALLOWING ELECTRONIC PUBLIC COMMENT FOR PEOPLE WITH WALKING DISABILITIES**O-26-004**

Endorsers: Alderwoman-at-Large Shoshanna Kelly
Alderwoman Vengerflutta Smith
Alderman Tim Sennott
Alderman Thomas Lopez

REPEALING THE PROHIBITION ON CAMPING ON PUBLIC PROPERTY**O-26-005**

Endorsers: Alderwoman-at-Large Shoshanna Kelly
Alderman Tim Sennott
Alderman Thomas Lopez

REPEALING THE PROHIBITION ON CAMPERS AND RECREATIONAL VEHICLES ON PUBLIC PROPERTYPUBLIC COMMENT

Katie Lemar
Laurie Ortolano

GENERAL DISCUSSION - None

REMARKS BY THE ALDERMEN - None

ADJOURNMENT**MOTION BY ALDERMAN CLEMONS TO ADJOURN, BY ROLL CALL**

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

Yea: Alderman Lopez, Alderman Thibeault, Alderman Johnson,
Alderman Clemons, Alderwoman Kelly

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Nay:

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MOTION CARRIED

The meeting was declared closed at 9:10 p.m.

Alderman Derek Thibeault
Committee Clerk

o request an accommodation to speak during a public meeting via Zoom, you must contact your city's **ADA Coordinator** or the **City Clerk** directly. While specific contacts vary by municipality, the process generally follows these steps:

1. Identify the Correct Contact

Most cities list a specific **ADA Coordinator** on their website, often under "City Clerk," "Human Resources," or "Civil Rights."

- **Search Strategy:** Go to your city's official website and search for "ADA Coordinator," "Disability Services," or "Accommodation Request."
- **Common Contacts:** If a specific coordinator isn't listed, contact the **City Clerk's Office** or the main city phone number (often **311** in larger cities) and ask for the person responsible for ADA accommodations for public meetings.

2. Submit a Written Request

While verbal requests are sometimes accepted, a **written request** (email or formal letter) is strongly recommended to create a legal record. Your request should include:

- **Your Contact Information:** Name, address, phone, and email.
- **Meeting Details:** The specific date, time, and name of the meeting (e.g., "City Council Meeting on June 15").
- **Specific Accommodation Needed:** Clearly state that due to a disability, you require the ability to **speak during the public comment period via Zoom** (or a similar virtual platform). You do not need to disclose your specific medical diagnosis, only the functional limitation and the needed accommodation.
- **Timeline:** Submit your request as early as possible. Most cities require **48 hours to 5 business days** advance notice to arrange services like dedicated Zoom links, moderator training, or CART captioning.

3. Sample Request Language

You can use the following template for your email or letter:

Subject: ADA Accommodation Request for Public Comment – [Meeting Date]

Dear [ADA Coordinator/City Clerk Name],

I am writing to request a reasonable accommodation under the Americans with Disabilities Act (ADA) to participate in the [Name of Meeting] scheduled for [Date] at [Time].

Due to a disability, I am unable to attend the meeting in person. I request permission to provide my public comment verbally via **Zoom** (or a similar video conferencing platform) during the designated public comment period. This accommodation is necessary for me to have an equal opportunity to participate in this civic activity.

Please confirm that I will be provided with a direct link to speak and that the meeting moderator will be instructed to recognize remote speakers from the virtual queue.

I am submitting this request [Number] days in advance. Please let me know if you require any further information to facilitate this accommodation.

Sincerely, [Your Name] [Your Phone Number]

4. Follow Up and Enforcement

- **Confirmation:** Request a written confirmation that your accommodation has been approved.
- **Deadlines:** Be aware that while cities can deny requests made less than 48 hours in advance if they are logistically impossible, they cannot deny a request simply because it was inconvenient.
- **Grievance:** If your request is denied or ignored, every city is required to have an **ADA Grievance Procedure**. You can file a formal complaint with the city's ADA Coordinator or contact the **U.S. Department of Justice** or your state's civil rights division.

The U.S. Department of Justice recently extended the compliance deadline for state and local governments to make their websites and mobile apps accessible under **ADA Title II**, with the new deadline falling on **April 26, 2027** for entities serving 50,000 or more people and **April 26, 2028** for smaller entities.

These mandates require public entities to ensure their digital services, including **online public meetings**, meet **WCAG 2.1 Level AA** standards to provide equal access for individuals with disabilities. Key accessibility requirements for these digital meetings include providing **captioning** for attendees who are deaf or hard of hearing, **audio descriptions** for blind or low-vision users, and ensuring that **digital documents** (such as agendas and presentations) are compatible with screen readers and other assistive technologies.

ADA for disabled to participate in public meeting via zoom

Finished

Under the updated **ADA Title II** regulations, public entities must ensure that individuals with disabilities can fully participate in **public meetings held via Zoom** or other virtual platforms. The **U.S. Department of Justice (DOJ)** has mandated that these digital services meet **WCAG 2.1 Level AA** standards.

Key Accessibility Requirements for Zoom Meetings

To comply with federal mandates, public meetings hosted on Zoom must include the following accommodations:

- **Real-Time Captioning:** Live meetings must provide synchronized captions (CART) for attendees who are deaf or hard of hearing. Archived recordings must also be captioned.
- **Screen Reader Compatibility:** All meeting materials, including agendas, presentations, and handouts distributed digitally, must be tagged and structured for screen readers.
- **Keyboard Navigation:** The Zoom interface and any associated registration portals must be fully navigable using only a keyboard, without requiring a mouse.
- **Audio Descriptions:** Visual information presented during the meeting (charts, videos, slides) must be described orally or via audio description tracks for blind or low-vision participants.

- **Sign Language Interpretation:** While not a strict WCAG criterion, providing a visible sign language interpreter (via video pinning) is a standard reasonable accommodation under the ADA.
- **Accessible Invitations:** Meeting invites and registration forms must be accessible, clearly stating how attendees can request additional accommodations.

Compliance Deadlines

The DOJ recently extended the compliance deadlines for these digital accessibility rules:

- **April 26, 2027:** For public entities serving populations of **50,000 or more**.
- **April 26, 2028:** For public entities serving populations of **fewer than 50,000**.

These deadlines apply to all web content and mobile apps, including the platforms used for virtual public meetings. Failure to comply can result in lawsuits, fines, and exclusion of individuals with disabilities from civic participation.

ADA mandate that cities and town allow disabled individual to actually speak during comment period via zoom

Finished

Yes, under the **Americans with Disabilities Act (ADA) Title II**, cities and towns are mandated to provide **reasonable accommodations** that allow individuals with disabilities to **speak during the public comment period** of meetings held via Zoom or other virtual platforms.

The **U.S. Department of Justice (DOJ)** and various state Attorney Generals have clarified that excluding a disabled individual from speaking, or failing to provide the necessary tools for them to do so, constitutes discrimination.

Mandate for Equal Participation

The core legal requirement is that public entities must ensure individuals with disabilities can participate in **programs, services, and activities**—which includes public meetings and the **public comment period**—on an equal basis with others.

- **Right to Speak:** If a city holds a meeting where the public is invited to comment, a disabled individual requesting to speak via Zoom as an accommodation must be allowed to do so. Denying this request effectively excludes them from the activity.
- **"Seen and Heard" Standard:** For hybrid meetings (part in-person, part virtual), regulations increasingly require that remote participants be fully integrated. This means they must be able to **hear the proceedings clearly** and be **recognized to speak** in real-time, just like those in the room.
- **Interactive Process:** Upon receiving a request, the city must engage in an **interactive process** with the individual to determine the specific accommodation needed. This could include providing a dedicated Zoom link, ensuring the moderator monitors the virtual "raise hand" queue, or supplying a dial-in number if video is not feasible for the user.

Specific Zoom Accommodations for Speakers

To comply with **WCAG 2.1 Level AA** standards and ADA mandates, cities hosting Zoom meetings must configure their sessions to facilitate speaking for disabled attendees:

- **Prioritizing the Speaker Queue:** Moderators must be trained to monitor and call on virtual participants using the "raise hand" feature, ensuring disabled speakers are not skipped or delayed compared to in-person speakers.
- **Audio Clarity:** The system must ensure that the voice of the remote speaker is clearly audible to the board and the in-person audience (often requiring high-quality speakers in the physical meeting room).
- **Alternative Input:** If a disability prevents verbal speech, the city must allow alternative methods of "speaking," such as reading a chat message aloud by a moderator or allowing a pre-recorded statement to be played, provided this offers **substantially equivalent** participation.

- **No Extra Barriers:** Cities cannot impose stricter time limits or more cumbersome sign-up processes for virtual speakers than for in-person speakers.

Compliance Deadlines and Enforcement

While the obligation to provide reasonable accommodations has existed since the ADA's inception, the **DOJ's 2024 Final Rule** codifies specific technical standards for the digital platforms used to facilitate this speech.

- **Deadlines:** Cities with populations over 50,000 must comply by **April 26, 2027**, and smaller towns by **April 26, 2028**.
- **Third-Party Responsibility:** Even if a city uses a third-party vendor to manage Zoom meetings, the city remains legally responsible for ensuring the platform allows disabled individuals to speak.

Failure to allow a disabled individual to speak during the comment period can result in **DOJ investigations, private lawsuits**, and findings of civil rights violations.

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