

SPECIAL
REPORT OF THE FINANCE COMMITTEE

JULY 31, 2019

A meeting of the Finance Committee was held on Wednesday, July 31, 2019, at 7:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Alderman Michael B. O'Brien, Vice Chair
Alderman -at-Large Shoshanna Kelly
Alderman Patricia Klee
Alderman June M. Caron

Members not in Attendance: Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright

Also in Attendance: Kim Kleiner, Director, Administrative Services
John Griffin, CFO/Comptroller
Dan Kookan, Purchasing Manager

Mayor Donchess

Alderman Laws has a family commitment and said he wouldn't be here tonight, so he called in and talked to me.

PUBLIC COMMENT - None

From: Mayor Jim Donchess
Re: Emergency PO Request – Emergency Bar Rack Repair for \$137,660 at WWTF

**MOTION BY ALDERWOMAN KELLY TO ACCEPT AND PLACE ON FILE
MOTION CARRIED**

From: Dan Kookan, Purchasing Manager
Re: Patriot Properties-Upgrade of AssessPro Classic to AssessPro AP5 (Value: \$34,750)

MOTION BY ALDERWOMAN KELLY TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO PATRIOT PROPERTIES IN THE AMOUNT OF \$34,750. FUNDS ARE AVAILABLE IN DEPARTMENT 132, ASSESSING; GENERAL OPERATING FUND

ON THE QUESTION

Mayor Donchess

Ms. Kleiner is here to explain this item which she is going to proceed to do.

Kim Kleiner, Director Administrative Services

Good evening Mr. Mayor, Members of the Committee. I am Kim Kleiner, Administrative Services Director. So back in April when we came to the Board of Aldermen and presented the Assessing Improvement Plan we actually talked about this upgrade but we talked about having it in 2020. What we said at that time was that we were going to work this summer on transferring our abatements and some other data from our old Admin System to the current AssessPro System; that's why we weren't going to do the upgrade. That has changed. So what we found when we were converting the Admin data was that there aren't enough fields in our current software to transfer it correctly. So we started to investigate in more depth the upgrade.

What we have found is that the upgrade will work very nicely with transferring over that data from Admins and the increased functionality in the new upgrade is going to create efficiencies within the Assessing Department. So I included those upgrades and those features. I am happy to answer any questions about them. I will tell you that last week Patriot came in and gave the full assessing staff a demo, walked us through it. There will be extensive training for all of our staff on the new system; that is part of the contract. A bit of good news, while they were in giving us the demo they were working with us on the archive pro which is the software that we purchased to put property cards on-line as is. So they were here and they came back yesterday and worked with us again and as of today you can go on the City Website and you can look at property cards on-line for every property; so that's just a bit of news.

Mayor Donchess

And print them out correct.

Ms. Kleiner

And you can print them at home.

Mayor Donchess

We have had a little focus on property cards so this will enable people to gain immediate access to everything, right?

Ms. Kleiner

Correct.

Mayor Donchess

Alright, so any discussions or questions?

Alderman Klee

Thank you actually I don't have so much of a question you have answered my question, I was going to ask if this was going to help with the on-line at home and so on. This is great, this is great news and thank you so much Kim for doing this. I appreciate this thank you.

Mayor Donchess

And this started just today right, today was the first day, today was Day 1.

Ms. Kleiner

Today was Day 1 of the property cards on-line. I think of the important things that we've really noticed with this is that there are so many updated tables and fields and note sections that are going to allow our assessors to

document more changes and more things that they could in our current software. They will also, a big plus, is that they will be able to work in multiple tax years all within the same data base. So right now we don't have that capability. Once we start to move to File Capture to print bills and things, our assessors are kind of at a standstill and can't work within the data base. So there is going to be some real efficiency.

Alderman O'Brien

Yeah just a comment but I compliment you on doing this because a lot of people forget, being Chairman of the Infrastructure Committee, but computer programming is infrastructure as well too. If we cannot do our job well you know this is sort of like you know having a house and not painting it and wondering why the clapboards are falling off. And you can get that with the computer system, particularly in this day and age where new generations come out fairly quickly and different things. But I am sure with some of the Admin I worked on that while I was on the Fire Department and it was thrilling then and I am sure it is wicked neat now. But I am glad to see that the City is now adopting, as part of its infrastructure in replacing this. So well done and I support this 100%, thank you.

Alderwoman Kelly

Thank you for your diligence, I know there's a lot of things that are happening in the Assessing Department and I think that this makes a lot of sense. I have two questions; one was if I were a constituent who wanted to find my property tax where do I go, or my property card, where would I go?

Ms. Kleiner

Sure. Go to the Assessing Web Site. You will see a box there that says "Web Pro", click on that box, that will bring up a search of the street and you can put in your street, pull up your house number. Then you will see a tab that says "Assessor's Property Card" click on that and up comes your card.

Alderwoman Kleiner

Great and thank you probably have already answered this before but it's been a little bit. This brings us up to industry standard in terms of software.

Ms. Kleiner

Correct, it does so this software hasn't been upgraded since it was installed in 2004. But this does bring us up to the latest version of AssessPro.

Alderwoman Kelly

Thank you.

MOTION CARRIED

From: Dan Kookan, Purchasing Manager

Re: ESRI (GIS) Enterprise License Agreement and ArcGIS GeoEvent Server (3 Year)

MOTION BY ALDERWOMAN KELLY TO ACCEPT, PLACE ON FILE AND, CONTINGENT UPON BOARD OF ALDERMEN APPROVAL, AWARD THE THREE-YEAR CONTRACT TO ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE IN AN AMOUNT NOT TO EXCEED \$28,000 PER YEAR. SOURCE OF FUNDING IS DEPARTMENT, 134 GIS; GENERAL OPERATING FUND

ON THE QUESTION

Mayor Donchess

Ms. Kleiner?

Ms. Kleiner

Good evening. So this is a contract, it is a renewal, this is for our GIS Software. It is a multi-year contract so it will require approval by the Board. But we have a license, we have an Enterprise License that we carry. That Enterprise License also enables Pennichuck Corporation to use our software license as well. So we split the cost, the yearly cost with Pennichuck. So that's why you will see that I said in the Memo it is an annual cost to the City and to Pennichuck of \$28,000.00.

We've done a lot of work in GIS; our Infrastructure team in IT has really been working hard working with a gentleman from CDM Smith and they have moved a lot of the software and the data over to a new server in IT. That project is going very well. We also have a final report on recommendations that CDM Smith would make for how we move forward with GIS and we will be bringing those to the PEDC Committee on September 3rd.

MOTION CARRIED

ADJOURNMENT

**MOTION BY ALDERMAN O'BRIEN TO ADJOURN
MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:11 p.m.

Aldерwoman-at-Large Shoshanna Kelly
Committee Clerk