

REPORT OF THE FINANCE COMMITTEE

AUGUST 16, 2023

A meeting of the Finance Committee was held on Wednesday, August 16, 2023, at 7:00 p.m. in the Aldermanic Chamber.

Alderman Patricia Klee, Vice-Chairman, presided.

Members of the Committee present: Alderman Patricia Klee, Vice Chair  
Alderman Alex Comeau  
Alderman Tyler Gouveia  
Alderwoman-at-Large Gloria Timmons  
Alderman-at-Large Ben Clemons

Members not in Attendance: Mayor Jim Donchess  
Alderman-at-Large Melbourne Moran, Jr.

Also in Attendance: Cheryl Lindner, Treasury Management Officer  
Amy Girard, Purchasing Manager  
Nick Miseirvitch, Chief Information Officer  
Sam Durfee, Planning Manager

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PUBLIC COMMENT - None

COMMUNICATIONS

From: Amy Girard, Purchasing Manager  
Re: License upgrade for Lawson Software in the amount of \$39,758.94 funded from 53142 Consulting Services/Bond Funds; Capital Projects

**MOTION BY ALDERMAN COMEAU TO APPROVE AND PLACE ON FILE A REQUIRED LICENSING CHANGE IN THE LAWSON SOFTWARE DUE TO THE VENDOR NO LONGER SUPPORTING THE OLDER VERSION OF THE WINDOWS SERVER OPERATING SYSTEM THROUGH INFOR, LLC, IN THE AMOUNT OF \$39,758.94. FUNDING WILL BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 53142 CONSULTING SERVICES/BOND FUNDS; CAPITAL PROJECTS**

ON THE QUESTION

Nick Miseirvitch, Chief Information Officer

Thank you Madam Chair. As was mentioned, we need to procure this license to continue to be in compliance with our Lawson system. They are end of life of the current operating system that we're running on so we need to do an in place upgrade to get to a new version which means that this license also needs to be upgraded to match that operating system version.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager  
Re: Software Maintenance: Open Gov in the amount of \$105,157.50 funded from 54407 Software Maintenance/General Fund and 81700 Infrastructure Improvements/Capital Projects

**MOTION BY ALDERMAN COMEAU TO APPROVE, PLACE ON FILE, AND RENEW THE SUPPORT OF THE DIVISION OF PUBLIC WORKS WORK ORDER MANAGEMENT SOFTWARE SYSTEM CARTEGRAPH IN THE AMOUNT OF \$105,157.50. FUNDING WILL BE THROUGH DEPARTMENT 120 TECHNOLOGY MAINTENANCE; FUND: 54407 SOFTWARE MAINTENANCE/GENERAL FUND \$84,126 AND 81700 INFRASTRUCTURE IMPROVEMENTS/CAPITAL PROJECTS \$21,031.50**

ON THE QUESTION

Nick Miseirvitch, Chief Information Officer

This is for the software that the Division of Public Works uses for their work order management system. Cartegraph was

purchased by Open Gov this past year which is why there's a name change and which also spurred a new contract because of that change but the software is identical. They just rebranded the software so our data is still intact.

**MOTION CARRIED**

From: Amy Girard, Purchasing Manager

Re: Contract to Update the Land Use Code in the amount of \$375,000 funded from 53142 Consulting Services/Capital Improvement/Grant Funds

**MOTION BY ALDERMAN COMEAU TO APPROVE, PLACE ON FILE, AND AWARD A CONTRACT FOR THE LAND USE CODE UPDATE PROJECT TO PRINCIPLE GROUP IN THE AMOUNT OF \$375,000. FUNDING WILL BE THROUGH DEPARTMENT 181 COMMUNITY DEVELOPMENT; FUND: 53142 CONSULTING SERVICES/CAPITAL IMPROVEMENTS \$225,000 AND 53142 CONSULTING SERVICES/GRANT FUNDS \$150,000**

ON THE QUESTION

Sam Durfee, Planning Manager

Good evening. Thank you Madam Chair. This is the contract that we hope to enter in with Principle Group who is our selected consultant through an RP process that we initiated in January as articulated in the title. This is a combination of funds allocated through the escrow process and then we also saw \$150,000 through a grant program offered through New Hampshire Housing Finance Authority. I'd be happy to take any questions.

Chairman Klee

I just have one comment. I'm very happy this is happening. It's time for us to update our Land Use Codes.

**MOTION CARRIED**

UNFINISHED BUSINESS - None

TABLED IN COMMITTEE - None

NEW BUSINESS – RESOLUTIONS**R-23-150**

Endorsers: Mayor Jim Donchess

Alderman-at-Large Michael B. O'Brien, Sr.

Alderman-at-Large Gloria Timmons

**APPROVING AN AMENDMENT TO PCS SITE AGREEMENT WITH SBA 2012 TC ASSETS, LLC FOR THE CELL TOWER SITE LOCATED AT 70 BRIDGE STREET**

**MOTION BY ALDERMAN COMEAU TO RECOMMEND FINAL PASSAGE****MOTION CARRIED**

NEW BUSINESS – ORDINANCES – None

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN COMEAU THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORDS OF EXPENDITURES FOR THE PERIOD JULY 28, 2023 TO AUGUST 10, 2023**

**MOTION CARRIED**

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN

Alderman Timmons

Thank you Madam Chair. I just want to congratulate Ward 3 on the fantastic job they did at the Parkfest. It rained on us but it was at the end. It was really spectacular. You did a good job and you should commend yourself.

Chairman Klee

Thank you very much. It did rain on our parade right at the end. We did have a really good attendance and a lot of vendors and people. The past couple of days I've been running around delivering raffle baskets because we had (inaudible) the drawing. About quarter of two the heavens opened up. Other than that, it was a very hot, hot day. Thank you. I did see a number of Aldermen there as well. I appreciated all that. Alderman Gouveia I know you were there as well.

I also wanted to thank everybody that came out and all those that attended the event. It really was a spectacular event. Even places like Habitat for Humanity got a lot more volunteers to help with the house being built on Granite Street. Anybody who wants to help with that, lend a couple of hours, the young lady needs to have 350 volunteer hours. They don't all have to be by herself. She can get volunteers and people that sign up and help her make those 350 hours. Habitat for Humanity is a great program that helps people get started and so on.

I'd also like to send out my condolences to Charlie Colletta's family. A constituent of mine. During the Parkfest, I received a phone call that he had passed away the day before. I have to admit, I felt like my breath was taken from my chest. Today was his wake and tomorrow will be his funeral. To his family and friends, I give out my condolences.

Any other remarks?

ADJOURNMENT

**MOTION BY ALDERMAN COMEAU TO ADJOURN  
MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:08 p.m.

Alderman Alex Comeau  
Committee Clerk