

REPORT OF THE FINANCE COMMITTEE

OCTOBER 20, 2021

A meeting of the Finance Committee was held on Wednesday, October 20, 2021, at 7:00 p.m. in the Aldermanic Chamber and via Zoom. The meeting link information can be found on the agenda.

Mayor Jim Donchess, Chairman, presided.

Members of the Committee present: Mayor Jim Donchess
Alderman Patricia Klee, Vice Chair
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Linda Harriott-Gathright
Alderwoman-at-Large Shoshanna Kelly (joined at 7:30 pm)

Members not in Attendance: Alderman-at-Large Brandon Michael Laws
Alderwoman Elizabeth Lu

Also in Attendance: John Griffin, CFO/Comptroller
David Fredette, Treasurer/Tax Collector
Kim Kleiner, Administrative Services Director
Kelly Parkinson, Purchasing Manager
Tim Cummings, Economic Development Director

PUBLIC COMMENT - None

COMMUNICATIONS

From: Kelly Parkinson, Purchasing Manager
Re: Nashua Housing & Inclusionary Zoning Studies in the amount not to exceed \$70,600 funded from accounts 53142 Consulting Services (Economic Development)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE AMENDMENT #3 TO THE CONTRACT WITH RKG ASSOCIATES FOR THEIR ASSISTANCE IN DEVELOPING LEGISLATION RELATIVE TO UPDATING THE INCLUSIONARY ZONING ORDINANCE IN AN AMOUNT NOT TO EXCEED \$70,600. FUNDING WILL BE THROUGH DEPARTMENT 183 ECONOMIC DEVELOPMENT; FUND: 53142 CONSULTING SERVICES, BY ROLL CALL

ON THE QUESTION

Tim Cummings, Economic Development Director

Thank you Mayor. So for the record, Tim Cummings, Director of Economic Development. Yes this evening I'm asking for your favorable consideration and approval of the communication before you for that \$70,000. This is a little bit complicated in its nature and I'll try to be brief. If you recall, we did a housing study back about a year and a half ago. That was about \$24,000 and change. We solicited various planning consultants – Lynn Sweet, JM Goldson, Judy Barrett, RKG Associates. We received a couple quotes from them. We ultimately decided to go with RKG Associates for just under \$25,000.

At the conclusion of that study, it became rather apparent that we had an affordable housing need that we wanted to continue that conversation. RKG through a separate contract for just about \$22,000 – a little bit more than that actually – exactly \$22,750 continued with an inclusionary zoning feasibility study. That work took place this spring. Now we're before you for what would be essentially be an amendment to that contract for \$23,200, which is the aggregate figure that I believe was referenced earlier this evening. That is actually to do some work that we've actually already studied. For those of you who participated in last night's conversation, I think it was a very good one and robust. We are not just looking to actually get the paperwork caught up with the work that we've started. So I'm looking forward for your approval this evening.

Alderman Klee

Thank you. Director Cummings it says not to exceed the \$70,600. Is that above the \$24,000 and change that we've

already put or is that included in that?

Tim Cummings, Economic Development Director

That's included.

Alderman Klee

Okay. So how much more is this above what we've already approved?

Tim Cummings, Economic Development Director

About \$23,200 approximately.

Alderman Klee

Above what we've already approved through this committee and so on?

Tim Cummings, Economic Development Director

No. So I want to be clear on that last comment Alderman Klee. So this committee hadn't approved the previous contracts because they were under \$25,000. So this is actually triggering it to go over the \$25,000. The first one was \$24,650 and the second one was \$22,750.

Alderman Klee

So in totality, it will be not to exceed the \$70,600 and that's \$23,200 above what we've already somewhat obligated?

Tim Cummings, Economic Development Director

It's within.

Alderman Klee

Okay thank you.

Mayor Donchess

Any other questions or comments? I do see on the screen that Alderwoman Kelly has joined us.

Alderman Klee

7:03 she joined us.

Mayor Donchess

So why don't we do that vote by roll call because now we have a remote member. Madam Clerk could you please call the roll?

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman O'Brien, Mayor Donchess 5

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Software Maintenance: Hyland Onbase in the amount not to exceed \$52,663 funded from accounts 54407
Software Maintenance (Information Technology)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE ANNUAL RENEWAL OF THE HYLAND ONBASE SOFTWARE SUPPORT SERVICES WITH HYLAND SOFTWARE, INC. IN AN AMOUNT NOT TO EXCEED \$52,663. FUNDING WILL BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE, BY ROLL CALL

ON THE QUESTION

Kim Kleiner, Administrative Services Director

Good evening. Kim Kleiner, Director of Administrative Services. So this is an interesting situation. Deputy Director Nick Miseirvitch and I have been reviewing all contracts that come up for software maintenance renewal. We've been looking at them in depth. During that process, this contract came up. The invoice came in. We realized it was part of a five-year agreement so this is actually an invoice for year three. We went back. We pulled the original contract addendum and we looked to see where it had been approved by the board and we're unable to locate where it had been. Because of that, we're bringing it forward to you for approval so that we may pay the year three invoice. I think we're doing our due diligence as it is new to both Mr. Miseirvitch and I on many of these contracts. We're making sure that we are familiar with them and that we are tracking them properly. Although many of these contracts are approved in our annual budget.

This particular contract is for our Risk Master software. This is essential to everything that our Risk Management does. So all of our claims, all of our insurance policies, all of our data are within this software application. The yearly invoice is for \$31,365.92. Next year we will have another invoice for that amount according to the addendum and then upon renewal of what we hope to be another five-year contract, we will bring that to you and to the full Board.

Alderman Klee

Thank you Director Kleiner. The only question that I have just more for the public's knowledge as well as ourselves, those past two years you said that it did not come in front of the board so for the record could we get what the amount of those two years were? Do you have that with you?

Kim Kleiner, Administrative Services Director

They were the same amount. It's the same amount each year billed annually and you are right. So we cannot find where the original five-year came in front of the board. They acted upon the past two years thinking that it had been. So essentially we can only ask for approval from what I understand of this year's invoice but we are rectifying the situation.

Alderman Klee

Mr. Mayor do we need to put something through even if it's – pardon my language – a posthumously for those previous two years or just making that comment and that's taking it that something happened and acknowledging it. Is that adequate?

Mayor Donchess

So you can't determine whether the Finance Committee five years ago passed this or not.

Kim Kleiner, Administrative Services Director

There is no record that they did so.

Mayor Donchess

Why doesn't your motion just include those first two years?

Alderman Klee

Okay. So we will modify the motion to include this as well as the past two years of \$52,663 each.

MOTION TO AMEND BY ALDERMAN KLEE TO ACCEPT, PLACE ON FILE AND APPROVE THE ANNUAL RENEWAL OF THE HYLAND ONBASE SOFTWARE SUPPORT SERVICES AS WELL AS THE PAST TWO YEARS OF \$52,663 EACH WITH HYLAND SOFTWARE, INC. IN AN AMOUNT NOT TO EXCEED \$52,663. FUNDING WILL

BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE, BY ROLL CALL

Mayor Donchess

How does that sound?

Kim Kleiner, Administrative Services Director

Thank you very much.

Alderwoman Kelly

Director Kleiner I just wanted to know can we just get a quick – I know you’re trying to give a quick overview but I’m wondering like if this were the five-year renewal what did it look like in comparison to what it was before? Did they hold the price? Did it go up in price?

Kim Kleiner, Administrative Services Director

Certainly. It did rise slightly in price and generally we see that with these types of renewals. It’s by norm and by trend generally a five percent increase. With this particular software, there is an upgrade that needs to be done and that may well trigger an increase in the renewal which we will see in the upcoming contract. We expect the upgrade to be done sometime next spring but certainly when the new contract comes forward, we’ll look to try to keep that increase as low as possible.

Alderwoman Kelly

Thank you Director Kleiner.

Kim Kleiner, Administrative Services Director

You’re welcome.

Mayor Donchess

Anyone else? Madam Clerk could you please call the roll?

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman O’Brien, Mayor Donchess 5

Nay: 0

MOTION CARRIED

From: Kelly Parkinson, Purchasing Manager

Re: Software Maintenance: MESA Support Services in the amount not to exceed \$62,732 funded from accounts 54407 Software Maintenance (Information Technology)

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE RENEWAL OF THE CSC MESA SUPPORT SERVICES MASTER AGREEMENT WITH COMPUTER SCIENCES CORPORATION IN AN AMOUNT NOT TO EXCEED \$62,732. FUNDING WILL BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE, BY ROLL CALL

ON THE QUESTION

Kim Kleiner, Administrative Services Director

I think I’m going to ask for some clarification. The motion that I just spoke to was the CSC MESA Support Services which

is our Risk Master. So I might have them out of order. I apologize. I was speaking just previously about the CSC MESA Support Services which is the Risk Master.

Mayor Donchess

Well the other is the software maintenance Hyland on this?

Kim Kleiner, Administrative Services Director

That is also up for renewal. That is the \$52,663 and that has been approved annually. That one is not in question. Hyland is our database that we use for a variety of functions, including our accounts payable, all of our invoicing is through there, all of our document preservation is through that system.

Alderman Klee

Mr. Mayor before we continue could we do a revote on the previous one where we state the amount and then add those other two years to it?

Mayor Donchess

Yes. Let's go back to MESA. We switched it. So let's go to MESA and reread the motion that's \$62,000.

MOTION TO AMEND BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE RENEWAL OF THE CSC MESA SUPPORT SERVICES MASTER AGREEMENT WITH COMPUTER SCIENCES CORPORATION IN AN AMOUNT NOT TO EXCEED \$62,732 FOR YEARS ONE, TWO, AND THREE. FUNDING WILL BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE, BY ROLL CALL

ON THE QUESTION

Mayor Donchess

We're amending the motion to include the retroactive approval of those two years from five years ago. Years 1 and 2 of the contract, right? Correct?

Kim Kleiner, Administrative Services Director

That includes it.

Alderman Klee

And each of those would be for \$62,732, correct?

Kim Kleiner, Administrative Services Director

No. The yearly amount, and I apologize, my agenda is not the same as yours. The yearly amount for the MESA is \$31,365.92. Is Ms. Parkinson on?

Mayor Donchess

We seem to have more than one version of the agenda here.

Kelly Parkinson, Purchasing Manager

The MESA Risk Master is for two years for \$31,365 per year. So that's for two years. So it's for \$62,732.

Alderman Klee

So year one and two should that we had approved should be \$31,365.92?

Kelly Parkinson, Purchasing Manager

It should be that times three because it's for three years, right?

Kim Kleiner, Administrative Services Director

This is the third year of the contract. Correct Kelly?

Kelly Parkinson, Purchasing Manager

So it's for two years – it's \$31,365 per year. So for five years total for the whole contract was \$156,830.

Mayor Donchess

So we're in what year currently? What year are we approving of the contract – 1, 2, 3, 4, or 5?

Alderman Harriott-Gathright

One, two and three.

Alderman Klee

So we're going to be approving one, two, and we're currently in three is that correct Director Kleiner?

Kim Kleiner, Administrative Services Director

Correct. It extended the terms until 2023. So next year would be the fourth year.

Alderman Klee

No we're in 2022. We're in Fiscal Year 2021.

Kim Kleiner, Administrative Services Director

21?

Mayor Donchess

We're in Fiscal 22.

Kim Kleiner, Administrative Services Director

Right. This is calendar.

Mayor Donchess

All right. So we're approving now calendar year 2021 plus calendar year 2022 at roughly \$31,000 a year and we're retroactively approving two previous years?

Kim Kleiner, Administrative Services Director

Correct. So you would be approving 2019, 2020, and this year 2021.

Mayor Donchess

And are we approving 2022 at this point? Are you asking for that or just this year?

Kim Kleiner, Administrative Services Director

No, I'm sorry Sir. I'm speaking calendar year.

Mayor Donchess

All right so we're approving the calendar year 2021 in the amount of \$31,365; and we're retroactively because an issue has been discovered and we're retroactively approving years one and two of this five year contract in the same amount, correct?

Kim Kleiner, Administrative Services Director

Correct.

Alderman Klee

That would be calendar year 2019...

Mayor Donchess

Does that sound right to you Ms. Parkinson?

Kelly Parkinson, Purchasing Manager

I had it backwards. I have that we have two years left in the contract. Yes. The short answer is yes.

Mayor Donchess

So we're approving year three which is 2021 and we're retroactively approving years 2019 and 2020 in the same amount. We've discussed the contract and that is the motion. Any other discussion? We're on the MESA Support contract right now. Please call the roll.

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman O'Brien, Mayor Donchess 5

Nay: 0

MOTION CARRIED

Mayor Donchess

Now let's do the Hyland Onbase.

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT TO ACCEPT, PLACE ON FILE AND APPROVE THE ANNUAL RENEWAL OF THE HYLAND ONBASE SOFTWARE SUPPORT SERVICES WITH HYLAND SOFTWARE, INC. IN AN AMOUNT NOT TO EXCEED \$52,663. FUNDING WILL BE THROUGH DEPARTMENT 122 INFORMATION TECHNOLOGY; FUND: 54407 SOFTWARE MAINTENANCE, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman O'Brien, Mayor Donchess 5

Nay: 0

MOTION CARRIED

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

RECORD OF EXPENDITURES

MOTION BY ALDERMAN HARRIOTT-GATHRIGHT THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD FROM OCTOBER 1, 2021 TO OCTOBER 15, 2021, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly, Alderman O'Brien, Mayor Donchess	5
Nay:	0

MOTION CARRIED

GENERAL DISCUSSION

Alderman O'Brien

I'm sure Director Kleiner may do this but just to make sure with Legal that what we did here would kind of cover everything that is needed on that. I understand this was probably just a little bit of a snafu. In looking at this, this was a sole source procurement. It's not like it's looking for something out there in a can. They invented something for us. It had a priority so I don't see any problem but just to make sure.

Kim Kleiner, Administrative Services Director

If I may Chair?

Mayor Donchess

Yes.

Kim Kleiner, Administrative Services Director

So when we discovered it, we let Legal know and we asked for their guidance on how we should correct it. They did advise us to bring it to you and explain the situation. I will be happy to make sure that the motion that we made covers everything that needed to be done.

Alderman O'Brien

Seeing that you had the foresight to discuss this, brilliant. I'm content with that. It seems like you're already on the Legal's advice with this particular matter. I am content. Thank you.

Kim Kleiner, Administrative Services Director

You're welcome.

Mayor Donchess

Any other general discussion?

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

NON-PUBLIC SESSION - None

ADJOURNMENT

MOTION BY ALDERMAN KLEE TO ADJOURN, BY ROLL CALL

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

Yea: Alderman Klee, Alderman Harriott-Gathright, Alderwoman Kelly,
Alderman O'Brien, Mayor Donchess

5

Nay:

0

MOTION CARRIED

The Finance Committee meeting was adjourned at 7:24 p.m.

Alderman Linda Harriott-Gathright,
Committee Clerk