

~~Unapproved~~ **APPROVED**
Candia's Virtual Selectmen's Public Session Minutes
April 2nd, 2021 at 9:30 am

Note: Individual roll call has been taken after each motion.

9:30 am Chair Brock opened the Public Session Meeting.

Pledge of Allegiance.

Roll call was conducted.

Attendance: Chair Brien Brock, Selectman Boyd Chivers, Selectman Sue Young, Selectman Patrick Moran, Accounting and Payroll Specialist Donna Becker and Administrative Assistant Linda Chandonnet.

Excused: Selectman Russ Dann

Guests: Jim Smith and Christian Pearsall from Municipal Resources Inc.

MRI Software: Chair Brock stated the purpose for Municipal Resources Inc. to come before the Board is to discuss and educate them and the employees for the need of an upgrade on the Town Office Computer Software. If they can get by on the minimal or if they would need the entire package.

Accounting and Payroll Specialist Becker added that she is not sure what has to be purchased in order for things to work or if they may be purchased in pieces at a time and then integrated from there. Right now, the priority is for the Building Department and the need for the most current assessing information. Currently they are using BMSI and MuniSmart.

Christian Pearsall and Jim Smith introduced themselves, explained how their software works and how they would convert current systems.

- Does not recommend converting payroll at this time, wait until the beginning of the year.
- Will convert different segments at a time.
- May be paid for by the year or it may be pro-rated if done mid-year.
- Cost would be \$53,000 including Payroll. Without Payroll under \$48,000 and an additional \$6,000-\$7,000 for their maintenance fee.
- 3-6 months for the install and conversion.
- Will provide a timeframe and schedule of conversions.
- Training will be provided for employees.
- Updates are done at night or on weekends, no down times.
- Credit Card payments - is currently working on the details of this program.

Their software has two component parts:

- The initial one-time cost, which is the purchase for the license of the software, conversion, set-up and training.
- An annual recurring cost that includes support, maintenance and upgrades.

If the Town chooses not to pay the annual support fee, they would still be allowed to use the software but would not have the support or maintenance.

Selectman Chivers made a motion to request MRI to prepare a draft contract and provide a system that will intergrade the Town Departments as discussed at this meeting. The contract would be for the remainder of 2021 and subsequent years. The amount of this contract for this service and the remainder of 2021 shall not exceed \$53,000. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

The next Board of Selectmen's Meeting is scheduled for Monday, April 12th, 2021.

11:04 am Selectman Moran made a motion to adjourn the Public Meeting. Seconded by Selectmen Chivers. All in Favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary