



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: November 10, 2021  
Submitted by: IT Coordinator Jonathan Dias  
Department: Information Technology  
Speakers:

Date of Meeting: November 18, 2021  
Time Required: 20 minutes  
Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/ Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Computer Capital Reserve Fund (CRF) Withdrawal Request - Docstar Renewal

## DESCRIPTION OF ITEM

The Town Council to consider Information Technology's request to withdrawal \$12,558 from the Computer Capital Reserve Fund for the Docstar Renewal. The Docstar system is utilized by Town personnel as a scanning workflow platform to archive all of the paper records for personnel and Town records for all of the departments.

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<u>Jonathan Dias</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number	<u>603-423-8557</u>	Email Address	<u>jdias@merrimacknh.gov</u>

## APPROVAL

## Memo

TO: Town Council  
FROM: IT Coordinator Jonathan Dias  
DATE: Nov 4, 2021



RE: **Docstar Renewal**

---

The IT department is requesting the funds for the Docstar Renewal in the sum \$12,558. Docstar is workflow driven (ECM) enterprise document management and record retention platform. The Docstar system is utilized by town personnel as a scanning workflow platform to archive all of the paper records for personnel, town records for all of the departments. The current system software maintenance has not been renewed since 2017. The cost of the back support is \$3,588 per year (2017, 2018, 2019, 2020, 2021) for a total of \$17,940. Docstar is offering a 50 percent renewal reinstatement discount on the back year maintenance (bringing the total back year maintenance to \$8,970) but we need to by the current year maintenance agreement bringing the total to \$12,558 (8,970+3,588).