

**FINANCE COMMITTEE MINUTES
SEPTEMBER 27, 2011**

The meeting was called to order at 8:00 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Tom Meehan, Pam Zicko(left at 9:52 pm). Michelle Zeamer, Kathleen White and Mark Schultz (arr. 7:35).

Pam Zicko, seconded by Tom Meehan, made a MOTION to approve the minutes of September 20, 2011 as amended. Passed 5-0-1 (M. Schultz, abs.)

Mary Bousquet, David Nalchajian and Chuck Corman attended the FinComm meeting to talk about MUNIS. Holliston can either go with a self hosted system or the ASP "(cloud") system. As of 4/12, the MUNIS system will be unsupported. The present Linux server will have to be replaced to accept the new MUNIS version or they can go to the ASP "cloud" which is handled over the internet. Tyler Technology is the company that handles MUNIS and there was a rep at the meeting explaining pricing, various modules available and advantages of the ASP system over the self-hosted system. The data base and applications are stored in Falmouth, Maine. The rep went on to explain that Tyler does all the data backups, data upgrades, data refreshes, data and file restorations and tech support as needed. The advantages to the ASP "cloud" are the disaster recovery and freeing up IT resources. The ASP service is a multi-year, fixed rate contract. The first year is the most expensive. Tom Meehan asked about different modules they would use or might want. A module for requisitions that leads into purchase would be useful as would the crystal, which creates reports from MUNIS data. Tom asked if it interfaced with other programs and was told that it did (i.e. the assessors programs). When asked if any processes would change, FinComm was told no. Ken Szajda asked what the benefit to the town would be. Michelle Zeamer asked what would happen if Tyler Tech, the corporation, closed down and she was told that the town can ask for back-up or discs. It takes about 4 – 6 weeks to do the change over and have it up and running. Pam Zicko asked if Mary Bousquet, David Nalchajian and chuck Corman were all in agreement to go with the ASP as opposed to the self hosted system and they replied "yes". Pam also asked about costs for the first year - it would be about \$100,000; the crystal and requisition modules would be in addition to that. Right now, the existing system costs \$57,000. But Chuck Corman pointed out that they would have to purchase some new hardware to keep a self hosted system – so it would be more than \$57,000. Mark Schultz asked Chuck Corman how much of his time would be freed up with ASP and he said approximately 2 hours a week. Chuck also said that MUNIS has been increasing in cost about 5-7% annually. With ASP, the contract is for 3 years. Mark Schultz said he did not see an incentive to change – he needs to see real savings and he has an issue with the cost. Ken Szajda asked about data protection and what is the exit strategy should the cost, for example, double. The town would still own the data and the software. He asked about the transition date and what the cost would be in FY12 and what additional costs would be in FY13.

Tom Smith then presented his capital requests for the Highway Dept. He has three and presented them in his order of importance. 1- a Bombardier sidewalk plow to replace a

1998 one, costing \$130,000 (add \$20,000 for lease/purchase); 2- to replace a 1996 Ford dump with plow and sander (can keep the dump body and the sander, but needs to replace the chassis, cab and plow); 3- to replace a 1995 backhoe with a new John Deere backhoe, costing \$95,000 or add \$20,000 to lease/purchase. Tom Meehan asked how long each would last and was told 10-12 yrs. for the sidewalk plow and 15 years for the dump truck. He asked if the backhoe could be rented but Tom Smith said "no". Michelle Zeamer asked Tom Smith where the Highway Dept. stands with their capital plan and was told they are behind.

Police Chief John Moore presented the capital requests for his dept. The department is one cruiser behind in its plan. He is looking for 3 standard cruisers. He gave FinComm members a list of police vehicles identified by numbers. The plan is to get rid of cars #10, 11 and 13; #1 will become unmarked; and replace #4 with #13. He also gave the FinComm some info on the Dodge Charger with the police package which he is planning to order. He said that it had been researched. The Crown Victoria can no longer be purchased with a police package. The Chief said that he would look into selling cars #10 and #11 after winter. Tom Meehan asked if the new building had helped the cars and was told that the canopy behind the police station protects the vehicles. Mark Schultz asked about the fuel efficiency of the Charger and how soon the department could get the new cruisers. He was told by December at the latest, possibly November. Ken Szajda asked if there were any other options for cars that have a police package. The Chevy Caprice can be purchased with the police package. He asked about the mpgs. Mark Schultz commented that he hoped that the auxiliary police would be taken care of with perhaps the cruisers being taken out of service. The Chief said that it would cost about \$90,000 for the 3 cruisers and was hoping to get a little more (about \$110,000) in case they decide to go with an SUV; if not, they would return the money to the town.

Ken Szajda gave an update on the Tree Warden, Mark Ahronian. He has gone around town marking damaged trees, putting them into two categories – those in imminent danger of falling and those that need to be replaced in the spring. He is looking for \$25,000 – to take care of those that are safety hazards and a small amount to use for pruning, etc. The trees marked with an orange dot are ready to fall, while those with a white dot can wait and Highway may be able to take care of some of them.

The FinComm worked on the RFP for the HR study. Paul LeBeau had some concerns with the dates. He said that they need a closing date for the technical proposal first, then cost proposals, then advertise Friday and close it on Wed. Oct. 19th. This will give them time to check references, etc. and go through the proposals. They should require resumes of the personnel and project leader. The legal notice should be a long paragraph, hitting on the key points. Proposals should be due on the 19th of October – opening technical proposals first, then the prices. The two should be in separate envelopes. At 10:24, Tom Meehan, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passed 5-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: October 11, 2011

