

**Warrant Committee FY06 Meeting Minutes**  
**March 29, 2006**  
**7:30 p.m. Chenery Middle school, Community Room**

*Handout(s) distributed tonight are:*

1. STM/ATM Warrant articles
2. Example of Purchase vs. ASP solution for business software
3. Budget transfer request from Town Clerk for \$14,887.

Member(s) absent: Fitzgerald, Jones, and Widmer

Also present: Town Accountant Barbara Hagg, Town Administrator Thomas Younger, Town Treasurer Floyd Carman and Assistant Town Administrator Jeff Conti.

**WC Assistant Chair White called the meeting to order at 7:35 PM.**

**Minutes of 3/22/06** – Accepted after several changes

**Recreation Commission Regarding Change in Town Charter**

Maryanne Johnson, Chair of the Recreation Commission, along with several members including Dan MacAuley, Noreen Millane, Stephanie King and Paul Graham were in attendance. Chair White requested that there be a change in the proposed article to include a language stating “appointment by the Town Administrator and provide supervision to the Director on an ongoing basis. The Director would supervise the Recreation Department.” Mrs. Johnson asked what department heads do not report to the Town Administrator. Tom Younger responded: Donna Moulthrop, Dick Simmons, Fire Chief & Police Chief (although the Chiefs do report operationally to the Administrator) as well as the BMLD and schools do not report to the Administrator. The Commission has a meeting on April 11<sup>th</sup> with the full Committee at which time they will take a vote for TM. Member Hofmann would like to hear the thoughts of how this would change the work of the Recreation Commission going forward. Member Paolillo stated that only section 18.2 would be changed and the Commission would still be needed and would operate according to those By-Laws. The significant change would be the hiring and the day-to-day management. Member Hofmann stated that he felt that the wording is very important and there are a host of issues involved. Chair White stated that it is clear that the programmatic program would remain with the Recreation Commission. Younger stated that in his prior Town he appointed the department head and staff & worked with the Recreation Commission. Also he looked at the financial aspects of the program in that Community and capital planning. Program decisions were made at the Commission level; but when programs did not meet their financial goals, he would step in and make recommendations. He would meet with the Chair of the Recreation Commission on a regular basis. Bottom line a Commission member asked: “who would make a decision on programs if it was not making money”? Who would have the final

responsibility? Fiscal responsibility would be the Town Administrator and programmatic would be the Commission. Member Doblin would like the financial authority to be clearly under the Town Administrator. Current wording does not include this specifically. Mrs. Johnson stated that very rarely does a program lose money. Member Millane has been spending a great deal of time looking at each program. This new language with changes that had not been previously discussed must be looked at by the entire Recreation Commission. They are appointed by the Selectmen. Chair White will be working with the Town Administrator to draw up language. This is currently on the TM Warrant. Member Heigham stated that the current language is a draft and hopefully this will meet the deadline for the April TM. The language will be finalized next Monday. This has to be done by next Monday April 3<sup>rd</sup> in order to meet the deadline for mailing the warrant. BOS Chair would like to have this done at the April meeting and keep the May TM for only the budget. Member Curtis stated that it is important to draw the lines of authority and have a clear line of responsibility. Younger stated that all the boards and their department head appointments (Health & Assessors) have been working well with him. Member Bruschi stated that overall for the last six years the Recreation Commission has not been meeting their revenue expenditures to cover their expenditures. This has been a perennial concern of the WC. By having the department head report to the Town Administrator it will keep the situation a bit less volatile. The Town cannot continue to subsidize this program. Mrs. Johnson stated that the Commission would be willing to cut back if it was necessary to live within their budget. The Commission has just looked at the spring program fees. They are concerned that the fees will be too high for their target population. Chair White however stated that when all costs are looked at the programs are not covering the costs. Member Allison stated that the field costs are the place that costs are outstripping revenues. Member Hofmann stated that the capital replacement costs for pool & rinks is another issue. BOS Chair stated that this is an initiative that the BOS & WC has taken on to streamline government and make it more efficient. This is part of the overall "how to make things more efficient" initiative. Younger stated that this is not a power play by the Town Administration but can be successful in that it gives the Department head someone else to bounce the ideas off: what programs are most successful and possible ideas for the department. He does not want to run the Recreation department but to assist the Recreation department. The Recreation Department will be meeting on April 11<sup>th</sup>.

### **Business Software Preparation**

Town Accountant Barbara Hagg presented to the WC a summary of the business software purchase being requested for the Town.

This has been discussed for at least the last three years. In FY06 the CBC gave \$50K so that the Town could hire a consultant to research Town needs and create an RFP. We have known for several years that S&S has been saying that the current version of our software MUPS would sunset and that we would be

given twelve months notice of such. This notice was provided this past December and we have therefore fast tracked the project for the RFP and will start interviews on Thursday March 30<sup>th</sup>.

S&S currently provides the following software capabilities that are used by the Town: Utility billing including water, sewer and light; Payroll for town, school and the utilities; Accounting for town, school, and utilities including requisitions, purchase orders, accounts payable and general ledger; and work orders, job costing and inventory for the light department.

We have separate software for the following applications that we hope to integrate into a large system: fixed assets, real estate billings, deferred taxes, tax title, motor vehicle excise billing, parking ticket billing, and police details.

The following are not interrelated but are handled on excel spreadsheets by each department: budgeting, human resources, DOE & DOR reporting, federal reporting by the schools, project accounting, asset management, and permitting. We currently do not have the ability to interrelate to the new GIS system for our business needs.

The choices are as follows:

- a. Do nothing, we pay S&S support for 12 months so that we can use the system but they provide no support, fixes, or reporting
- b. Upgrade S&S to Enquesta which is the new S&S package. This only provides an upgrade of service for the utility billing packages used by light, water and sewer. The cost would be \$200K
- c. Buy a new business software package to meet all our needs.

The Town has proceeded with this last option to purchase. All stakeholders have been included in this process (or invited to the table): BMLD, HR for both town and school, Treasurer & Assistant, Superintendent of schools, School Budget Manager and Assistant, Assessor and Assistant, Accountant and Assistant, Town Administrator, DPW will be coming to all demos, and three members of the Warrant Committee (Fitzgerald, Paolillo, and Tillotson).

The sponsorship of the project started at the top. The BOS asked the Town Administrator work with the BMLD manager and School Superintendent on this project. The Town Administrator also involved all the department heads.

The expected useful life of the project is expected to be upwards of twenty years. If we commit to a company specializing in municipalities here in Massachusetts that has a proven track record we are hopeful that this time frame will prove out. We are looking at company commitment as well as the size of staff, financial stability and functionality of product.

Tom Younger stated that he is not in favor of upgrading to Enquesta for the town but feels that one of the three systems that will be looked at over the next three weeks will meet our needs. There was some discussion of ASP and Chair White asked that Mark Paolillo & Geoff Tillotson look at the cost and give their recommendations. Mark Paolillo stated that he attended ITAC meeting and they had recommended this solution. Younger stated that the cost aspect and the affect on the annual budget should be considered.

Member Heigham made a motion: WC motion that an upgrade of the S&S system is not the proper solution and we should go to a new solution. Seconded by Member Hofmann. Unanimously passed.

There was some concern that more than one new person would be necessary to handle this new system. The question of trained people and project management still need to be addressed.

BOS Chair Solomon stated that he is also unclear about the decision of ASP versus purchase and would like input of the WC members working on this project and the reasons that ITAC are so much in favor of this. Ideally they would like input by next week. Next week is probably premature. There is an article for TM on this and this information would be necessary for the WC to opine on this. Member Hofmann asked that the outsourcing of payroll also be looked at.

### **Warrant for STM**

Article 2 -STM – Snow Removal, no vote

Article 3 – STM Stabilization unanimously in favor (Hofmann)

Article 4 – Waverley Fire Station proceeds - @\$600K (Heigham/Tillotson) to reduce the amount of debt issue (revised wording needed) – unanimously in favor

Article 5 – Software delay – Member Paolillo stated that this allows for borrowing. The money is not in the operating budget. Member Bruschi stated that if this goes to the operating (ASP) then something else will have to be cut to put it into the operating budget. This would at that time be a vote from free cash so that it would be for the FY06 budget.

Article 6 – Redundant Fiber Network – presentation next week

Article 7 – Cemetery additional funds needed for construction of the cemetery. They will need an additional \$60K at this time and will be paid by the sale of cemetery lots.

### **Warrant for ATM**

Article 2 – Legal – approved unanimously

Article 3 – Transfer – table for May

Article 4 – Budget – table for May

Article 5 – GIS Bond deauthorization – unanimously approved

Article 6 – Salaries of elected official – table for May

Article 7 – Non Contrib Pension – unanimously in favor

Article 8 – Contributory Pensions – unanimously in favor  
(Tillotson/Heigham)

Article 9 – Chapter 90 - \$323,754 – This number may change – table

Article 10 – Position classification study – this will be provided by Younger to the WC. Member Curtis stated that this happens after the fact and there is no impact. Member Brusch stated that they have made changes in the past.

Article 11 – Capital Budget – table

Article 12 – Enterprise funds – hold for numbers

Article 13 – Revolving funds – Brusch/Tillotson, - hold for numbers

Article 14 – Roads Stabilization – hold

Article 15 – Veterans Benefits Act – current year and retroactive – hold for numbers. Also clarification of disability from duty or non duty.

Article 16 – Disposition of McLean land – Roger Colton would like to meet with the WC. This refers to the disposition of land to the Housing Authority for parking. That would be in two weeks. Member Heigham stated that the WC has known about this for some time. Member Brusch stated that she would like to see the plan. Transfers control of the land to the BOS – the land will be leased rather than sold to the housing authority or a development.

Article 17 – Wellington School Statement of Interest – Solomon/Brusch – unanimously in favor

Article 18 – BHS – (Brusch/Curtis) unanimously in favor

Article 19 – no opinion

Article 20 – OPEB – hold for Mike Widmer’s presentation

Article 21 – Five year contract authority for solid waste and recycling contracts – Chair White would like to remain with 3 years so that we can keep our options open. Younger stated that this is just an authorization. This could allow for a three year contract with two one year extensions. Apparently tying a vendor to five year could provide savings to the town. This provides flexibility. Chair White stated that this gives some leeway for the Town, increasing the contracting authority. Curtis/Heigham to approve – unanimously approved

Article 22/23/24 – Alcoholic beverage licenses: 22 – one additional license for a package store (full license) another \$4K per year in revenues; 23 – similar but is for 2 licenses for wine and malt beverages (we could have another 3 based on our population). This would allow for a total additional revenue per year of \$4k for two licenses; 24 – allows for non profit organizations to have one day licenses for the sale of alcoholic beverages for their functions. A Shaw’s or Stop & Shop could apply for one of the licenses in article 23. The BOS has not voted on these articles. Member Curtis asked for the rationale of limiting these licenses.

Younger stated that the fees were limited by the state up until several years ago, now the local licensing authorities can make this decision but most towns have kept to the traditional fees. Member Heigham stated that the financial impact is so slight that the WC should not take a position. Chair White stated that alternatively that the retail impact could be significant. Member Oates agreed with Member Heigham that this has no impact on the WC. BOS is the licensing authority. Member Paolillo asked the BOS look at the value of the liquor license and perhaps be aware that the highest value be obtained. Member Allison that

perhaps the highest bidder would not be the best for the community. This discussion will continue next week.

### **Other**

Pleasant Street work is scheduled to begin work again mid April.

The April TMs will be at the HS, the May TMs will be at the CMS.

**Member Heigham moved adjournment at 9:35 p.m.**