

**Revised**

**Finance Committee  
North Reading Town Hall, Room 5  
Thursday, August 9, 2012**

**Present:** Ms. Hurlbut, Mr. Johnson, Mr. Duffy, Mr. Veneziano, Mr. Kelliher and Mr. Pulver

**Absent:** Mr. Wolpin

**Guest:** Ms. Pavao, Finance Director and Sean Delaney, Board of Selectman

Chair brought the meeting to order at 7:05 PM

**Board of Health Revolving Fund** – Martin Fair, Health Agent to the Board of Health came to talk about the boards need to establish a Revolving Fund. Mr. Fair would like to deposit the funds received from flu clinics and then use those funds to start various health programs, such as a drug or syringe disposal program. Chair explained to him that only proceeds bought from items bought from the Revolving Fund can be deposited into the Revolving Fund. Any grant money received couldn't be deposited in the fund either. Ms. Pavao asked Mr. Fair if there are any funds received through fees assessed that he could start up the Revolving Fund. He didn't feel as though there was. Chair suggested he outline a program of what the Board of Health would like to do, detailing all materials needed and any overhead costs. Mr. Fair stated that he tried to do that several years ago with the Board of Selectmen and was told there was no money and he should try to find the money another way. Chair advised him to develop a plan and come back to the Committee to explain his needs then.

**Capital Plan**

Ms. Pavao reviewed the items on the Town Administrator's list. Two items requested, the Digital Document Management software and the cost for new MUNIS components were discussed. Chair asked what the Digital Document Management would do that the MUNIS system wouldn't. Ms Pavao said the security is better with MUNIS. The Digital Document Management will cost \$355,000 over a three year period. The MUNIS software will cost a one year payment of \$257,290. Members considered whether the town can or should do both items now. Chair asked if members wanted to hold off on instituting the Digital Document Management and concentrate on completing the MUNIS system. Mr. Johnson said he thought that MUNIS was not user friendly and wouldn't want to add documents into it. Additionally, before voting on our preference for MUNIS modules (with it's document imaging) we have not had a discussion of what the new

modules would add. Ms. Pavao went over some of the programs that can be used within the new MUNIS components. She also explained that part of the difficulties with MUNIS previously was inadequate training which would be addressed in the current plan. Mr. Kelliher asked how long it will take to implement. Ms. Pavao said possibly a year/FY15.

Meetings will be posted for Thursday, August 9<sup>th</sup> and Wednesday, August 22<sup>nd</sup> & August 29<sup>th</sup>. (Those meetings have been cancelled and rescheduled for September 5<sup>th</sup> & 19<sup>th</sup> )

**Mr. Pulver moved to adjourn the meeting at 8:30 pm, seconded by Mr. Johnson, and voted unanimously in favor.**

**Approved \_\_\_\_\_ dated \_\_\_\_\_**