

Members Present: Gary Wells, Chair, Beth Blumberg, Ed Behn, Lisa Blazejewski, Jim Tepper, Tara Howard.
Absent: Jim Driscoll, Hank Rauch.

At 7:02 p.m. Mr. Wells called the meeting to order in the Fire Station Meeting Room.

Open Forum

There was no one here to address the Committee.

Approval of Past Minutes

Meeting No. 6, September 28, 2015

Mr. Behn made a motion to accept the amended minutes of 9/28/15. Voted 6-0-0.

Fall Special Town Meeting – Warrant Articles – Committee Discussion & Votes – Articles 9 & 10

Article 9 – Upgrade to HR/Payroll Software – Mr. Behn received an email from MIS/GIS Director, Mark Stockman, and he is still speaking with vendors. He expects to have additional information by Thursday, October 15th. Mr. Behn noted that the October 15th AFC meeting is tentative. Mr. Behn suggested noting in the R&R book that the AFC will be giving their recommendation on Town Meeting floor. Mr. Behn checked in to the current payroll software and they have an alternate processing capability and are able to replicate the payroll. Mr. Behn said that unless we decide to meet on Thursday with MIS, he recommends we defeat this article until further information is available regarding disaster recovery and business continuity services. Ms. Howard asked if the current contract was going to be canceled and the Committee didn't think so. Mr. Tepper pointed out that MUNIS is the vendor they are looking at and he is comfortable with that vendor. If he heard that we were going with some start up that doesn't have proven performance then he wouldn't feel as comfortable. Ms. Blumberg agreed. Mr. Behn was more concerned with what their plan is in the event the server or network goes down. He said that they haven't been able to answer that question and it wasn't a matter of MUNIS or other vendors not being capable. One of the recommendations Mr. Behn had was if we could make a deal with MUNIS that we have the right to run their software on our system, but also in another town in order to replicate. He wasn't sure the software had been vetted thoroughly enough and was concerned with missing a payroll. Mr. Wells asked that, in regard to the R&R book, should he say that we will take our vote on Town Meeting floor. Ms. Blazejewski noted that part of the discussion was whether back-ups could create a different cost. Mr. Behn said that his understanding was that they would bring this up when discussing with the vendors after they receive back the bids. Ms. Blazejewski was concerned that the prices aren't valid since after vetting each vendor we could find there are additional costs such as the vendor forgot to factor in a disaster recovery plan, or additional servers or hardware. Mr. Tepper felt the AFC was over-thinking this article since he heard they went to MUNIS and got a quote. Mr. Behn said they aren't sure who they are going with for a vendor. Mr. Tepper thought they were going with MUNIS. Mr. Wells felt we needed more information before making a recommendation and wanted to wait until Town Meeting floor. Mr. Behn made a motion to recommend that we vote on this article on Town Meeting floor. Voted: 3-3-0. There was additional discussion. Mr. Behn didn't see an upside to stating a recommendation now, since we are waiting to receive additional information and he didn't think it would affect voter's decisions. Mr. Tepper pointed out that the AFC has been speaking for years about getting our recommendations out to voters prior to Town Meeting. Mr. Tepper didn't see any downside in recommending this article and mentioned that we could do it for a not to exceed amount. He noted that he doesn't know of a town or organization that doesn't see meeting payroll as important. Mr. Wells pointed out that there is no deadline - and implementation of this software didn't have to be January 1st – it could be later. He felt that it made sense to wait a couple more days for Mr. Stockman and Ms. Williams to do more vetting and agreed with Mr. Behn to hold the AFC's recommendation until Town Meeting floor. Ms. Blumberg was in favor of voting this article and including a not to exceed amount. She thought that by waiting, the prices could change and go up. Ms. Blumberg felt that Mr. Stockman and Ms. Williams were doing their due diligence in picking a new software package and voting now would give them a chance to get started in

rolling out the new software and implementing it. Ms. Howard assumed that when they put out the RFP they included specs, and typically a vendor will submit a bid to meet the specs. Mr. Behn pointed out that the AFC's job is to advise and he wasn't sure about the financial background of those involved with picking out the new software. Mr. Behn said that he asked about business continuity and they didn't have an answer. He said that business continuity was not included in the specs and that they said they'd talk to the vendor after they get the bid. Again, Mr. Behn didn't feel this was thoroughly vetted. He made a new motion to move that we include in the Report & Recommendation book that the AFC will make their recommendation on Town Meeting floor. Voted 6-0-0. It was noted that there was information that Mr. Wells and Mr. Behn had obtained and Mr. Tepper asked Mr. Wells to share that information with other members of the Committee. Mr. Wells asked Mr. Behn to send Mr. Stockman an email indicating that the AFC is holding their recommendation until Town Meeting floor. He hoped that Mr. Stockman can meet with the AFC right before Town Meeting. The Committee agreed to wait for additional information and/or to meet with Mr. Stockman before Town Meeting.

Article 10 – Country Club Building Roof Replacement– Mr. Wells noted that the new quote of \$110,000 falls within the range of what our quote was and is now in the motion as of today. Mr. Behn made a motion to recommend that the Town vote to appropriate \$110,000 from free cash for the purpose of this article. Mr. Tepper was concerned that we are going out of state for the quote. He pointed out that it was an Ohio based quote to put the new roof on and wondered why we aren't staying in the same town, county, or state. Mr. Tepper asked if he could amend the motion and wanted to propose an amount of \$95,000. It was noted that the sales representative from the Ohio based company was from Medway. Mr. Behn asked Mr. Tepper if we were to get someone local and they bid \$105,000 would he be more inclined to go with that. Mr. Tepper said that was outside his expertise, but he'd like to stay with someone local. Mr. Wells said that we could get up at Town Meeting and voice our opinion. It was noted that even though the headquarters are in Ohio, they would likely get a local crew to perform the work. It was mentioned that we could request that the Town choose a local small business. Mr. Tepper felt that we might find a local company that is more competitive on their price. Mr. Wells reminded the Committee that there is a motion on the table for \$110,000. Voted: 3-3-0. The second motion was by Mr. Tepper for \$95,000 for the roof replacement. Voted: 4-0-2 (abstention: Behn, Wells). The motion for Article 10 will be re-written to say that "we recommend that the Town vote to transfer from free cash the sum of \$95,000 for the purpose of this article". Ms. Blazejewski said that we will need to re-write the AFC comment as well.

Report & Recommendations Book for Fall Special Town Meeting

There was review of the R&R book for corrections on content, grammar, and punctuation. Regarding the message to Town Voters, Mr. Wells said that he tried to come up with a summary of his opinion on rescinding the Strong Fire Chief statute based on points everyone wanted to hit. He also wanted to mention the dissenting vote. After all of that, Mr. Wells felt we became advocates for Article 17 and he didn't want to do that. Ms. Blazejewski noted that she made corrections to his comments right before tonight's meeting. She read her edited version and the Committee felt her summary captured all of the major points without sounding like a proponents statement. Mr. Tepper was in favor of Ms. Blazejewski's version and pointed out that her summary was the same size as what was currently in the book so it didn't add length. The Committee agreed to go with Ms. Blazejewski's submitted version as an amendment to the message.

There was continued review of the book and a discussion on the Index of Articles and Summary of Recommendations. Mr. Wells provided a different version of the Index, which had been prepared by Mr. Behn, and asked which version the Committee preferred. Mr. Behn pointed out that what was passed out mimics what was done in the past. Mr. Wells mentioned that he will use the Committee's preferred version as a guideline for future Chairmen. AFC members liked what Mr. Wells had added to the R&R book. Mr. Wells offered to go back to what we did before. He asked to see hands for all those in favor of the traditional version that he presented. Voted: 4-1-1 (abstention: Tepper). He noted that Article 10 should be for \$95,000, and Article 9 will read that the AFC will make their recommendation on Town Meeting floor. Mr. Wells will add the Selectmen's votes, and said that Mr. Malloy is emailing him the results after tonight's BOS meeting.

Mr. Wells noted that there was a new version of the motions, along with an email initiated by Town Moderator, John Arnold. Mr. Wells read the email from Mr. Arnold where he points out that the motions document says to appropriate X amount of dollars from free cash. He prefers the AFC motion where we say to “transfer from free cash and appropriate...”. Mr. Arnold said that he would like all motions to read the same way as the AFC motions. Mr. Arnold also confirmed that Article 1 requires a 2/3 vote for selling property.

Mr. Wells reviewed the articles for content, grammar, and spelling. Mr. Behn felt that the Town Manager’s statement for Article 2 was still more of a proponent’s statement. He didn’t want to drop it at this point but wanted to be more watchful going forward. Mr. Tepper asked if maps would be available for Article 4 since he wanted to know more practical results of the changes. He felt that simplification was important so people know what terms mean, such as mixed use, and that they may need more clarity. Ms. Howard thought that maps may be distracting and felt a Power Point presentation may suffice. Mr. Behn agreed with Mr. Tepper – he felt that a map would be perfect to add to the appendix of the R&R book so we have it on record. Mr. Wells noted that Article 8 had a typographical error in its motion. It did say \$50,000 but has been corrected to reflect \$18,000 for the cost of the Brush Truck. He also mentioned that he will adjust the AFC’s recommendation in Article 10 to \$95,000 and will also note why. He pointed out that the AFC will have to make a new motion on Town Meeting floor for \$95,000 and give the reasons behind it. Mr. Arnold pointed out that he felt Article 12 was vague and hoped someone could work with the Library on their motion. It was noted that clearer wording on the designation of funds and their destination was needed. Mr. Wells felt the chart/table that is provided in the R&R book should help voters understand the article better. Mr. Behn mentioned that Mr. Blois asked if he should make a slide for Town Meeting and Mr. Behn noted that the chart/table will be in the R&R book. Regarding Article 17, Mr. Wells informed the Committee that Mr. Malloy did provide a new Town Manager statement. Ms. Blazejewski wanted clarification on “indefinite term”. Mr. Wells explained that this is not a life term. Ms. Blazejewski was under the impression that the BOS could terminate the Fire Chief at any point, so she didn’t feel their term was indefinite, and therefore this statement was inaccurate. There was discussion over Mr. Malloy’s new Town Manager Statement. Mr. Wells felt that someone on Town Meeting floor should question so the BOS and Mr. Malloy will have to get up and make their presentation as to why they want to rescind the Strong Fire Chief statute. Mr. Wells asked for a vote for all those in favor of removing the second version of the Town Manager’s statement. Voted: 6-0-0. Mr. Wells pointed out that Article 18 requires a 2/3 vote per Town Moderator, John Arnold, and he will add a Town Moderator’s note regarding the vote requirement as he did for Article 1.

Mr. Behn made a motion to approve the Advisory Finance Committee’s Reports and Recommendations booklet as amended and edited at tonight’s meeting, with the provision that typographic and formatting changes – including verifying the consistent and correct use of amounts – which do not impact the substance of the Report and Recommendation booklet may be made by the Chairman, Vice-Chair, and his or her designee. Ms. Blazejewski mentioned amending to also say that the Selectmen’s vote will be included. Voted: 6-0-0.

Mr. Behn asked how many copies of the R&R book should be printed. Mr. Wells said that we usually print around 350 copies. Mr. Tepper made a motion to print 350 copies of the R&R book. There was a discussion over the price break and Mr. Behn pointed out that the break is on the number of pages and not the number of copies. It was noted that the R&R book will be 28 pages.

Chairman, Committee Liaison, and Department Liaison Reports

None

Comments and Concerns – Committee Members

Mr. Wells wanted to let Committee members know that the AFC call to order time for Special Town Meeting is 6 pm on October 19th at the High School. He said that we may want to re-vote articles if there were any members missing. Mr. Behn pointed out that we will only have the clickers on Monday night. He may ask the Selectmen if they could move up Article 17 regarding rescinding the Strong Fire Chief statute so voters can have anonymity. Mr. Wells asked if the clickers could be used another night. There was mention that the company used for the

clickers would have needed to be scheduled for another night. Also the money requested to cover the clickers could be taken out of the AFC Reserve Fund if it was an emergency, but Mr. Behn noted that this is not an emergency. Mr. Behn pointed out that we could still have a secret ballot on paper. Mr. Wells informed Committee members that Thursday night's meeting scheduled for October 15th is canceled. Mr. Behn will let Mr. Stockman know that the AFC will not be meeting Thursday night. He will see if Mr. Stockman or Assistant Town Manager, Kristi Williams, could meet with the AFC at 6 pm prior to Special Town Meeting to provide additional input on Article 9.

Mr. Tepper wanted to bring up a concern regarding information kept by this Committee that is not currently being archived. He would like to add this topic to a future agenda. Mr. Wells mentioned that he has already started putting something together as far as guidelines, and what is appropriate and not appropriate, to include with the minutes. Mr. Wells noted that Administrative Assistant, Jessica Thomas, checked with the Town Clerk and we can put attachments together with our minutes when given to the Town Clerk's office. Mr. Wells hopes to present something at the AFC's November meeting for the Committee's input, and then have a more official policy for December. He also said that he was working on a policy manual for the AFC.

Public Reminders for Viewers

Ms. Howard wanted to remind viewers that October is breast cancer awareness month. The Committee also wanted to invite viewers to attend the Special Town Meeting on October 19th at 7 pm at the High School Auditorium.

Adjournment

Mr. Behn made a motion to adjourn the meeting at 9:23 p.m. The vote to adjourn was 6-0-0 in favor, with 6 being present.

Document List

FY2015 Actual vs. Budget – Page 4 in R&R Book – Gary Wells

Town Meeting Index of Articles and Summary Recommendations – Mr. Wells

Respectfully submitted,
Jessica Thomas,
AFC Administrative Assistant