

**December 8, 2004**  
**Board of Finance Meeting**  
**Room 318, Elmer Thienes School**  
**Marlborough, CT**

Chairman Mike Gut called the meeting to order at 7:30 p.m. Present were Mike Gut, Carl Cavaliere, Joseph LaBella, William Secord, Brian Breeden and seated for Cathi Gaudinski was alternate Donna Mosher. Alternate John Cunningham was also present. Also present was Nancy Bader, First Selectman, and Selectman Bill Black. Shari Covino, Jill Ogushewitz and from the RHAM Board of Education, Al Covino and Michael Turner were also present.

#### **PUBLIC FORUM**

There was no public forum.

#### **CORRESPONDENCE**

- Opinion letter regarding early payment for the sewer project.
- Copy of a Resolution adopted by Hebron Board of Finance regarding recommendation of an audit for RHAM Building Project.
- Town Monthly Financial Report
- Package of information regarding user's fees.
- Request for Transfer regarding purchase of bulletproof vests.

**MOTION** was made to accept the minutes of the November 10, 2004 meeting by John Cunningham and seconded by Joseph LaBella. All voted in favor. **MOTION PASSED.**

#### **TOWN MONTHLY FINANCIAL REPORTS**

The new format was praised by all especially the part containing comments. Mr. Cavaliere reported that he had not noticed any areas that might significantly go over budget and Ms. Oguschewitz reported that unemployment area might be over, adding that it is too early to predict if the snow and oil budget may be over budget. Mr. Cunningham questioned "compensated absences" which is over by 110 percent and Ms. Oguschewitz said it is due to an unanticipated person leaving employment and it includes vacation pay.

#### **TECHNOLOGY REVIEW – NETWORK AND MUNIS**

Shari Covino gave an overview report showing what can be expected from technology updates or purchase requests from Town Hall departments in FY2005/2006. The present server has been purchased and installed as of September, 2004 but is not yet fully migrated. Target for complete migration is the beginning of the third quarter, 2005. There are three DOS programs that are not compatible with this server said Ms. Covino. The Windows NT Server remains as the current log-in server which means that everyone at Town Hall is still logging into that server. That equipment will be swapped out to act

as a stand-alone as soon as it no longer will be utilized as a server. Some upgrades have been made recently to the Munis Server but there is still one more upgrade to be installed.

Ms. Oguschewitz gave a report about Munis stating that everything is paid to the present for software. There is \$11,579 left in the CNR account but a purchase of a fixed asset module still remains. Target date is May, 2005. The remaining money will be used for training. All training is being done through the internet.

Mr. Gut asked if there is a module on the new equipment that will make future budgeting easier. Fine tuning can be done said Ms. Oguschewitz and the hope is that the information that the BOF is accustomed to receiving will be easier to obtain as each year passes as she and others become more used to the equipment.

Ms. Covino reported on the tax collection area. The Quality Software is a DOS based program and it is expected to be upgraded and shared between the Tax Collector and the Tax Assessor. The upgrade will be a slightly different version for each with only certain aspects of the software being shared as it will be specific to each department. The cost to upgrade is about \$22,000 and this amount of payment will be spread over three years. Anticipation is that April, 2005 is the target date for implementation. The first payment to Quality for this software will be on the budget request for next year however definite information will be forthcoming regarding this payment.

Ms. Covino also spoke about AAMVA which is a software that connects directly to the Department of Motor Vehicles and allows the Tax Collector to retrieve addresses through DMV. There is no dollar figure to install, however the estimated monthly cost is \$30. The fees are charged based on population of the Town.

The Tax Assessor is also using Quality Software and this cost of \$22,000 will be spread over three years and will be shared between the Tax Collector and the Assessor. Currently the Assessor is using CAMA but is expected to stop using this by the end of September and it will be replaced by Vision Appraisal technology. Part of the revaluation software package is Vision with a target implementation date set for March 2005. Department of Motor Vehicle software is not yet approved for the Tax Assessor's office.

The Town Clerk's office is presently using the new scanning system and it is fully utilized and enjoyed by the clerks. Much money and time is expected to be saved over long term.

The Building Department is currently using the GIS software called ArcView Software and an upgrade is needed from version 3.2/3 to 9.0. The cost for the upgrade is \$1,000 to the Building and Tax Assessor's offices respectively. Software costs per additional user license is \$1,250. There is an option called GIS Web Hosting which allows Town residents to log on using ID and password to capture residential and property mappings. The web host does all the work which allows the Town Planner and the Tax Assessor freedom from those duties. Annual cost for web hosting is \$5,500 which includes a one-

time setup fee of \$2,500. In subsequent years the cost will be about \$3,000 per year maintenance fee. Security and privacy, however, is a concern. Available and limited detail may be necessary. Different levels for different needs may be required.

The plan for Public Works is to be connected to the Town Hall through VPN which is a private network. The expense is between \$1,400 and \$2,000. Also Parks and Rec and the Senior Center will be tied to VPN. This is to be installed by the first quarter of 2005. All projects will use money from this fiscal year. The computer presently at the Senior Center is currently being utilized by the Planning Department. Therefore a new computer will be installed at that location.

At the moment, reported Ms. Covino each department does its own backup on CD which is not the most desirable situation.

The network workroom is crowded and the air is warmer than necessary. The current switchbox is maximized which means that there are no available ports for new people at Town Hall.

In the five-year plan, the phone system may need an overhaul.

In conclusion said Ms. Covino, full migration is set for third quarter, 2005. The current network utility room is too small and although reorganized, the hope is that more space somehow may be obtained.

Ms. Bader reported on the progress of records management at Town Hall. Reorganization of various document groups has made retrieval of documents and information more efficient and reliable. Approximately 54 cubic feet of records have been disposed of that have exceeded their retention period as well as 5 cubic feet of duplicate and non-record materials and 113 volumes of obsolete and unnecessary books. Another 8 cubic feet of documents will be placed on a disposal request form in the next week. This will be on-going and requests for expenditures for this project will be on the budget for next fiscal year. Disposal request forms to the Office of the Public Records Administrator of the State is necessary and have been filled out and submitted.

Ms. Covino and Ms. Oguschewitz left the meeting at this time.

#### **FORMATION OF COMMITTEE FOR USER FEE POLICY**

Ms. Bader reported that this was received as a formal request from the Board of Selectmen to the Board of Finance. Use of the Town buildings and use of the park has raised many issues and a policy regarding their use must be formulated. For example, why is one free and another not? Vincent Mondo, Chairman of the Public Building Committee, as well as Tom Giola, Director of Public Works, and Ms. Bader, herself are resource persons that can be available in this regard. Brian Breeden offered to act on this committee as well.

## **COMMUNITY PLANNING FORUM**

Mr. Gut reported that the Forum held last week was well attended and some very good questions were raised. The highlights of the presentation of the program were passed out to all BOF members present. Mr. Gut felt it important to project a bit further than five years in the plan for the Town and to try to split analysis between residential and non-residential to obtain a better look at the projected tax base. Ms. Bader asked that consideration be given to replacement and maintenance of Town vehicles and repair of roads and open space land acquisition. These are items that are not only high price items but very important to the future of the Town.

## **RHAM FLOORING ISSUES**

Mr. Gut, Sharon Reiner, Cathi Gaudinski, and Bill Black attended a meeting regarding the problems of the floors at RHAM. They received some options as to how to proceed with payment of necessary repairs and what the options are to recover costs from various vendors. It was decided that a referendum would be held on December 21, 2004 to obtain approval for one-half million dollars to pay for work that has been done so far and some of the legal fees that are to be incurred. Mr. Turner and Mr. Covino answered questions and discussion followed regarding the complications, details, codes and issues involved.

Mr. Covino and Mr. Turner left the meeting at this time.

## **CONFIRMATION OF LIAISONS**

A **MOTION** was made to reappoint the liaisons presently in effect, namely Bill Secord and Brian Breeden as RHAM BOE liaisons, Joseph LaBella as liaison to the BOE in Marlborough, Carl Cavaliere as liaison to the Marlborough Treasurer's office by Carl Cavaliere and seconded by Brian Breeden. All voted in favor. **MOTION PASSED.**

## **OTHER BUSINESS TO COME BEFORE THE BOARD**

A **MOTION** was made to keep the second Wednesday of each month at 7:30 p.m. as the regular day and time of meeting of the Board of Finance for the year 2005 by Brian Breeden and seconded by Carl Cavaliere. All voted in favor. **MOTION PASSED.**

A **MOTION** was made to transfer \$975 from Contingency account to Capital account, 85-0350-60010, for purchase of two replacement bulletproof vests for two constables by Joseph LaBella and seconded by Carl Cavaliere. All voted in favor. **MOTION PASSED.**

A **MOTION** was made to adjourn at 9:00 p.m. by Joseph LaBella and seconded by Carl Cavaliere.

Respectfully submitted,

Ann Preissner  
Board Clerk

