

**Advisory Committee Meeting
October 4, 2017
Meeting Minutes
Room G07**

Present: Jon Hurwitz, Art Frontczak, Joyce Terrio, Steve McDonough, Arlie Sterling, Pat Snead, Bob Bullock, Susan Jacobson, Todd Lindmark and Jack Hathaway.

Pat Snead called the meeting to order as the former chair at 7:05 pm.

A motion was made by Arlie Sterling to nominate Steve McDonough as Chair. It was seconded by Art Frontczak **and so voted**. All were in favor.

A motion was made by Arthur Frontczak to appoint Joyce Terrio as Clerk. It was seconded by Jon Hurwitz **and so voted**. All were in favor.

Building:

Bob Bullock spoke to the Committee about a new software program that would be used by the Building, ZBA, Conservation, Fire, Planning and Town Clerk departments. Currently all permits are being done online. The current software program being used is not keeping up with the data and will not allow accurate reports. The Building Department currently does about 1200 permits a year. The new program will allow other departments to use this software. Bob explained that we changed our electrical permit fees in January and this program has not been able to make the permit fee increase. He also asked them to resolve some problems and the present company said it would be an additional \$36,000.00

Bob would like the Advisory Committee's support when a transfer for funding is requested at town meeting. If a transfer is not approved by a town meeting vote, he would be looking for a transfer from the Advisory Reserve Fund. Bob would like to do this as soon as possible. He does not have the financial funding to do this prior to Town Meeting. The total cost of the project is \$30,875.00. It is an annual cost of \$22,500. There is an additional set up fee of \$9,000 and \$5,000 for data migration of our existing software. It will take 3 months to get this up and running. The department is entering a slower time of year and it would be a good time to move from one program to another. This new system would allow everyone to use it and the data will be available to all departments. Bob said this is a very well done program. The City of Somerville is using this program and Bob spoke with the Building Inspector about the program and he is very happy with both the program and the service you receive when needed.

The advantage is that all of the departments will begin using this software and all departments will have the same information available to them.

Bob is not confident in the company we are using now. They are finding that continuing with them would be problematic. Joyce asked how long we had been with People GIS. Bob said since 2012. Joyce

wanted to know if he has spoken to anyone that has had the migration piece done successfully. Bob said he has not spoken to anyone but that if they could not do it the Building Department will have to do it themselves but it is a lot of work. Joyce wants to make sure someone is overseeing this to make sure all data is captured. Joyce asked what article the funding was in. Bob said it is in the transfers. Jack said that we are looking for the money in transfers and if for some reason the town did not support this can we rely on the advisory fund to provide a reserve fund transfer. Peg wanted to know if we had called other towns were going with Citizenserve, her concern is the migration piece. Bob said the sooner he can get going the sooner he can get all of the data migrated efficiently. Jonathan wanted to make sure we can get the data extracted when necessary. We do not want be held hostage with the former product.

Jonathan asked what was driving the ¾ 's cost. Jonathan and Bob had conversation about the contract negotiations and what was in the contract details. Jonathan offered to help navigate these waters. He told the group that this is his area of expertise. Bob said he would be happy to share the contract and work with Jonathan to bring forward the best contract possible. Jack said we are unable to pay for multiple years which often result in deeper discounts. There was additional discussion about number of users, reduced rate for a lower number of users and other ways to save on the contract negotiations. . Todd said that they are required to work with Building to reconcile on a monthly basis and he feels this will be a tremendous help to both offices for reconciling purposes.

There was continued discussion with regard to the Advisory Committee's ability to fund this project if it was not voted favorably upon. Pat questioned if this fell under the guidelines of the Advisory Reserve Fund definition. Pat asked what was in the fund. Susan said that there is \$75,000. Jack read the definition to the Committee. Pat said they should be held to the emergency source if necessary. After hearing the definition it was clear that it would work within the guidelines. Arlie asked if there was a reason we had to go to the town for this. He said that if this was something that the Committee supported we need to fund the project now. He felt strongly that if after a **NO** vote at STM the Advisory Committee could not provide a transfer. Jack does not have a problem presenting this either way. Arlie said there is a degree of urgency if you get a better position because you can move ahead sooner and that may have some value. He does not envision an issue with the endorsement of the Advisory Committee and the Selectmen at Town Meeting. He does not believe we can be the back stop if it does not go forward at Town Meeting.

Bob said that they cannot sign a contract now because if it is not voted favorably then the Advisory Committee cannot fund it and Bob has a problem if he went ahead and signed a contract. Bob suggested doing the Advisory Fund Transfer. It would allow them to move quicker with the project.

Peg asked if it would be appropriate and fair for Bob to go find out the answers and consider this again next week. Bob said he could do that but contacting GIS to get pricing from them in the midst of leaving them could cause a problem. He does not trust this business or the gentleman that runs it. He contacted him and then received an email that said "you are not happy with our service maybe you should go find another vendor".

There was additional discussion with regard to Bob Bullock returning with additional information next week. Art said that they are trying to solve problem A and even if Bob returns with answers it will not solve problem B if it arises.

Joyce asked if we were going to get that money back through the transfer article. Jack said if the committee would like it they will get it.

A motion was made transfer the sum not to exceed \$30,875.00 from the Advisory Board Reserve Fund into the Information Technology Budget. Discussion: In the off- chance we could get it for a better price language change from a motion was made in the amount of \$30,875.00 to not to exceed \$30,875.00. It was seconded by Joyce Terrio **and so voted**. Discussion change was accepted. All were in favor.

Jack Hathaway reviewed the warrant articles very briefly. They are not in final format at this point. Town Counsel is coming in next week for the final review. There was discussion on some capital items, there are no final figures yet but they will have them within the next couple of weeks.

Jack said we had \$1.5 million in free cash and that will fund some of the capital items.

Joyce asked that Carol Greene, Ann Marie Duggan and a representative from the NMAHT come to speak to the articles proposed. They will be invited to the October 11, 2017 meeting.

Susan will invite the petitioner article to the October 18, 2017. Susan suggested we allow them a 15 minute presentation and a 15 minute question and answer session.

Susan said that she hopes we can review, assign recommendations and vote all of the articles on the 18th.

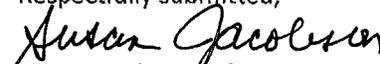
Todd will be attending the October 11th meeting. Jack has an outside meeting at King Philip. Jonathan Hurwitz asked about the recreational marijuana article. Susan will try and get some information on that.

The Committee would like an update on the Public Safety Building during Jack's next presentation.

A motion to adjourn was made by Steve McDonough. It was seconded by Joyce Terrio **and so moved**. All were in favor.

Meeting adjourned at 8:45 pm

Respectfully submitted,


Susan Jacobson, Administrative Assistant

Joyce Terrio, Clerk



