

Town Of Longmeadow, MA
Capital Planning Committee
Meeting Minutes
November 11, 2003

The capital planning committee met on November 11, 2003 to review the capital requests from the accounting, collection departments and Selectmen's office. The meeting was called to order at 7:00 PM. In attendance were:

Mr. Richard Uss	Mr. Steven Gelling	Mr. Roger Cloutman
Mr. Mark Gold	Mr. Michael Giampietro	Mr. Roger Wojcik

Also joining the meeting were employees from the Town Administration offices:
Mr. Paul Pasterczyk Ms. Louise Lines Ms. Susan Wright
Mr. Victor Tirado

Collector's Office:

Request A-2: Collector's Software: \$134,422

Ms. Louise Lines reported that the town collector's office currently uses Gemini Software by 4GL. This software was purchased in around 1994 and operates on a UNIX server. The town currently pays \$25,000 per year in maintenance fees for both the hardware and software. Since its installation the system has been problematic, especially with the reporting and reconciliation reports (weekly and monthly). These reports are being done manually. The vendor has ceased making upgrades to the system and has notified the town offices of their intent to cease support. Should any new reporting requirements be required by the state it is unlikely that such modifications could be implemented with this vendor. Other problems identified by the collector's office is the issuance of real estate rebates.

This system is also used by the Water and Sewer (W&S) department. Data is entered by W&S and bills are sent by W&S, but the collector's office inputs receipted funds. W&S was instrumental in the original selection process for this software package, and the department is satisfied with the system.

In answers to the committee members' questions, Ms. Lines noted that the town's original collection system was outsourced with Arlington Data and then EDS. In 1994 the involved town departments cooperative selected and purchase of this software. Since that time the original vendor has been purchased by another company who now indicates that they will phase out the Gemini software in favor of their newer product. They have offered the new product to the town for the "50% discount rate of \$134,000". Two other vendors have been identified who sell potentially similar products. Munis makes a software system that will run on either UNIX or Windows platform and are purported to have the largest market share in Massachusetts. Vadar supplies a Windows based product which has an approximate price of \$92,000 (with a \$14,000 annual maintenance fee).

Ms. Lines indicated that she would welcome direction from the committee prior to committing further resources to a detailed search for replacement software.

Accountant's Office:

Request A-1: General Ledger Software: \$75,000

Town accountant Paul Pasterczyk presented the town's needs for a new software system. The current system is DOS based POINT software. Like the collector's software, software and vendor support limitations hinder any

changes (e.g. reports) from being developed. This software will also soon lose vendor support, although this has been the company line for several years. Mr. Pasterczyk has identified an East Longmeadow developer of a software system "POINT" along with the package COMPUSENSE that would be suitable for town accounting systems.

Mr. Pasterczyk's request is for software only (no hardware). Mr. Tirado confirmed that the current hardware could support newer software under consideration. There would, however, be a cost associated with this software conversion.

Committee members asked Mr. Pasterczyk and Ms. Lines if they were aware of a single software package could be used throughout the town organizations: Collection, W&S, Schools, and accounting. Mr. Pasterczyk noted that the school currently uses the town accounting system and that the need to integrate W&S billing has in the past limited choices of software systems. Other committee questions focused on identifying whether a single software system could be utilized for all town needs and better defining the total costs of any selected system.

Selectmen's Office:

Request B-1: Handicap Accessibility

Town Administrator Ms. Susan Wright reviewed the current status of ADA account #2139. Based on the current balance of that account, another town hall refurbishment account, and commitments to the Council on Aging, the two projects of installing a handicap bathroom on the first floor of Town Hall and putting automatic door openers on the Town Hall doors can be completed with an additional appropriation of \$17,397.22. The execution of these projects would be directed by Mr. Fran Boudreau, the maintenance supervisor of the School Department. The discussions between Ms. Wright and the committee members centered around the need for a town-wide building study that would address the needs of Town Hall, the Community House, and DPW facilities. It is not believed that the implementation of the two improvements proposed by Ms. Wright would be rendered obsolete by a building use study.

Park and Recreation Department:

Request P&R 1: Resurface Tennis Courts: \$14,000

Request P&R 2: Pickup Trucks (jointly with Schools):
2 @ \$52,00 each \$104,000

Request P&R 3: Lawn Mower (to be used with schools): \$58,000

There was no representative from the Park Department. Mr. Roger Cloutman has recently spoken to Mr. Reynolds and felt he could fairly represent their proposal. It was noted that last year's unfunded requests for Turner Park upgrades (fence and potable water) have been funded by private donations (presumed to be youth athletic organizations). Last year's appropriation for the Greenwood Park pool filter project was completed for \$7,000 less than the allocation. Funds this year are requested for the first phase of a three year plan to resurface the Blinn Court tennis courts. Mr. Gelling spoke as a user of those courts of the obvious need for such resurfacing. The second request represents a request to coordinate vehicles between departments (a request of the Appropriations Committee). The Park Department requested the appropriation of \$104,000 (actually \$108,000, but that is thought to be a typo) for the purchase of two trucks (\$52,000 each). The Park department has committed to use one of these trucks to assist the

School Department (in lieu of their rejected request last year) and the other would replace an 11 year old truck that burned. The final request for funds is for a lawn mower, again to assist the school department whose FY '04 request for a lawn mower was not recommended for appropriation. The committee noted that the cooperative nature of these vehicle and equipment purchases is in line with the direction set by the Appropriations committee. We will contact the Park commissioners to see if they wish to attend a future committee meeting to review these request.

Following these presentations, the committee reviewed the proposals presented at this meeting. It was agreed that the information presented by the collector and accounting offices demonstrated a need for software replacement. The specifics of the requests and the perceived need for coordination of the various departments led the committee to conclude that the committee should respond to these requests. The committee determined that the chair would draft a letter outlining our support for this software and outlining the specific data that we would like to have to supplement these submissions. Understanding the enormity of this potential directive, the committee has issued such a letter with a request that these software financing requests be submitted for consideration as part of the FY '06 requests.

The request for ADA improvements to Town Hall were reviewed. The supervision by Fran Boudreau was noted as was the inclusion in the cost estimate of a 15% contingency funding. This request will be considered as submitted during the committee's final deliberations.

The committee also noted Mr. Pasterczyk's offer to discuss capital financing options with the committee. The committee discussed financing options for the next three to five years, noting that in FY '08 the payments for the Public Safety Complex will end and funds available for appropriation will increase from vis. \$350K per year to \$880K per year. The committee indicated a reluctance at this time to appropriate funds now from future years in order to make more funds available in the next three years. This consensus belief is subject to continual review and reconsideration.

Attached is a revised spread sheet that summarizes the all the requests for consideratinon by this committee. Printed copies will be distributed at the next meeting for anyone who cannot open the attachment.

To avoid the conflict with the special town meeting, the next meeting has been reschedule to Thursday, November 20th in the School Committee Meeting Room. Reviews will be with the school department.

Regards,

Mark Gold
Chairman, Capital Planning