

The Board of Finance held a regular meeting on **June 19, 2013 at 7:00 p.m.** in the **Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226**

Members Attending: Lynne Ide, Anita Sebestyen, Charles Pennewill, Anna Crawford, Paula Haney, Nectalis Martinez, and Thomas White.

### **1. Call to Order**

Chairman Lynne Ide called the meeting to order at 7:02 p.m.

### **2. Public Comment**

There was no public comment

### **3. Board of Finance Comment**

There was no Board of Finance comment

### **4. Approval of meeting minutes**

Upon a motion by Charles Pennewill, seconded by Paula Haney to approve the meeting minutes from May 15, 2013.

The motion passed unanimously.

Upon a motion by Paula Haney, seconded by Charles Pennewill to approve the meeting minutes from June 6, 2013.

The motion passed unanimously.

### **5. Chair's Report**

Lynne Ide reported there will be an overview from Blum Shapiro on the MUNIS software project and also a presentation from the Board of Education on the high school roof. The Board may also be taking action on the Board of Education budget for the additional transportation revenues.

### **6. Presentation and Special Reports**

Presentation from Blum Shapiro on the status of shared services – MUNIS Implementation Project & Town /BOE Finance Director

Jeff Ziplow from Blum Shapiro gave an update on the progress of the MUNIS Implementation Project. There is a steering committee for the MUNIS project and shared services. There are status meetings on Thursdays. There are a couple of grants totaling \$125,000 for the MUNIS software project. The implementation of MUNIS will be in a shared system. Some hosting options are self hosting, third party hosting, CCAT, or MUNIS hosting. The right fit will be working with CCAT to host. Windham would be purchasing the software. There is a significant savings of \$200,000 over 7 years with purchasing the

software outright. There is a fee for CCAT to host. \$24,000 for the first year – includes hardware, disaster recovery, and replication of information. It will be \$19,000 in the second year. Minimal support is required.

Annual cost for maintenance with MUNIS is \$46,600. There is an unlimited number of users. They are looking at the internet access at remote locations.

The purchase of MUNIS based on software modules is \$384,000 for both the Town and Board of Education. Contracts need to be signed for MUNIS and CCAT. Once there are signed contracts, a schedule will be set.

Shared services update – Finance Director position has been advertised. The due date for applications is June 28<sup>th</sup>. They are in the process of developing an interview panel. Evaluations will begin June 29<sup>th</sup> with interviews being done the week of July 15<sup>th</sup>.

Presentation from Board of Education on the status of the Windham High School Roof

Tracy Lambert commented the high school roof is leaking. It is the same kind of roof as Natchaug School. They also have to include the replacement of tiles and removal of asbestos.

Bob Roach from Friar Associates is working on the facilities master plan. He gave a presentation of the condition of the Windham High School roof. The pitch is minimal on the roof.

Anna Crawford questioned if there was any evidence of mold in the building.

Bob Roach replied they have not seen any yet. The cost for the roof is \$3,500,000 for construction and \$125,000 for replacing tile flooring and asbestos removal plus 6 to 8 percent for design.

Anita Sebestyen questioned if anything would be done with the pitch of the roof.

Bob Roach commented yes it would be corrected.

## **7. Controller's Report**

The controller's report was presented by Tom Pesce.

The current year revenues and expenditures were reviewed. The revenues overall will have a surplus in the General Government. Deficits will be in the Board of Education tuition revenues, real estate conveyance fees, and investment income. The expenditures overall will come in under budget. Some departments that are short however, are in the animal control, senior center, building, and snow removal. Both internal and external shortfalls will brought to the Board next month. The Willimantic Service District will have a surplus in the revenues primarily from the police special duty. The expenditures from the Willimantic Service District will be much tighter this year and we anticipate a settlement of the Police Union contract.

On the status of the audit, the reconciliation for the payroll and accounts payable are through May with adjusting entries still needing to be posted. We are still working on reconciling with the Board of Education.

#### **8. Discussion and possible action on any General Government 2012-2013 transfer requests**

There were no transfer requests.

#### **9. Discussion and possible action on any Willimantic Service District 2012-2013 transfer requests.**

There were no transfer requests.

#### **10. Discussion and possible action on amending the 2013-2014 revenues**

Thomas White questioned if this would raise the MBR and if the \$311,000 was given for transportation, would it be used for transportation.

Thomas White commented taxpayers voted on an expenditure for the Board of Education budget.

Charles Pennewill commented he is not comfortable putting the full \$300,000 in the Board of Education budget.

Lynne Ide commented the Town Council would have to set a town meeting for increasing the Board of Education budget.

Upon a motion by Thomas White, seconded by Anita Sebestyen to have the Board of Education come back with one time purchases.

The motion passed unanimously.

#### **11. Discussion and possible action on amending the 2013-2014 Board of Education budget**

No action was taken.

#### **12. Discussion and possible action on the Windham High School Roof**

Lynne Ide commented she has been advised to wait for Town Council approval before approving an appropriation on the Windham High School roof.

Upon a motion by Thomas White, seconded by Paula Haney, to recommend the Town Council take action on the high school roof and send this back to the Board of Finance.

The motion passed unanimously.

#### **13. Discussion and possible action on the time, date, and place of a Town Meeting**

No action was taken

#### **14. Old business**

There was no old business

#### **15. New business**

There was no new business.

## **16. Future agenda items**

There were no future agenda items

## **17. Public Comment**

Doug Lary commented on his experience with remote hosting and that it can be good but you can also have trouble with it. The schools are probably ready for remote hosting but the Town may need to be upgraded. He agrees with the presentation of the MUNIS Implementation project.

Bernie Dauteuil commented on the high school roof and questioned if the contractor could be liable for the roof leaking. Also commented on having the public works provide maintenance to the magnet school.

## **18. Adjournment**

Upon a motion by Thomas White, seconded by Charles Pennewill the meeting was adjourned at 8:30 p.m.

Attest: \_\_\_\_\_  
Thomas Pesce