

Conway Finance Committee  
Minutes  
Monday April 8, 2013 7:00 PM  
Town Office

**Members Present:** Jim Bosman, Tanya Campbell, Roy Cohen, Andrea Llamas, James Cabral, Robert Stone.

**Next Meetings**

**Tuesday** April 16 Fin Com Meeting, including a joint session with Selectboard (changed from Monday due to holiday)

**Thursday** April 18 Warrant Articles Deadline

**Monday** April 22 – Likely date for final joint meeting with SB to finalize warrant.

**Monday** May 13<sup>th</sup> 7:30 PM Annual Town Meeting

**Review/Approve Minutes**

Approved minutes of March 18<sup>th</sup> and April 1<sup>st</sup>.

**IT Budget Hearing with Jan and Craig and Selectboard**

Also present Paul Mervine, Amanda Majewski-Winn, Kathleen McKiernan, Tom Romanovicz

Current plan is for two servers, redundancy, one in each building. \$24K request. Craig explained current system not secure, backups may not be done regularly, network equipment is 15 years old. Security and Backups are most important. In the news recently he said Town of Orange got hacked and their data was deleted. IT companies came back with some large quotes which may not all be necessary. The basics are security, network, backups. Loosing data is a big issue, but if a particular computer is down for a day, that wouldn't be so terrible. Current risks, current maintenance costs, make this an attractive prospect. Town Hall is piggybacked together, unreliable, and wireless is unprotected. Andrea explained that most towns she is aware of are going a different direction – moving everything offsite, which is feasible because of the fiberoptic ring. Providers are apparently reaching out to towns offering services. Paul Mervine explained that the State has built a data-center to provide cities and towns with computing services. Andrea explained they have a variety of levels of service and they have tours every Friday. Roy talked about how if the connectivity to the remote service is down, you are hosed, but if you have the servers on site, you can stay up and running even if the outside connections are down. But you have the risks and costs associated with owning your own hardware. Cloud services may not be as cheap as they say. John O asked for there to be more discussion and for Roy to volunteer to lead the evaluation. Andrea indicated that this is a good time to get a good price from the competing providers. Jan said this should not wait another year. John asked if Roy can pull together the interested parties and develop a recommendation in 3-4 weeks. Jim pointed out that the warrant needs to be finalized 2 weeks from tonight. FRCOG has some resources. This weekend there was a municipal conference and there was a handout on Hampshire IT. Rick suggested new town Administrator Amanda could help coordinate an effort towards determining what amount of money to put on the article. Craig pointed out that the question regardless of the solution is who is going to support it. We will come back in two weeks and vote on an amount.

**Website Budget Hearing with Jan and Craig and Selectboard**

Craig explained that the town website has been slow and unreliable lately. Some other towns are using a certain service and they have a cookie-cutter approach Hadley, Montague, Williamsburg are all using it and their websites look similar. And when you need support, someone is there to answer the phone. \$900/year Andrea pointed out Buckland is doing. She recommended getting several quotes because this will be a long-term contract so we want to be sure we have done our due diligence. Roy asked that you check how easy it is to upload content and change the menu structure. He said that you want to

determine if they are following standards so that if this company went belly-up, could somebody else recreate this easily. Are they developing on Wordpress or Zumba(?)? Stay away from highly customized websites. Rick suggested that Amanda can work with the parties concerned.

### **Joint Meeting with Selectboard**

Fin Com outlined our decisions from our meeting last week. Clarified we are NOT asking for the hit to Conway to be 2.5%. We are asking for the OVERALL FRS budget increase to be 2.5%. We understand that Conway's share of the assessment is going to be much higher because of the state funding formula.

Rick pointed out there was some interaction on the capital budgets that has resulted in changes to the requests and supported the idea of a multi-town initiative on discussions on the operating budget.

If 2 towns don't pass it the budget, then the school has to go back to the drawing board.

John said the Selectboard would send the letter. Jim replied that the Fin Com does not report to the Selectboard, that Fin Com would send a letter, and that the Selectboard could send their own letter based on the Fin Com letter, if they wanted. Jim will write the letter and it will be sent with cc to the Selectboards and Finance Committees of all four towns.

### **Dept 150 Town Admin**

\$50K is salary for Amanda. Rick and Amanda will come up with proposal for how many hours for the town administrative aide.

### **Dept 151 Legal**

Legal is over budget for FY13 according to Rick. John reiterated that there is a possibility of litigation in FY14 and that the \$5K increase was needed.

### **Dept 190 Personnel**

Robert Stone will check with Personnel Committee regarding the details of their budget request.

### **Heating Oil**

Selectboard concurred with Fin Com recommendation to zero out heating oil budgets for FY14 for Garage and Firemens buildings.

### **Dept 422 Highway**

John said he has a final salary figure for this. Roy will ask Ron to implement a \$10K reduction in the non-salary budget. SB concurred with this recommendation.

### **Overlay Surplus**

Lee will give SB a recommendation on what can be closed out to overlay surplus and SB will formally request Assessors to give us an overlay surplus number.

### **Other Capital Requests**

\$10K request was communicated to SB from Liz Braccia for \$250<sup>th</sup> committee.

FCAT money can fund the website. Special revenue fund. Will more than pay for the website.

### **Question on Cherry Sheet Figures**

School Lunch from Cherry Sheet comes to the town but Choice and Charter don't, they go to the school

### **9:00 PM End of Joint Session with Selectboard**

## **Capital Articles**

Frontier dropped the request for the resurfacing of the track and tennis courts.

\$17,242.55 is the new portion for Conway for the Frontier capital.

We need a capital request from Liz for the \$10K for the 250<sup>th</sup>

\$450 for Conservation Commission can be removed right?

Snowblower tractor Jim voiced support for this article. Tanya and Andrea expressed concern that the town be sure to follow procurement processes which is \$5-\$25K you have to solicity three quotes. If it is \$25K or more you have to go out to bid or purchase off of the state bid list.

Do we know what the actual mowing cost is going to be? When SB awards the bid we will and that can be put in the Building Maintenance budget.

Voted unanimously to recomemnd Dept 151 Legal at \$15K for FY14.

## **Conflict of Interest Training**

Need to complete this ASAP everybody.

**Adjourned at 10:15 pm**