

Town of Merrimac
Finance Committee Meeting
JANUARY 13, 2020

- I. Call to Order
 - 1. Roll Call
- II. Town Accountant & IT

Meeting Open 7:00 p.m.

Town Accountant, Anne Jim.

In FY18 we converted to Vadar, FY19 challenge was learning to bring over numbers from other applications, ie: DPW and Tax Title, finding the correct reports and converting/creating the links to match the ledger. FY20 we took on the new Cleargov software for budgeting, planning and forecasting. The actuals are a work in progress.

Salary- 3% increase over three years (of a 5 year contract).

Expenses- Funds moved around, reduced misc and put towards software. Reduced dues/memberships and put towards business travel. Vadar is a 6 year contract, in the 4th year at \$16,602. Fixed assets software is about \$2,000 a year.

Discussion- All departments still use Vadar for their warrants. Cleargov is a transparency software to show our budget. Vadar reports go to Cleargov. Once the budget is approved at Town Meeting we would take the information from the approved budgets on Cleargov and export to excel, then these reports will upload to Vadar. Difference between Licenses and Fees & Repairs and Maintenance? Some are for fax/printers and yearly preventative maintenance.

IT, Anne Jim

Salary- both Alyssa and I are in there with normal increases.

Expenses- moving \$200 out and putting towards Licenses. Trying to buy more licenses for Office365 for e-mail accounts to be using Town email addresses and not personal. Cleargov is now in this department, the first year was paid out of the special article from the Grant. Civicplus the website yearly cost is also on here.

III. Assessors

Assessors, Ed Davis, Bill Pollman, Joyce Clohecy, Heather Roche

Assessors just finished the recertification for the state, they used to be every 3 years, the state decided to make it every 5 years (the was the Town of Merrimac's first year in that cycle) now that we are done we will not have to do it for 5 years. Patriots Properties does a majority of the recertification and analyzing work, the Board does the building permits, inspections, and sicicle work.

Salary- Boast field work pay, the last half of FY20 they spent \$4,500, this half of the year have already spent over \$4,400. Have requested to go up \$2,000 based on the unknown of what the year will be.

Expenses- The next contract with Patriots for \$10,300, instead of paying every three years they break it up, the new contract is a five year and will be broken up to the five years. They will come in every year to review the state licensing.

Discussion- Regarding the salary increase what causes that? The amount of work that needs to be done, the sicicles require looking at homes every 10 years. They need to review all single families, Patriots does the commercial properties. Building permits mean new growth, which equates to work. Turnaround time for reassessing a property?
A: This year we look at calendar year permits from the previous year, when it gets warm, and those aim to be done before July 1st. The increase for expenses for FY20 was a new printer, the Salary increase was Joyce previously received senior work-off. Took money from Dues/Licenses and moved it to the mileage.

IV. Tax Collector

Tax Collector, Michelle Barry

Salary- 3% increase.

Expense- Large increase in billing/collection line. Right now all the bills come to here, they all need to be open and posted individually to the accounts. By going to a lockbox on excise for this year, the bills go to a lockbox (a PO box), they are opened on machines, sorted and posted the same day they are received, and they send one file. Also, a small increase in Kelly & Ryan the company that prints the bill- they do not charge for excise, they will charge an additional four cents for the lockbox processing. They will purchase and insert the return envelopes. Other line items moved around from Office Supplies to the Billing/Collection. Do not anticipate any postage increase.

Discussion- For resolution at the lockbox they have a few steps and then they will come back to the office. They have a 90% success rate. For duplicate payments they will push that off to the office and do the refund on our end.

V. Finance Director

Finance Director, Carol McLeod

Salary- 3% regular increase. Looking for 10 more hours for the Assistant Treasurer Collector, mainly for Anne & Carol, who are working well over their 40 hours year round doing tasks an Assistant should be available to do.

Expenses- Minimal increases in different areas based on actuals.

Meeting close 8:11 p.m.