

Town of Waldoboro
Background Information and Suggested Motions
for Selected Items on the Board of Selectmen's Agenda of April 3, 2012
Prepared by John Spear, Town Manager, March 30, 2012

Old Business –

New Business:

Financial Management Software – As was discussed during the budget presentation regarding the Finance/Customer Service Department on March 27th, the town needs to make some decisions regarding financial management software. As was noted, Finance Director Eileen Dondlinger and I have been investigating TRIO as an alternative to the current system. We met with a representative from TRIO on Wednesday, March 28th and our positive impressions were reinforced. We feel we have a well thought out plan and would like to move ahead.

One thing we did learn was that we need to make a decision forthwith in order to implement an orderly conversion by July 1st; and of course July 1st makes sense as a “cutover” date as it is the start of a new fiscal year.

As we are going through this conversion it also makes sense, both from a financial and training perspective, to include the TRIO motor vehicle registration and hunting and fishing software modules. We will not be able to cover the cost to include these two modules and the required training within the budget amount so we are proposing to utilize funding from the Professional Development Reserve, which has a balance of \$2,923 and if need be, some of the dormant Employee Recognition Reserve, which has a balance of \$3,091.

Changing to TRIO should prove to be a solid investment in the future of town operations, from a financial, customer service and labor efficacy perspective. The total approximate year one cost, including software, installation and training is \$15,500. About \$11,000 would be already covered by FY 13 funds budgeted for the current accounting system. The balance would need to come from the reserves noted above. It is anticipated that in year two and thereafter the annual costs will drop from \$11,000 to \$2,500, **a savings of \$8,500 per year**. Eileen and I will be able to provide you with more details at the meeting, but we needed to get this on the agenda right away as we did not realize the timeline was as tight as it is until yesterday.

Town Meeting Warrant Structure – As you are aware the Board is scheduled to finalize the town meeting warrant, at least conceptually, at its meeting of April 10, 2012. There has been some discussion of returning to a warrant that consolidates budget articles by major function, that is general government, public safety, public works, etc, as opposed to individual departments. I am putting this matter on the agenda so that the board can provide me with

direction in this regard, as the content of the warrant and its structure is ultimately at the discretion of the Board.

In your packet are two different sample warrants, one based on a "*departmental*" model and one based on the consolidated "*function*" model. We discussed this at length at a recent department head meeting, and the general (but not unanimous) consensus favored the "*function*" model. The feeling was that this model promotes a spirit of unity and teamwork, whereas the "*departmental*" model makes the budgets feel personal in nature and fosters organizational divisiveness. Additionally I have received many comments that the "*departmental*" model is simply too long with too many questions. The primary argument against the "*function*" model is that if an article is defeated, it is more difficult to determine what the specific objections were.

Waldoboro Ambulance Association- The Waldoboro Ambulance Association has obtained a taxpayer identification number and may apply to the IRS to obtain 501(C)(3) status; so that donations made to it may be on a tax deductible basis. Currently the town, in a fiduciary role, has been processing/holding those donations for the Association. Now that a TIN has been obtained EMS Director Richard Lash is requesting the donation account balance, which totals \$2,898.32, be released to the association.

FY13 Municipal Budget – This portion of the meeting will be conducted jointly with the Budget Committee.