

**Town of Easton**  
**Minutes: Board of Finance Subcommittee on Finance Department Review**

**Location:** Town Hall Conf Rm      **Meeting Type:** Special      **Date/Time:** January 13, 2016 -- 1:00PM

**Attendees:** Wendy Bowditch, Adam Dunsby, Matt Gachi, Andy Kachele, Paul Lindoerfer

**Absentee(s):** None

**Guest(s):** Grace Stanczyk, Suzette Bryan, Janet Haller Finance Department  
Christopher Vose, tyler technologies

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**Agenda Item 1:**      *Call to Order*

**Notes:**      The meeting was called to order by Andy Kachele at 1:10 PM

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**Agenda Item 3:**      *Acceptance of Minutes*

**Action/Motions:**      A motion was made to accept the minutes of the December 18, 2015 meeting as written.

**Motion(Second):**      Matt Gachi (Adam Dunsby)      **Result:**      All in favor.

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**Agenda Items 2:**      *Continue Finance Department Review*

**Notes:**      The rep for the town's MUNIS system, CJ Vose of tyler technologies, discussed our current system capabilities and possible future system enhancements. CJ handed out a list of all the available MUNIS modules and discussed the modules we have installed. Our system is currently installed on a town-owned server which limits access to it. Tyler offers cloud-based system hosting at their Yarmouth, ME data center with a backup at a facility in Texas. Utilizing their cloud-based service would allow greater system access and off-load some of the server management work the town is now responsible for. CJ will provide us a quote for this service for our system. CJ also discussed their free support services that are available to assist our MUNIS users. CJ recommended that we purchase the HR Management module to help automate our payroll process. He also noted that consulting services are available to assist in solving system problems that might be unique to a customer's implementation and use.

Janet Haller explained to the committee the work she does for the Finance Department including the vendor payment process.

Grace provided the committee members with a sample of a trial balance.

The committee discussed the possibility of meeting with finance department members from other towns that use the MUNIS system. Our next committee meeting is tentatively scheduled for Jan 27 but depends when we could meet with a finance department person from Weston.

**Follow-up:**      CJ Vose will provide a quote for their cloud-based services for our system and a quote for the HR Management module.

Wendy will call her contact in Weston to see when he might be available to meet with the committee.

Matt will make a first pass at a list of questions we would pose to other towns about their use on the MUNIS system.

Matt and Paul will work on examples of report formats we would like to come from the MUNIS system for use by the Board of Finance.

Matt and Wendy will work on a trial pilot program of downloading MUNIS data to excel spreadsheets. BOF, Treasurer and Tax Collector will be the three departments in this initial trial.

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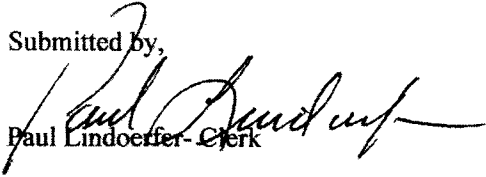
*Adjournment*

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**Notes:** The meeting was adjourned at 4:20 PM

Submitted by,

Paul Lindoerfer - Clerk

A handwritten signature in black ink, appearing to read "Paul Lindoerfer", is written over the printed name "Paul Lindoerfer - Clerk". The signature is fluid and cursive.