West Windsor Selectboard
Draft Minutes
September 12, 2017

Present: Dick Beatty, Win Johnson, Cathy Archibald, Barbara Gerstner, Martha Harrison, Cynthia Stoddard, Al Keiller, Shelley Seward, John Mudgett

1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 4:30 PM.
2) Changes or additions to the agenda – None
3) Announcements/Public Comment – None
4) Discuss implementing NEMRC financial information system – Win introduced Cynthia Stoddard from New England Municipal Resource Center. Cynthia provided information about her background and the products and services available from NEMRC. Cynthia also answered questions from those present. Among other things, Cynthia noted that: budget information cannot be uploaded from Excel to NEMRC; mistakes are more difficult to fix in NEMRC than in Quick Books; a back-up system is available; support is available from 8:30 AM to 4:00 PM and after hours in an emergency. Al asked about the timeframe for implementation. Cynthia said she can do as much work as needed to get West Windsor set-up over the next three months. There was concern about the need to hire additional help during the training period. Al asked about security. Win said one person generally enters transactions and others have "read only" access. Al asked if NEMRC is a private company. Cynthia said Ernie Saunders is the founder and primary owner of the company. Al asked if he has a succession plan. Cynthia said Ernie's son, Adam, will take over the company eventually. NEMRC is capitalized, and has a close working relationship with VLCT and the State of Vermont. Shelley asked Cathy if her experience with the Grand List module has been good. Cathy said yes. Al asked if there is an annual support fee. Cynthia said yes. Win said it's important to get the proper training and support. Cynthia said NEMRC is very close to its clients. Win said he is going to recommend both continuing to have external audits and engaging the current town auditors in the process. Win asked about next steps. Cynthia said she will get back to the Selectboard with a proposal. Win said the next Selectboard meeting is on September 25th. There was discussion about which modules are most important to start using on January 1st. John asked about running parallel systems. Cynthia said some clients want to run parallel systems for a month or two. Cynthia provided examples of the type of information she will need from Cathy. Win said he wants to spend time on the chart of accounts since that's difficult to change once it's established. Win said he is trying to set up a meeting with the town auditors.
5) Other Business – None
6) Adjourn - **Win moved to adjourn at 5:27 PM. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison