

**Minutes
Coventry Town Council Meeting
June 20, 2016
Town Hall Annex**

1. The meeting was called to order at 7:30 PM.
Present: Julie Blanchard, Hannah Pietrantonio, Lisa Tomas, Richard Williams, Matthew O'Brien, Thomas Pope, Andy Brodersen
Also present: John Elsesser, Town Manager; Beth Bauer, Finance Director
2. The pledge of allegiance was recited.
3. **Audience of citizens:** none.
4. **Acceptance of Minutes – June 6, 2016:**
Motion #15/16-397: Thomas Pope moved and Andy Brodersen seconded to accept the minutes of June 6, 2016. The following corrections were requested:
 - Page 2, item 2, third line: change "She" to "Julie."
 - Page 3, item D, 3rd line: change "allocation" to "allocations."
 - Page 4, 3rd bullet, 2nd line: change "\$400,000" to "350,000."
 - Page 6, 3rd paragraph, 3rd line: change "\$100,000" to "\$190,000."**The motion to accept the minutes as corrected carried on unanimous vote.**
5. **Consent Agenda:**
Motion #15/16-398: Lisa Thomas moved to accept the consent agenda, seconded by Andy Brodersen. Lisa requested to remove item 8F6. Hannah requested to remove item 8F5. **The motion to accept the consent agenda with the removal of the requested items carried on unanimous vote.**
6. **Reports:**
A. Council Chairwoman – Julie Blanchard: Tonight Julie hopes we can all be respectful and watch our language for the public and the audience. She would like to cancel the July 5th meeting due to a potential quorum issue. **Motion #15/16-399: Matthew O'Brien moved to cancel the July 5, 2016 meeting, seconded by Andy Brodersen. The motion carried on unanimous vote.**
9. **Old Business:**
B. Motion #15/16-400: Hannah Pietrantonio made a motion to move up item 9B, Consideration/Authorization for Town Manager to Sign MOU with Board of Education for Operation of Preschool, as the next item of business. The motion was seconded by Matthew O'Brien and carried on unanimous vote. Superintendent of Schools David Petrone and Board of Education Chair Jen Beausoleil joined the Council to discuss this matter.

Jen Beausoleil provided background information, indicating that the Board of Education is responsible for the education of preschool students who are special education students. It is part of our operating budget. Those students have to be educated with their regular education peers so several years ago the Board of Education entered into a relationship with CECC to do that. It has been a good relationship for many years. We got a Smart Start grant to provide the third piece, the Smart Start classrooms and money to

renovate the middle school wing for the preschool. As part of this grant we get operating funds from the State for 10 years. It was a very good way to repurpose the space and reduce our costs for rent. It is a win-win situation for the students and Coventry taxpayers. CECC recently approached us about taking over the operation of the preschool funds from a management perspective. They are struggling to retain board members. We wanted an MOU to clarify the language and so it is not hidden in a report. The Board of Education has discussed the matter and has had a lot of the same questions about impact on the operating budget. We only support a program that is self-sufficient through tuition. Revenue would go into that fund. A variety of questions were raised as to how it would affect the operating budget. The Board wants it to have no impact. If there was, then tuition would be raised so the program would be self-sufficient, or it would be canceled.

Lisa Thomas asked if for some reason the program was discontinued, whether it would be the regular education preschool. David Petrone said we would make program adjustments but we would still have to have a program for special education students to interact with their peers. We would discontinue pieces and make adjustments accordingly. Matthew O'Brien asked if they have a list of actual expenses. David replied yes. Matthew asked if they could explain how things are paid for now, i.e. pension. David replied they don't have a pension program. They pay a higher fee for their healthcare – he believes it is 40%. Mathew asked if our coverage is better. David replied yes. Matthew asked if their health insurance is built into the rent they pay. David replied we don't have anything to do with how the funds are flowing with CECC. Jen said their piece of it is paid for by their tuition. Our grants don't go toward CECC cost. They pay the District rent for the space, where before we paid them rent. David said their rent covers electricity, water, and any professional development they participate in they pay us a small fee for. He provided a spreadsheet of expenses per Matthew's request (*attached to these minutes*). Julie Blanchard asked if special education teachers are paid for by the Board of Education including their healthcare. David replied yes. The only change would be for the students who sign up on the regular education side of the program. Any tuition we collect for students in the Smart Start program goes into the account that is currently held by the Town. For some items, i.e. latex gloves, we came up with the same formula we have always followed – which is to divide the cost by the number of special education students in the CECC program. Matthew asked if there is a requirement for special education students under the Smart Start grant. David replied you have to have a specific number of students that qualify as low income. Some can be special education but the requirement is for low income. Andy asked if CECC is privately incorporated. David replied that CECC is a nonprofit. Andy asked if they have their own accountant. David replied yes. Matthew noted that the Finance Committee was given the MOU request to consider and developed a list of questions for the Board of Education to answer - they are dealing with our questions now.

Thomas Pope asked how the MOU changes the special fund that was created last June. David replied it doesn't change it. It makes the flow of funds clearer, as well as going forward for future Board of Educations and Town Councils. The fund was maintained by the Town. Thomas said if nothing changes there is no real need to sign the MOU. Jen said we didn't have to ask for an MOU to be done – the Board could have easily just approved this operation by the Superintendent and the District. We did this to be open and honest. We wanted to be open about our plan and clarify the process so people don't have to dig through meeting minutes to find where things were done. Effectively it doesn't change anything. The process is still managed by Beth (Bauer, Finance Director)

and Bob (Carroll, Business Manager). David said money that comes in would now be accounted for by the Board of Education and then turned over to the Town. Currently CECC collects the money and accounts for it, and then we account for it and then turn it over to the Town. Then the Town maintains and oversees it. If we want an item out of the account we would put in for it which is approved by Beth.

Matthew asked if we could we put in the MOU that this is for regular education expenditures only. David replied if you want it specifically about regular education we can do that. Legally we can't collect tuition for special education. In the event we need brand new desks for the classroom and 6 of the students are special education, then you could say some are being used for special education. We want to be clear that we may paint the inside of a room and then would say we used funds for that. If a student needs special equipment we don't cover it under the regular education funds, but items for all the students we would. Matthew said he would just like clarifying language. David noted it could be a teacher's salary. It is too complicated to separate some of it out. It is really difficult to pinpoint every single little piece. There are many working and moving parts.

Thomas asked about buying special equipment and what happens when the student outgrows it or moves on. David replied sometimes we try to lease specialized equipment, or return it to get a credit. It depends on the situation. If it is very expensive we usually look at lease options. Thomas said he asked at a town meeting many years ago and was told it is just given to the student. David replied we don't do that now. It complicates things and could be considered that something valuable is being given away. We try to make smart decisions as we project these needs. Sometimes we try to purchase things that are universal that could be used by another student coming up.

Richard Williams said as he understands it nothing changes – the company that is there would still be there. David replied no, the company would be dissolved. We would repost any of the public positions under the CECC umbrella to make the program profitable and move along in efficient manner. Some positions would fall under the union. Richard asked if the preschool that was operating will now be dissolved. David replied no, it will still be there. Richard said so the company running it will no longer be there. Jen replied they will cease to exist. Richard said so that preschool put a company out of business. Jen replied they approached us because they were struggling. Richard asked how many new employees we are getting. David replied a secretary, teacher and para. Richard asked at what point we start getting rid of people. We keep growing. Jen replied these positions are not part of the operating budget so they are not really an addition. Richard asked why we need to be in the business of running a preschool. Why are we growing. David replied if we take over this preschool we are adding 75 students so we would need to add staff. Richard asked why we need to do it. David replied it is good for the community. The preschool is a good feeder for our grammar school. It is good for families who need support for programs. Health insurance is also getting out of control for them. Richard said why put that burden on the taxpayers. David replied we are not - tuition is covering that. Richard said so we are in the business of running a preschool. David replied we have been for the last year. A preschool for special education is mandated for us. Matthew asked if there are other preschools in town. David replied yes. Matthew asked how our tuition compares. David replied we use the State rate scale. Matthew said they wouldn't be in another preschool. If we are charging less and it is a good program, is it taking away from other businesses? David replied CECC has been around for 40 years so it is not like this is something new. Our Smart Start classes could pull students away.

Thomas asked if there is a waiting list to get in. David replied not right now. There has been off and on. We will have to take a look at enrollment in another month or so. Sometimes we need to get the word out, because families don't realize preschool is an option until they see how reasonable the cost is. Thomas said he had seen around town that other preschools are looking for students. David said that is not uncommon at this time of year.

Lisa asked if the Board didn't merge in with CECC what you think would happen. David replied he imagines some families would step up, but it is hard to make that kind of commitment - a lot of fundraising is needed to cover insurance, equipment, etc. They are looking to the future and we believe it would be a great fit. Jen said a benefit is the cost for that staff is less than what CECC would be paying.

Richard asked what the ages are of the kids who go there. David replied 3 and 4. Richard said he knows when his child was going to preschool/daycare it cost a lot of money and he couldn't wait for him to go to kindergarten. Now we get them at age 3. What is the maximum tuition? David said he doesn't have that information in front of him. Richard asked what is the least they would pay. David replied a couple hundred dollars a year. Richard commented that this is subsidized daycare. David disagreed. Richard said what we have done is taken kids that are 3 years old and created how much revenue? David replied \$365,000 for the school-year program. This summer we have a 4-week summer school program as part of Smart Start. Next year we are looking at doing an 8-week program. Matthew asked if they have to have certain licenses. David replied they are NAYEC accredited. We will have to go through that process. We fell under CECC's accreditation for Smart Start. We will start that process for this coming school year. Richard asked how many of the students will be tuition-paying. David replied all of the regular education students. We estimate about 100 students.

Matthew requested a copy of the financial spreadsheet. David replied he will provide a full packet with our letter, the MOU and spreadsheet. Julie said we will then have the Finance Committee look at it again. Matthew said he appreciates all the input - his questions go more toward language.

10. New Business:

F. Motion #15/16-401: Matthew O'Brien made a motion to move up item 10F, Consideration/Approval: Board of Education request to transfer \$100,000 to Reserve Fund for Capital Expenditures. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-402: Matthew O'Brien moved to authorize the transfer of \$100,000 from the Board of Education operating budget for FY 2015/16 to the Board of Education Reserve Fund for Capital Expenditures. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.

L. Motion #15/16-403: Richard Williams made a motion to move up item 10L, Discussion/possible action: Request for financial information from the Coventry Board of Education. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Matthew noted this matter was discussed at the last Finance Committee meeting. At the

last Town Council meeting there was a request to submit a Freedom of Information (FOI) request for monthly financial information from the Board of Education. Finance reviewed a sample check register page but it had limited information – it doesn't really explain what the transaction was for and we wanted Richard to consider a different report that would give better information. Richard said he would like the Town Manager to request sample reports that the Board of Education creates that include all or part of:

- Detail of transaction
- Date
- Payee
- Amount of transaction
- Place where expended

This would typically be called a general ledger or cash disbursement ledger.

Motion #15/16-404: Richard Williams moved to instruct the Town Manager to request of David Petrone an example of the financial documentation outlined above so the Council can then form our FOI request. Matthew O'Brien seconded the motion. David Petrone said he will see if a report exists with that information. Lisa said she is a little uncomfortable – she is not sure why we are talking about FOI requests – the Board of Education is our partner, not our enemy. Has anybody asked? Richard said we have asked for many things and haven't gotten a response anywhere near what we asked for. OpenGov (online financial reporting software used by the Town) would have taken care of that but the Board of Education chose not to do it. Jen replied that our Business Manager said we would get quote for OpenGov but we didn't agree that we would do it. We are bound by another system, the Universal Chart of Accounts that comes from the State that should provide much of the same information. We didn't want to add a double system. **Motion #15/16-404 carried with Hannah Pietrantonio and Lisa Thomas opposed and all other Council members in favor.**

E. Motion #15/16-405: Matthew O'Brien made motion to move up item 10E, Consideration/Authorization: Waiver of Purchasing Procedures and Authorize Town Manager to Execute contract with Freightliner of Hartford/Five Star Fire for purchase of Quint Fire Apparatus. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-406: Lisa Thomas moved to waive purchasing procedures and authorize the Town Manager to execute a contract with Freightliner of Hartford/Five Star Fire for the purchase of a Quint fire apparatus. Matthew O'Brien seconded the motion. Noel Waite, Fire/EMS Administrator, Ann Brierley CVFA EMS Captain, and Sean Brierley, CVFA Deputy Chief, joined the discussion.

John Elsesser said we have to waive bid procedures because this is a one-off item. The bid process doesn't work when you are buying a used item. We have verified the market in terms of pricing and believe the price is very competitive. We would need to be authorized to sign a contract. We would receive the truck sometime in November when their replacement truck comes in. The estimated maximum price when the truck is fully equipped with hose, signage, additional lights, oil pan, etc. is not to exceed \$225,000, but the Council would be authorizing contract at \$187,350.

Matthew said he has a question on item 12, "Freightliner shall deliver the vehicle in a fully operational condition and inspected (DOT, valid pump/aerial certifications executed

within one year of delivery...)" Does this mean we can't use it until it is certified? Noel said the pumps have to be certified every year. We will have to do it when that period is up (next May). John said ladder inspection is in the range of \$75. Noel said funding for that is in the maintenance line item in budget.

Lisa Thomas said there are two typos in the agreement:

- #2 payment: the words and digits do not match. Typically words overrule numbers.
- #4 warranties: should say no warrantee either express or implied.

Noel said it is a very nice truck. The truck committee and town mechanic looked at it. We agreed it is a "parade piece." Rocky Hill has a full time mechanic who said if it saw 3 fires in its life he would be surprised. We feel lucky to get it. When the truck gets transferred to the Town it does not go into service immediately. Training will be required and some relief valves will need to be installed.

Thomas Pope said some trucks in town are red and some are yellow. What color is this truck? Noel said it is a different color of yellow. It is not going to match exactly but the color does not matter. Sean said the Department agreed the color doesn't matter - what is important is getting the right piece of equipment.

Motion #15/16-406 carried unanimously.

J. Motion #15/16-407: Matthew O'Brien made a motion to move up item 10J, Authorization: Increase Vintech staffing for ambulance services per budget allocation: Andy Brodersen seconded the motion.

Motion #15/16-408: Matthew O'Brien moved to authorize an increase in Vintech staffing per budget allocation to 5 days a week effective July 1, 2016. Andy Brodersen seconded the motion. Noel said we started with Vintech 3 days a week in February – at that time members thought they could cover Wednesdays and Thursdays, but we noticed Wednesdays were scarce and we were starting to turn over calls. We increase to 4 days in June. The budget for FY 2016/17 is 5 days. John Elsesser said we are supposed to give Vintech two weeks' notice prior to staff changes. **Motion #15/16-408 carried on unanimous vote.**

K. Motion #15/16-409: Matthew O'Brien made a motion to move up item 10K, Authorization for Town Manager to execute agreement for ambulance recovery billing: The motion was seconded by Lisa Thomas and carried on unanimous vote.

John Elsesser said CVFA has had a long standing relationship with a revenue recovery firm and we felt it was time to put that service out to bid. We wrote bid specs and received 4 bids back. There was a dual-department review of the firms and we came to a joint recommendation.

Ann Brierley said that she and Bud Meyers collaborated with Noel Waite on the RFP process. We went out to bid on an RFP we all agreed on. We got 4 bids back. Two were at 7.5%, one with the current vendor was at 6% and the vendor we are recommending – ComStar - came in at 5%. Noel said we currently pay 9%. Ann said the decision was not only based on price. We are staying with our current software. ComStar will also pay for faxing to hospitals. They are also including credit card payments - we currently pay an

extra fee for that. They will come out every 6 months and provide training, and they have online reporting which we don't currently have. They go through a clearinghouse and are also significantly bigger than the other firms. John said ComStar has long-standing reputation in Massachusetts and is starting to move into Connecticut. They have 5 other towns in Connecticut now.

Andy asked what the length of the contract would be. Noel replied two years. Julie asked if there is a built-in increase after one year. Noel said no. John said how effective they are at getting money in determines how much money they make. A lot of bills go uncollected. Richard asked if the effectiveness of the firms in getting collections was considered. Ann replied we didn't rate them on collection. A lot of that depends on the patient demographic, the insurance they use and other factors. We rely on the hospital to get current information and billing company to collect. The patients we transport are usually in an emergency situation and may not provide adequate insurance information. Billing company collection rate depends on many factors. Richard what our current company's collection rate is. Ann replied low 80s. Richard asked what the proposed company's is. Ann replied low 90s. She noted that recovery rates have gone down over the years because of lack of insurance. John said our current policy is if people say there is no insurance after a couple bills it goes away.

Motion #15/16-410: Matthew O'Brien moved to authorize the Town Manager enter into a contract with ComStar for ambulance recovery billing, subject to approval by the Town Attorney. Thomas Pope seconded the motion. John said we received a chart today that provides a side-by-side comparison of the 4 firms with advantages of each. It will be forwarded to the Council (*attached to these minutes*).

Motion #15/16-410 carried on unanimous vote.

John said that the State Office of Emergency Management Services said 11 months ago we had plenty of time to convert the PSA to the Town. We have submitted full packets both in draft form and full form. We are being told it is not a transfer, that we are a new provider. Noel said CVFA holds the PSA for the Town of Coventry - we told OEMS that CVFA voted to transfer it to the Town. OEMS said that would not be a problem. We started back in March. We put the packet together and sent it to OEMS – it went to legal and we were told we had to be a service provider to get a PSA. We asked for the service provider packet and submitted that. We went through many minor revisions and submitted it again two weeks ago. Then we were requested to provide a local EMS plan. We already submitted that back in January of 2015. Then they got back to us and said the plan doesn't talk about the Town taking over the PSA. That situation didn't become known until September of last year. John said he talked to a couple of his peers who have dealt with the Department of Health and a lot of them have brought in their attorneys. We may need to do the same. Our Town Attorney has some experience as does a former attorney with Murtha Cullina. Noel said we will keep pushing forward. We had hoped to have it by July 1, 2016. John said there is some confusion about whether we need a public hearing. Noel said billing will continue under CVFA at this point. John said we need to develop a joint contract. Ann said in the meantime we will continue to do business as usual. The contract with the new billing company will not begin until the PSA is done.

Reports:

A. Council Chairwoman – Julie Blanchard: none.

B. Council members:

Lisa Thomas said this is the time of year when people start to ask questions about where to go hiking or biking. She and her husband hiked a piece of a new trail that connects to the Airline Trail. You can get on it behind Mackey's. It is very beautiful and is paved. You will eventually be able to get on the Hop River Trail and go toward Vernon through Coventry. You should check it out.

C. Finance Committee – Matthew O'Brien:

Beth Bauer reported that as of May 31st the Town has collected 100.46% of anticipated property tax revenue and ahead of last year's collections. Our general fund revenue collections are at 100.78% of anticipated. Anticipated Revenues for 2015 - 2016 from the State of Connecticut have been reduced by \$26,000. The Conveyance tax and Building department revenues are projected to exceed anticipated by \$54,000.

COVRAA revenue collections are now at 110.2% of anticipated revenues and ahead of collections from last year. The projected end of the year balance is now \$544,282 after accounting for the Transfer Station study and the allocation of 5/12 year of ¼ of the DPW Assistant's salary to COVRAA (done by the Manager on January 31, 2016).

The committee reviewed and recommended approval by the Council of the end of the year transfers recommended by Beth Bauer. The operating budget is projected to show a modest surplus at year end. Action on this item will be taken under Agenda item 10A. Some items were higher than anticipated and can be discussed later in the agenda.

The Board of Education requested that the Council transfer an additional \$100,000 from the 2016 general fund of the Board of Education's operating budget surplus to their non-lapsing account (BOE Reserve fund for Capital Expenditures). The Committee unanimously recommended to the Council that we make this transfer. Action on this item will be taken under Agenda item 10F. The Finance Committee has requested that the Town Manager formally invite the Board of Education's Finance Committee to come to our July meeting.

The Committee reviewed a proposed CIP freeze that would temporarily put a hold on some items until September 1st to give the Council time to assess any additional cuts imposed on Coventry by the budget imposed by Governor Malloy and also assess our expected revenues. The Committee recommended the Council approve this item under Agenda item 10H.

The Manager was finalizing the proposal with DSCI for Voice Over IP Telephone System. Agenda item 10I asks for the Council to authorize the Town to execute this contract. The Manager will provide more details.

We discussed the Board of Education's request for the Council to enter into a new MOA with the Board of Education for the operation of the Preschool Fund. The Committee did not feel we had enough information and asked the Town Manager to forward some questions to the Board. We had invited the Board's Fiscal Committee to join us at that meeting but they were not able to attend.

The Committee met with two members of the Library Expansion Building Committee – Tim Timberman and Kristi Sadowski. They presented two space reduction plans that the committee had considered to reduce the scope and cost of the proposed project. Tim Timberman explained that the committee had rejected both options as not having a large enough impact on the budget

to justify the reduction in space or that reducing the space as proposed would interfere with the daily supervision of all areas of the library by the Librarian. More details of these discussions can be found in the Finance Committee minutes.

The building committee also reviewed the original proposal with an eye towards tightening up their numbers and look for cost savings. They reported that savings could be gained in the area of the site work because they felt the consultant had over-estimated and they reduced the estimated costs of furnishings, phones, etc.

Now the estimated cost of the original proposed project is about \$5.3 million compared to the \$6.6 million original estimate. Taking into consideration the \$1 million grant secured by the Library Expansion Committee the proposed cost to the Town would be about \$4.3 million plus financing costs. They said that they are continuing to seek out other potential grants as well.

The Finance committee reviewed a potential impact on the mil rate attributed to the project using various funding scenarios and the potential to delay the impact to coincide better with a coming reduction in our capital expenses. The Manager also mentioned other options that may be available and is going to explore those further.

We asked if the Library committee had addressed the number of parking space issue and they said that this will be discussed further with the Steering committee but they had gotten approval from Planning & Zoning on their plan. Tim Timberman reported that their plan now includes 75 parking spaces on site. The Finance chair noted that this number was far below the committee's estimated need outlined in their space needs report. Tim Timberman explained that the space needs report included a recommendation from the Library Association but was only a guideline.

The Finance chair expressed some concerns and will wait to learn what happens when they meet with Steering to discuss it further.

The Finance committee discussed the Council's proposal to make FOI requests for the Board of Education's check registry. Beth Bauer provided the committee with an example of the check register and we felt the information provided was not as detailed as hoped. We suggest the Council consider requesting the complete Transaction Data (either separately or together with the Check Registry).

As Chairman I would recommend that the Council consider authorizing funds to pay for the set up cost and first year cost of OpenGov.com for the Board of Education and request that the Board cooperate and join the town in providing transparency to our taxpayers. I also recommend that we allocate \$200,000 to the CNREF. Both of these should be added to the agenda and should come from the Council's one and one half percent.

Motion #15/16-411: Matthew O'Brien moved to add consideration of the transfer of \$200,000 from the Council's 1.5% Fund to the Capital Non-Recurring Expenditures Fund to the agenda as item 10M. The motion was seconded by Thomas Pope and carried on unanimous vote.

Motion #15/16-412: Matthew O'Brien moved to add to the agenda as item 10N authorization of an appropriation of expenses from the Council's 1.5% Fund to pay for setup costs and first year expenditures for the Board of Education to implement OpenGov. Richard Williams seconded the motion, which carried with Lisa Thomas opposed and all other members in favor.

E. COVRRRA – John Elsesser:

The engineer is finishing up draft of the transfer station plan and should be ready for the July meeting.

F. Town Manager – John Elsesser:

1. Project Updates: A written memo was distributed. A lot of road work is coming up over the next couple weeks, including cold mix pavement process, traditional asphalt pavement, milling and overlay. Public Works is also prepping for chip seal work in August – they are flat out trying to get it all done. So far the plan is holding together and the weather has been cooperative. Matthew asked if propane specs are drafted. John said last year we started a project to jointly bid out propane with the Board of Education. We put that on hold until we can figure out the specs for gas. There is some question about ownership of one tank. It is probably more cost effective to rent rather than own. On the gas project we are waiting to get a timeframe. We are working on getting specs and permits.

Julie asked about the Historical Society's wooded land being restored to a field in exchange for parking for the Farmers' Market - is this Strong Porter? John said yes, in the pine grove that was historically a farm field. It would not be for this season. We are looking at an Ag Viability grant for next year. CT Landmarks turned down our request to do it on their land right across the street. Julie asked if we have any idea of cost. John said for the land at CT Landmarks we got a price of \$3400 to create about 60 parking spaces. They declined the offer to do that with the funds that were available to the Market this year. It is historically appropriate as it was farmer's fields there, not woods.

Matthew asked if there are any updates on Hydrilla treatment action. John said no - we have calls into the firm that has been awarded the work. Regarding the flyboard study – the State doesn't see any relevance to other lakes in Connecticut in terms of funding the study. Dr. Kortmann listed at least 5 other lakes where flyboards could go - basically anywhere jet skis can go. We asked him to fine-tune his numbers to see if we want to do a study on our own with the funds the Council authorized. While the dam is being repaired this fall, Dr. Kortmann is recommending removing about 20 feet of the jetty to allow better water flow. Water stagnates there. We are waiting for Todd Penney to get back from vacation to investigate permit issues. Dr. Kortmann also has a proposal to stir the water with a solar-powered device on a platform. We sent it to a solar agency to see if they will fund it. Occasionally, about two days a year, Patriots Park beach has to close due to high bathing load and bacteria content. It is the middle section of the jetty that Dr. Kortmann is proposing to remove.

2. CT DEEP Notification of Tentative Determination to Approve Application for Dam Safety Permit and Waive Public Hearing: CT DEEP is waiving the hearing portion of the dam replacement project.

5. Invasive aquatic plants workshop: Hannah Pietrantonio noted on July 13th at Patriots Park the Coventry Lake Advisory & Monitoring Committee (CLAM) is having a public workshop about invasive plants, run by a plant expert from CT Ag Station. She is wondering if this could be put on our web page and a TV slide made for Ch. 191. John said this has already been done. Hannah asked if there is a way to notify the Lake Associations. John said he believes we have a list. Lisa asked if we have a list of the names of the presidents of each Association and contact information. John said the Tax Collector's office does. Lisa said there are a number of issues going on right now with the potential to impact those residents. She asked that John develop a list to communicate with them about the issues facing the lake,

workshops, etc. She said we need to enlist the help of people who live along the lake to address these issues. The more direct contact there is the better. John said we can try - a lot of these associations have their elections in June so we might have to dig a little bit. Lisa said even if an email was sent to the past president she is sure they would pass it on. John said he believes CLAM has a list - we will take ownership of some communication activities.

6. Retirement of Officer Gail McDonnell: Lisa said she hates to see this item relegated to the consent agenda. Officer McDonnell has been with the Town for a very long time and is a big part of the community. She would personally like to express her thanks.

9. Unfinished Business:

A. 15/16-98: Consideration/Possible Action: Letter Encouraging Development of multi-faceted approach to assist citizens affected by crumbling concrete foundations:
Motion #15/16-413: Andy Brodersen moved to approve a letter in conjunction with three other towns encouraging Gov. Malloy to develop a multi-faceted approach to assist citizens affected by crumbling concrete foundations. The motion was seconded by Matthew O'Brien. Matthew said the letter looks good. John said it has been approved by the other three towns. Hannah noted a typo on the 6th bulleted item, "sway from foundations" should be "away from foundations." She thinks this will ease folks to know there might be some options to raising foundations. John said we don't know for sure but getting water away from foundations may help. Julie asked who signs the letter. John replied he will on behalf of the Town, as well as the other town managers. Lisa said she spent some time with Congressman Courtney and he shared some of this information with his staff. She suggested they might want to take a look at it - perhaps we can get some additional support. Is this something FEMA can help with? John replied there are no strict FEMA guidelines. There are some rough numbers (563) but the issue has to be big enough for them to look at it. Whether FEMA is involved or not there have been some other federal issues like the Chinese sheetrock situation in Florida that the federal government got involved with. **Motion #15/16-413 carried on unanimous vote.**

10. New Business:

A. 15/16-102: Consideration/possible action: Budget Transfers FY 2015-2016:
Motion #15/16-414: Matthew O'Brien moved to authorize the recommended budget transfers as outlined in the document contained with the Council agenda. Andy Brodersen seconded the motion. Matthew noted this was discussed at the Finance Committee meeting. The document was prepared by Finance Director Beth Bauer. It seems to be a good plan and we recommend it. **Motion #15/16-414 carried on unanimous vote.**

B. 15/16-103: Consideration/approval: Transfer to Suspense Tax Book:
Motion #15/16-414: Matthew O'Brien moved to authorize the transfer to suspense tax book list as outlined in the document contained with the Council agenda. The motion was seconded by Andy Brodersen and carried on unanimous vote.

C. 15/16-104: Authorization of Appointment: Jennifer West, Coventry-Pietras Funeral Home, as Sub-Registrar of Vital Statistics:
Motion #15/16-415: Matthew O'Brien moved to authorize the appointment of Jennifer West, Coventry-Pietras Funeral Home, as Sub-Register of Vital Statistics. Lisa Thomas seconded the motion. Julie asked how long the appointment is. John said he think it is until the person leaves. Matthew asked if we should put a limit on it. Thomas said he thinks it should be for some period of time. John said it goes with employment at the funeral home so we could do it for as long as she is employed by the funeral home. Matthew accepted this friendly amendment to his motion. Lisa said she is concerned we might be roping ourselves in. Does the per-

son who fulfills this role have to be an employee of a funeral home? John said they traditionally are because they are serving the role of doing this paperwork when we are not around. Lisa accepted the amendment to the motion. **Motion #15/16-415 as amended carried on unanimous vote.**

D. 15/16-105: Acceptance of Donation to Cemetery Commission for Flag Holders: Motion #15/16-416: Matthew O'Brien moved to accept the donation of flag holders to the Coventry Cemetery Commission. Thomas Pope seconded the motion. Lisa noted that in the letter that the chair of the commission wrote it indicates they received donations from two different groups. Beth Bauer staffs this commission and indicated the Commission had been talking about replacing the flag holders and the question was how to afford it. They approached the Veterans Memorial Commission which has a budget in the general fund. They did not expend all their funds this year and had about \$450 so they agreed to help fund the purchase. Then Center Cemetery purchased all of them so there was no need for Commission to expend their funds. Lisa said it was very generous of Center Cemetery to do that. **Motion #15/16-416 carried on unanimous vote.** Lisa would like a thank-you note to go out. John will ask the Cemetery Commission to do it. Beth noted that they are very appreciative.

G. 15/16-108: Consideration: Development of Policy Governing Authority to Make Inter-Fund Allocations:

Matthew O'Brien had requested this item be placed on the Council agenda in consideration of future actions of the Town, pertaining to the reallocation of funds from the Town budget to a closed funds budget. He wants to discuss whether we want to set a policy asking that the Council be informed or whether we simply authorize the Town Manager to use his discretion. John suggested this matter go to the Finance or Steering Committees as there are different types of circumstances we would need to have discussion on than the task at hand. It would be helpful to have Beth Bauer discuss these issues at greater length.

H. 15/16-109: Consideration: Freeze of certain Capital Budget Items Until September 1, 2016:

Matthew O'Brien said that the Finance Committee had recommended this as a partial response to reduction of revenues from the State and our anticipated ability to make up these revenues through tax sales and other initiatives. Now another \$20 million in additional cuts is being proposed by the Governor that we don't know the impact of, so we thought we should get a handle on our expenses until we know more. Most of the items are partial and shouldn't be totally disruptive. **Motion #15/16-417: Matthew O'Brien moved to authorize a freeze in Capital spending as outlined in the document contained with the Council agenda until September 1, 2016. Richard Williams seconded the motion.** Andy noted it is really not a freeze - just a postponement. John said to make it a permanent freeze there would need to be a vote. Matthew noted we are realizing savings on the purchase of the Quint fire apparatus. **Motion #15/16-417 carried on unanimous vote.**

I. 15/16-110: Authorization to execute contract with DSCI for Voice over IP telephone system:

Motion #15/16-418: Matthew O'Brien moved to authorize the execution of a contract with DSCI for a Voice-Over IP telephone system per the document contained in the Council agenda packet. Lisa Thomas seconded the motion. Matthew noted the Town attorney has already reviewed this contract. Julie noted the Board of Education took the lead on this project. John said yes, and kudos to them for finding a more feature-rich solution at a lower cost. We are tagging onto their system. They are already implementing it - we can't spend our funds until July 1st. We are looking to downgrade a phone or two in areas where we don't need as feature rich

devices, and upgrade to a conference phone in the Annex and Conference Room B. It would still be in same budget ballpark. We will have to extend our computer network wiring in a couple areas. Matthew noted that backups are suggested, and he assumes we are doing that. John said we are looking at PSDN to back up if the CEN network goes out. Each building will still have at least one plain old telephone line so if the internet goes down we would still have a phone. Certain devices such as fax machines and alarms do not work in a digital environment. Matthew asked if the 911 system will be covered by a generator. John said yes. A system integrator will do the final review - they will come out one more time. It is complicated and we want to get it right. The good thing about VOIP is it is highly programmable. Andy asked if we do video. John said the system has that capability but we are not doing it right now. We could add it later. Richard asked what the cost is. John said \$28,000 which is probably the price of one phone system and the system at Town Hall is 25 years old. We will have it in all the buildings and annual operating costs are less than we are paying now. We are getting a good discount - they are a large company moving into Connecticut. They are on the Nutmeg Network. **Motion #15/16-418 carried on unanimous vote.**

M. 15/16-114: Consideration/Authorization: Appropriation of \$200,000 from Town Council's 1.5% Fund to CNREF:

Motion #15/16-419: Matthew O'Brien moved to authorize the appropriation of \$200,000 from the Town Council's 1.5% Fund to the Capital Non-Recurring Expenditures Fund. Thomas Pope seconded the motion. Lisa asked why this is being recommended. Matthew replied he looked at property tax revenues and they exceeded the budget by \$400,000. It will give us some flexibility in the budget for this year and if it is not used it will also help for next year's budget. Part of this replaces funds that were taken for the soccer field. Lisa said it sounds like Coventry is in really good shape. Matthew applauded John Elsesser and Beth Bauer on their conservative budgeting approach and said we have a great team. **Motion #15/16-419 carried on unanimous vote.**

N. 15/16-115: Consideration/Authorization: Appropriation of funds from Town Council's 1.5% Fund for the setup and first-year operating costs for the Board of Education to join in the OpenGov Financial Reporting initiative:

Motion #15/16-420: Matthew O'Brien moved to appropriate funds for the setup and first-year operating costs for the Board of Education to join OpenGov for this coming fiscal year. Thomas Pope seconded the motion. Matthew said he believes the cost is \$4,900 for the set-up and asked Beth Bauer to verify the total. Beth indicated the set-up costs would be \$4,900 with an annual fee of \$2,050. Matthew said he is recommending this because he was not persuaded that lack of funds was an adequate reason for the Board of Education not to be transparent. Andy asked if we are going to put a timeframe on their acceptance. Matthew said the motion is for this fiscal year. Richard said that Ms. Beausoleil and Mr. Petrone had expressed concern about the cost to do both systems. With this action we have taken away the cost factor. This would give us clear transparency on where \$27 million is spent. Matthew noted the Board of Education has identified \$277,000 in surplus and they clearly have the funds to do it. We would like to invite them to join us. Lisa said the Board of Education mentioned a second system - the Universal Chart of Accounts - that they are accountable to. Matthew said OpenGov would put the information online and have it be available to everyone. The Universal Chart of Accounts would not make information available to the town. John said we had to participate in the Universal Chart of Accounts migration last year - it is up on the website now so you can compare towns. It is big picture data, not detailed information. There is no transaction or vendor detail. Richard said we talk about 21st century education and giving our kids this great technology. This is \$6,000 to give complete transparency to the Board of Education and it is money well spent. It is the bare minimum they should be doing. Thomas noted the Uniform Chart of Ac-

counts merely establishes a list of accounts to determine where funds are expended. It does nothing to put it out to the public. If you go with OpenGov you can compare towns such as Coventry, Ellington and Granby and see how they are allocating their money. **Motion #15/16-420 carried on unanimous vote.**

12. Executive Session:

Motion #15/16-421: Thomas Pope moved that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(B)-discussion of strategy and negotiation with respect to pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency is a party until such litigation claim has been finally adjudicated or otherwise settled with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Motion #15/16-422: Thomas Pope moved that the Town Council enter into Executive Session pursuant to Connecticut General Statutes 1-200(6)(D)-discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such a site, lease, sale, purchase or construction would cause a likelihood of an increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Matthew O'Brien and carried on unanimous vote.

Executive Session commenced at 10:10 PM.

Motion #15/16-423: Matthew O'Brien moved to leave Executive Session at 10:20 PM. The motion was seconded by Lisa Thomas and carried on unanimous vote.

13. Adjournment:

Motion #15/16-424: Matthew O'Brien moved to adjourn the meeting at 10:21 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Note: These minutes are not official until acted on by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.

ATTACHMENTS

MEMORANDUM OF AGREEMENT

Between The Town of Coventry and the Coventry Board of Education

This Memorandum of Agreement (the "Agreement") is entered into by the Town of Coventry (the "Town") and the Coventry Board of Education (the "Board") regarding the operation of the Coventry Preschool Fund.

WHEREAS, the operation of the Board's preschool and early childhood education program will generate revenue collected for rental fees, tuition payments, grants and transfers from the Town's general fund necessary for the operation of the Board's program;

WHEREAS, on or about June 15, 2015, the Town Council unanimously voted to create a special revenue fund for the Board's preschool and early childhood education program (the "Coventry Preschool Fund") in order to receive revenues and record expenditures for the program supervised by the Board;

NOW THEREFORE, the Town and the Board agree as follows with respect to the Coventry Preschool Fund:

- 1) All revenue received under the Coventry Preschool Fund shall be for the sole purpose of payment of expenditures and costs associated with the administration by the Board of its preschool and early childhood education Program. Examples of such expenditures and costs may include building maintenance, salaries and benefits, consumables, and capital outlay.
- 2) All reports associated with the conduct of the Coventry Preschool Fund shall be sent and maintained by the Board's Business Manager.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

John Elsesser, Town Manager
Town of Coventry

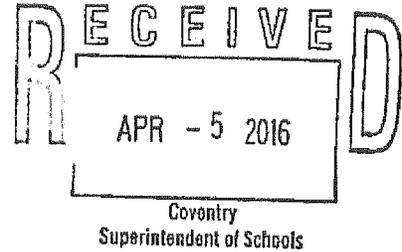
Date

David J. Petrone, Superintendent of Schools
Coventry Board of Education

Date

April 1, 2016

Coventry Board of Education
1700 Main Street
Coventry, CT 06238



Dear Board of Education Members;

As you may know, the preschool program in Coventry has undergone numerous changes over the years, both fundamentally and logistically. Beginning as the Coventry Early Education and Development (CEED) program at Coventry Grammar School, servicing children with special needs, the program later moved to the basement of the First Congregational Church. A separate program was operating out of that same space, the Coventry Cooperative Nursery School (CCNS). Over time, CEED and CCNS operated more and more in collaboration with one another, eventually leading to the point where the two programs were completely intertwined with one another.

In 2005, in order to receive School Readiness funding, CCNS became the Coventry Early Childhood Center, a non-profit 501(c) 3 organization, and worked to pursue accreditation from the National Association for the Education of Young Children (NAEYC). Currently housed at the Hale Early Education Center are 6 preschool classrooms, each serving a combination of students paying full-tuition, students receiving financial assistance (through either the School Readiness grant or the Smart Start grant), and students receiving Special Education services. Two classroom teachers are supported by the Smart Start grant, two teachers by Board of Education to service our students with special education needs, one teacher by the School Readiness grant, and one teacher by the non-profit organization. Numerous other paraprofessionals and support staff are employed by these multiple entities as well.

For decades, our partnership has been very successful and extremely unique. Despite the fact that various programs exist under the same roof, the staff members operate as one cohesive team. This team approach is one of the program's greatest assets. We believe the next natural step in order to strengthen our growth potential is to officially become one entity, in order to work more efficiently and effectively as an organization.

Therefore, as the CECC Board of Directors, we respectfully request your consideration of possibly assuming the CECC non-profit organization in its entirety. We believe the adoption of this program will be a natural evolution that will lead to greater success of our preschool initiatives. This mutually beneficial proposal would allow for a seamless delivery of services as we strive to improve access to high quality early education opportunities for all Coventry children.

We look forward to further discussing this proposal with you.

Thank you,

The CECC Board of Directors

Kelly Young, Kim Davey, Jodi Curtiss, and Michelle Johnson

Handwritten signatures in black ink. From left to right: Kelly Young, Kim Davey, Jodi Curtiss, and Michelle Johnson.

CECC Budget

	12/13 Budget	13/14 Budget	14/15 Budget	15/16 Budget	16/17 Budget	16/17 Budget
REVENUE						BOE
Collab Agent Program	\$ 200.00	\$ 200.00	\$ 1,200.00	\$ 1,200.00		
Fundraising/Donations	\$ 10,000.00	\$ 10,800.00	\$ 9,900.00	\$ 10,000.00	\$ 10,000.00	PTO
Lunch Bunch	\$ 5,500.00	\$ 5,000.00	\$ 4,700.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00
Registration Fee	\$ 3,300.00	\$ 3,400.00	\$ 3,200.00	\$ 4,000.00	\$ 4,000.00	\$ 4,750.00
Reimbursed Expenses	\$ 3,840.00	\$ 2,775.00	\$ 2,000.00	\$ 2,300.00		
School Readiness Tuition & Reg	\$ 16,000.00	\$ 13,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
School Readiness Disbursement	\$ 78,000.00	\$ 78,000.00	\$ 120,300.00	\$ 131,300.00	\$ 131,300.00	\$ 131,300.00
Tuition	\$ 113,000.00	\$ 143,000.00	\$ 156,300.00	\$ 89,500.00	\$ 93,500.00	\$ 93,500.00
Before/After Care	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 33,000.00	\$ 33,000.00
Smart Start						\$ 78,000.00
Total Revenue	\$ 229,840.00	\$ 256,175.00	\$ 312,600.00	\$ 293,100.00	\$ 296,600.00	\$ 365,350.00

min. w/ full program all
@ 20%smi*

EXPENSES						
Computer - Laptop - Software				\$ 1,312.84	\$ -	\$ -
Payroll & 1099 SR stipends	\$ 158,000.00	\$ 187,500.00	\$ 225,300.00	\$ 233,600.00	\$ 235,660.00	\$ 10,800.00
Certified Salaries						\$ 92,000.00
Non-certified Salaries						\$ 100,350.00
Soc Sec match						\$ 9,250.00
Payroll Expense (QB Tax Svc)	\$ 1,460.00	\$ 3,400.00	\$ 343.00	\$ 2,000.00	\$ 2,000.00	
Rent - \$16,400 line of credit*	\$ 16,330.00	\$ 16,980.00	\$ 17,660.00	\$ 3,600.00	\$ 10,660.00	
SR Rent	\$ -	\$ -	\$ -	\$ 3,600.00	\$ 5,740.00	
Phone/After Care Cell Phone	\$ 1,900.00	\$ 1,920.00	\$ 2,200.00	\$ 1,500.00	\$ 1,300.00	
Custodial Supplies	\$ 15,000.00	\$ 15,250.00	\$ 14,675.00	\$ 2,014.00	\$ 650.00	\$ 1,625.00
Office Supplies	\$ 2,300.00	\$ 2,330.00	\$ 2,000.00	\$ 2,300.00	\$ 1,000.00	\$ 2,300.00
Copier Lease	\$ 1,600.00	\$ 1,700.00	\$ 1,700.00	\$ 1,800.00	\$ 450.00	
School Supplies	\$ 2,400.00	\$ 2,200.00	\$ 2,800.00	\$ 2,400.00	\$ 1,000.00	\$ 2,600.00
Insurance: Workers C.	\$ 3,750.00	\$ 2,100.00	\$ 4,500.00	\$ 5,315.00	\$ 5,315.00	
Acc. Liab.	\$ 2,650.00	\$ 2,730.00	\$ 2,800.00	\$ 2,821.00	\$ 2,821.00	
Health/Dental*	\$ 21,250.00	\$ 21,150.00	\$ 22,500.00	\$ 25,700.00	\$ 27,000.00	\$ 102,000.00
Printing & Reproduction	\$ 300.00	\$ 1,400.00	\$ 150.00		\$ 150.00	
School Field Trips		\$ 525.00	\$ 500.00	\$ 600.00	\$ 200.00	
Postage & Meter	\$ 960.00	\$ 1,030.00	\$ 930.00	\$ 650.00	\$ 150.00	
Lic & Fees/NAEYC	\$ 600.00	\$ 650.00	\$ 600.00	\$ 665.00	\$ 260.00	\$ 650.00
Professional fees						
Attorney	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Accountant	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00	
Playground	\$ 2,100.00	\$ -	\$ 425.00	\$ 2,700.00	\$ 167.00	\$ 400.00
Cert/PD Train	\$ 900.00	\$ 80.00	\$ 540.00	\$ 1,730.00	\$ 250.00	\$ 1,700.00
Web (CTPAF/NAEYC)	\$ 209.00	\$ 350.00	\$ 609.00	\$ 809.00	\$ 260.00	\$ 900.00
Move				\$ 10,200.00	\$ -	\$ -
Total Expenses	\$ 232,909.00	\$ 262,295.00	\$ 301,332.00	\$ 306,516.84	\$ 296,233.00	\$ 324,575.00

SR 1099 stipends

dental incl. 16-17*

CECC Proposal – Informational Items
May 2016

2015-16 Preschool Rate for Students (resident and non-resident):

- Full-time School Day \$4,500
- Before/Afterschool 3,000
- Part-day (5 days) 2,600
- Part-day (3 days) 1,900
- Part-day (2 days) 1,300

Maximum enrollment

- 100 students
- No more than 80 students at one time (license capacity)

CIP Items

- Roof ventilators

Slot breakdown for **2016-2017** school year with the 3rd Smart Start classroom will be:

- School Day – 3 classrooms at 18* in each = 54 slots plus 1 classroom at 11 = 65 slots
- Part Day – 3 classrooms at 11 in each (33) x 2 (am and pm) = 66 slots**

2016-2017 enrollment – FULL PROGRAM totals

- 131 (or higher with 2 day potential additions)
- 98 license capacity

*There is a small chance we may only be able to have 15 in the new Smart Start classroom, if that is the case then the max enrollment would be 62 school day and 66 part day = 128

**If you have a “2 day” and a “3 day” the part day numbers will increase

Requirements	Comstar	Holdsworth	CAG	EM/S2
Rate	4% - no software 4.5% - Zoll (not internet based) 5% - EMSCharts	7.50%	6% with 3% discount if you pay in 15 days	7.50%
Software	Zoll/EMSCharts	Zoll/EMSCharts	EMSCharts	EMSCharts
Rescue Billing	Not discussed	Yes	Yes	Yes
Location	Rowley, MA	Cromwell, CT	Wethersfield, CT	Ansonia, CT
Credit Card	Yes - no additional fee	Yes - no additional fee	Not discussed - additional fees based upon current status	Not discussed
Online Reporting Access	Yes - using Vmware's Horizon View	Not discussed	shared files in cloud system	Read only access to check patient status of account
State Reporting	Yes	Yes	Yes	Not discussed
eFax	Yes	Not discussed	Not discussed - additional fees based upon current status	Additional cost not identified
Return Envelopes	Yes EFT	Yes	Not discussed - not done based upon current status	Not discussed
Money Handling	Mailed to Designee Mailed Certified to bank Physically deposited to Santander, TD Bank or Bank of America	Direct Deposit and EFT	Not discussed - current status is EFT or drive to bank and deposit	Not discussed
Consulting and Training Software	Included RescueNet Billing	Included? Tri-Tech	Not discussed Tri-Tech	Not discussed Not discussed
Internet Based	No - info resides on Server for Zoll EMSCharts is internet based	EMSCharts is internet based	EMSCharts is internet based	EMSCharts is internet based
Clearinghouse	Trizetto	Zirned	Gateway	Zirned
Volume of Bills Processed	250,000/year	70,000/year	99984/year	35,000/year
Turn Around Time	48 hours	24 hours	5 days	72 hours
CAC coders	8	All	20	7
Collection Agency Fees	Not discussed	Not discussed	First Financial - 33.3%, 50%	24-30%
Training	6 hour train the trainer and then yearly	2/year	Yes - unclear how much	Not discussed
Special Reports	Appears to offer online reporting capabilities - would need to investigate further	90/hour plus vendor cost	Not discussed - current status is that these are provided but take time	Not discussed

Notes:

Currently we pay Deb \$6,000/yr to obtain billing info and forward to CAG - she does not scan or attach billing sheets or medic forms

Holdsworth currently does the WCMH Medic runs - he has access to hospital records and would be doing the matching of runs which would save Town money, time and be more accurate

We need to determine who will be the point of contact and where info, reports, checks, etc will be mailed. Must maintain Hipaa - should be a separate address from Town Hall

Anticipated Revenue

327,000

290,177.75

Anticipated Fees to Billing Company

16350 @5%

21763 @ 7.5%

13080 @4%