

## Finance Committee - Meeting Minutes

Town of New Salem

Date January 26, 2024 at 9:000 am

Place Remote participation by Zoom

Called to order 9:05,

Claire McGinnis, Gabriele Voelker and Dara Laplante attending for the Finance Committee

Rob Raymond of Zobrio software also attending as invited guest

1. Review and discuss the Zobrio quote for accounting software MIP, and an additional module Zobrio sells called Cash Management. Revised estimates for software expense looks like \$15,800 annually with maintenance and support, a cloud based hosted database solution. The quote has \$6,675 additional in year 1 for conversion, implementation and training. Zobrio reduced this part of the quote with the understanding that New Salem users are already familiar with the MIP and Cash Management programs.

Appropriation for the MIP cash management module was done in ATM June 2023, so we already have that \$11,200 of funding.

The license as proposed allows for many users, but only two concurrent sessions (in the database as the same time). Rob agreed to inform us the amount the annual fee would go down if we only need 1 concurrent session. Claire will ask Erin if two are needed for efficient operations.

Rob explained the conversion process. New Salem is currently a Division of the FRCOG database, and has 6 years of history plus the current FY24 ongoing data in this Division, making it 7 years by the time of conversion. The Division will be moved to the cloud hosted environment, and opened up for use as a solo database. He estimates no access for 1 or 2 business days while the work is done. October 1 is the deadline, which allows for consideration of many dates that might work better for Erin (current Accountant) than a hard stop of June 30 with the fiscal year which is already complicated, can be intense and very busy.

Rob gave a quick summary of how the Cash Management module can interface programmatically with both UniPay online payment system and QDS, which is the New Salem Collector's software.

Adjourn by voice vote at 9:45 am

Documents Referenced: Zobrio quote of 12/28/23