

## **MUNICIPAL SERVICES COMMITTEE MEETING MINUTES - APPROVED**

**Monday, October 16, 2023**

**Held at City Hall – Blue Room**

George Dzujna called the meeting to order at 10:04 a.m.

Members Present: Councilor George Dzujna (Chair); Councilor Ted Starkweather; Councilor Bob Desrochers; Mayor Jo Brown; City Manager Judie Milner; MSD Director Justin Hanscom; Leigh Webb (member of public)

George thanked all the members for attending this meeting. He stated that they did not have prior minutes to approve. He will obtain the prior meeting minutes and this current meeting minutes and will approve both before the next meeting.

- I. Judie wants to talk about un-qualified opinion of our Audit. We must look at how we Track the Enterprise Fund and the General Fund. The City needs a new Financial Accounting System City-wide. The following are choices we could pursue.
  1. We could do nothing.
  2. We could develop a policy which separates the Enterprise Fund and the General Fund.
  3. We could start a manual Work Order System, which would keep track of what employees do on a daily basis.
  4. We could install an Automated Work Order System. There is a financial accounting package we could purchase. This type of package would pull which employee was working on which job, along with the equipment used and the hourly rates. There is a lot of training that would be necessary, and would require time for Supervisors(?) to keep up with information being put into the system. This type of package would track things very well.
  5. We could get a 2<sup>nd</sup> Board of Commissioners, which would separate the 2 Funds. This would have to be done outside of Franklin.
  6. We could roll the Enterprise Fund into the General Fund.

Judie stated she would be happy to listen to other options.

Bob stated the he thinks choices #2 and #4 would be most beneficial for Franklin.

George agrees but noted that Justin has questions on training and getting daily input from the workers. Choice #4 would be best in assisting with this input.

Ted asked if any research has been done on a Work Order system. Judie replied – Not yet.

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George then asked Justin if additional personnel help would be required to do a Work Order system. Justin stated – Yes, at least another office person, full time.

George asked the Committee if there are any other thoughts on other possibilities. Ted stated that he likes the tracking idea, even with having to hire additional personnel. Justin stated that there are pros and cons on an Automated Work Order system.

George mentioned that when this is brought to Council, there will be a lot of questions on this. Judie recommended bringing just the choices we think are best (#2 and #4) and explain these to them. Bob agreed.

## II. Other business

Bob asked how the sale of Pinard to Casella would affect the contract. Justin stated that there would be no changes. The contract and terms have been re-assigned to Casella.

Bob brought up about looking forward to the end of the contract and possibly purchasing trucks to do trash pickup ourselves. Justin stated that a year ago we priced a truck it was \$300,000 and the lead time was about 18-24 months. If that is how the council wants to go we need to start looking and coming up with funding now.

Justin mentioned that we are getting sand stockpiled and salt in preparation for winter.

There was a brief discussion about trucks and manpower ahead of winter.

George adjourned the meeting at approximately 11:08 a.m.