



**Finance Committee Meeting
Agenda & Meeting Packet**
Tuesday, April 27th, 2021
6:30 PM

Meeting will be held at the **Municipal Building**
2nd floor, Council Chambers
355 East Central Street

The public will **NOT** be permitted to enter the building or participate in person. Only pre-approved participants on the meeting agenda will be allowed to enter the Building and participate in person. **Residents can attend and participate via the “ZOOM” Platform.**

A NOTE TO RESIDENTS: Due to the continued concerns regarding the COVID-19 virus and Governor Baker's declared State of Emergency, we will be conducting a remote/virtual Finance Committee Meeting for all public access and participation. In an effort to ensure citizen engagement and comply with open meeting law regulations, citizens will be able to dial into the meeting using the provided phone number (Cell phone or Landline Required) OR citizens can participate by clicking on the attached [link](#) (Phone, Computer, or Tablet required). The attached link and phone number will be active for the duration of the meeting for citizens to ask questions/voice concerns. If residents are just interested in watching the meeting it will also be [live-streamed by Franklin TV](#) and shown on Comcast Channel 11 and Verizon Channel 29.

- **Link to access meeting:** April 27th, 2021 FinCom Meeting Link [HERE](#) -- Then click “Open Zoom”
 - Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/86759093589>
 - **Call-In Phone Number:** Call 1-929-205-6099 & enter Meeting ID # 867 5909 3589--Then press #

Agenda

1. Call to Order
2. Public Comments
3. Approval of Minutes
 - a. March 10, 2021
 - b. February 24, 2021
4. 2020 Capital Budget Round 2 - Memorandum to Finance Committee for Capital Budget Round 2
5. FY22 Community Preservation Budget - FY22 Community Preservation Budget
6. FY22 Town Administrator Operating Budget Hearing -
[FY22 Town Administrator Budget Materials website](#)
 - a. General Government - Accounts 111 Town Council, 123 Town Administrator, 131 Finance Committee, 135 Comptroller, 141 Assessors, 147 Treasurer-Collector, 151 Legal, 152 Human Resources, 155 Information Technology, 161 Town Clerk, 164 Elections & Registration, 176

Appeals Board (ZBA), 177 Planning & Growth Management, 184 Agricultural Commission, 192 Public Properties & Buildings, 196 Central Services.

b. Human Services - 510 Board of Health, 541 Council on Aging, 543 Veterans Services.

c. Culture & Recreation - 610 Library, 630 Recreation, 690 Historical Museum, 691 Historical Commission, 695 Cultural Council, 696 Cultural District Committee.

d. Debt & Interest - 710 Retirement of Debt, 750 Interest.

e. Benefits: 910 Retirement & Pension, 945 Liability Insurance.

7. Adjourn



Finance Committee

Meeting Date: March 10, 2021

Present: Chairman Dowd, Vice Chairman Conley, Clerk Corbosiero, Dewsnap, Riley

- 1. Call to Order:** 6:30 PM
- 2. Public Comments:** None
- 3. Approval of Minutes:** No minutes to approve.
- 4. FY 21 Capital Program Recommendations**
 - a. Most of our challenges that came up with COVID-19 have been covered by federal and state aid.
 - b. Certified free cash total \$2.7M – after requests there will be approximately \$1.6M
 - i. Snow and ice - \$670K (down from \$800K in prior year)
 - ii. OPEB Trust Fund - \$273K
 - iii. Fire Truck Stabilization – Hold - due to the purchasing of two new trucks
 - iv. Fields Stabilization - \$150K – to prepare for the full cost of implementing new fields at the High School/Track and Beaver Street
 - v. Open Space Stabilization – Hold – community preservation act allows 2% surcharge on real estate taxes
 - c. Town Department Capital Requests
 - i. Special Education Vans - \$120K
 - ii. ECDC Rubber Playground Surface - \$50K
 - iii. Security Access Controls - \$35K
 - iv. Firewall Upgrade - \$66K
 - v. Gymnasium Room Divider - \$25K
 - d. Facilities Department
 - i. Municipal Building Window Replacement - \$500K (down \$250K from the original estimate of \$750K)
 - e. Fire Department
 - i. Structural Firefighter Clothing - \$48K
 - ii. Solo Rescue Washer - \$30K
 - iii. Radio Microphone - \$42K
 - iv. MSA HUB - \$8K
 - f. Police Department
 - i. Vehicle replacement - \$236K (old vehicles go to surplus and auctioned off)
 - ii. Protective Body Armor \$10K (100% fully refunded from state and federal funds/goes back the general fund)
 - iii. Portable Radios - \$28K
 - iv. Electronic Control Weapons - \$15K
 - v. Technology/Equipment - \$11K
 - g. Public Works
 - i. Street Light/Intersection Design at Grove St/Washington - \$250K – plans to re-apply for a MassWorks grant for constructions funding
 - ii. Vehicles and Equipment - \$165K – replace dump truck with sander
 - h. Water Enterprise Funds – expenditures are overall slightly higher due to unknown circumstances around the Garelick bankruptcy case. Case is complete and the Town did receive expected payments.
 - i. Water Main replacement projects - \$1M
 - ii. Vehicles and Equipment - \$275K
 - iii. Low Service Area & Tank Repair Design - \$270K
 - iv. Scada System Upgrades - \$160K
 - v. Meter Replacement - \$50K
 - i. Sewer Enterprise Funds
 - i. Sahlin Circle Sewer Station Construction - \$300K

- ii. Beaver Street Interceptor Rehab Design - \$150K – receive additional independent analysis for overall cost of such a large project
 - iii. Vehicles and Equipment - \$56K
- j. Additional Needs over next 5-10 years
 - i. Technology
 - ii. Stormwater Utility
 - iii. Pavement and Infrastructure Management
 - iv. Police Station Renovation
 - v. School Curriculum
 - vi. Town and School Playground improvements
 - vii. Open Space
 - viii. Recycling Center expansion
- k. Approval of Resolution: 21-13 – passed 5-0
- l. Approval of Resolution: 21-14 – passed 5-0
- m. Approval of Resolution: 21-15 – passed 5-0
- n. Approval of Resolution: 21-16 – passed 5-0

5. Public Safety and MECC Discussion

- a. Gary Premo – Metacomet Emergency Communications Center (MECC) Director
 - i. Broke ground 6/27/17
 - ii. Went live 5/6/19
 - iii. Handles 25K 911 calls in first year of operation
 - iv. Mendon and Millville targeted to be added July 2021
 - v. 3 - 8 hour shifts
 - vi. 5 year capital plan funded from communities and grants – town receives quarterly assessment
- b. Chief TJ Lynch – Franklin Police Chief
- c. Chief Jim McLaughlin – Franklin Fire Department

6. FY22 Revenue Projections

- a. New growth projects at \$650K – anticipated to increase this for FY22.

7. Future Agenda Items

- a. Other Post-Employment Benefits (OPEB) overview – April 14th Council presentation
- b. DPW – Overview of recycling, road maintenance, and other.
- c. Facilities - Council presentation in June
- d. Revenue projection in Feb and budget stabilization request
- e. Budget hearings in April (4 nights total)
- f. Projected 5-year capital plan needs
- g. Rec/Senior Center/Library

8. Adjourn – 9:22 p.m.



Finance Committee

Meeting Date: February 24, 2021

Present: Chairman Dowd, Vice Chairman Conley, Clerk Corbosiero, Dewsnap, Grace, Riley, Kasberg, Weich

1. **Call to Order:** 6:30 PM
2. **Citizen Comments:** None
3. **Approval of Minutes:** Minutes of 1/13/21 – approved 8-0
4. **Fire Department Update**
 - a. ALS/BLS and mileage rate changes
 - i. Annually, at the end of December, the billing company provides new rates. Determined it would be good to look at rates annually and maintain a top 50 rate position. Rates are driven by the type of call that is received. New rates were adopted April 1st in prior year. If adopted, rates would change this April 1st as well. Approximately 87% is recouped from insurance companies.
 - b. Fire Truck Borrowing Resolution
 - i. Town Council approved the purchase of two new fire trucks. Purpose is to offset the cost of maintenance of two trucks (2000 and 2007) currently in service. Total cost is approximately \$1,108,000. This is an opportunity to purchase two identical trucks under 2019 pricing rates while also avoiding the delay in build of new trucks due to COVID-19. A discount is received on the second truck when you buy two identical trucks.
5. **Debt and Borrowing Presentation**
 - a. Any borrowing requires 2/3 vote by the town council. Proceeds from the bond can only be used for the purpose of the loan (can package projects together into one issuance). Town currently has a AA+ bond rating (S&P).
 - b. Current/Future Projects: General Fund
 - i. Critical work on municipal building, technology, sidewalk investments and high school updates
 - ii. Police station renovation & expansion
 - iii. Recycling center
 - iv. Land purchases, recreational investments, public infrastructure, storm water
 - c. Current/Future Projects: Water/Sewer
 - i. Beaver Street Interceptor
 - ii. 5-year water main replacement
 - iii. Water treatment plant
6. **Stabilization Fund Update and Comparables**
 - a. Each town takes a different approach depending on needs and form of government.
 - b. Not anticipating needing to dip into our stabilization fund in FY22
 - c. Our fund is maintained at approximately 5% of recurring general fund revenue and provides financial protection, strong bond ratings, good financials audits, and low interest rates.

7. Future Agenda Items

- a. Projected revenues and how they are allocated.
- b. Other Post-Employment Benefits (OPEB) overview.
- c. DPW – Overview of recycling, road maintenance, and other.
- d. Facilities Technology
- e. Revenue projection in Feb and budget stabilization request
- f. Budget hearings in April (4 nights total)
- g. Public safety in March and capital program

8. Adjourn – 7:48 p.m.

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

April 23, 2021

To: Finance Committee
From: Jamie Hellen, Town Administrator
Chrissy Whelton, Assistant to the Town Administrator

Re: Resolution 21-23: Capital Plan Round 2

I am asking the Finance Committee to consider the Round 2 Capital plan requests. The FY21 snow removal season has closed and the final total was \$1,084,506. The Town has \$765,547 remaining in free cash and is requesting approval of the following items in the second round of requests. The recommendations are as follows:

Technology Department

- Wireless Access Point Software Licensing & Support - \$153,972.

The Technology Department is requesting \$153,972 for the software licensing and support for six hundred eleven (611) Wireless Access Points in 1.3 million square feet of public buildings. These wireless access points provide wifi access to the thousands of educational and municipal devices we use everyday throughout the Town and School Buildings.

The licenses are for five (5) years and this is a one-time upfront cost. Paying for the 5 year support licenses up front, rather than year-to-year, allows the Town to save \$95,313 in the Town's operating budget over the five year time period. The Town is currently borrowing approximately \$273K to upgrade these for a ten year period. We anticipate the replacement to happen this summer.

- SonicWall Firewall Upgrade - \$65,517.

This item was "held" at the Town Council Capital Budget Subcommittee from final approval but received unanimous approval from the Finance Committee in March. The item was held as appropriate staff were unavailable the evening of the meeting.

This request is for the upgrade of the existing firewall located at Franklin High School which supported 1GB internet access for the entire school district and is 7 years old. To support remote

learning for Franklin Schools a 10GB internet line was installed and funded by the Franklin School District. This line, with the 10GB internet bandwidth, necessitated a far more robust firewall as a replacement.

Town Administration

- Budget Stabilization “Rainy Day” Fund Policy - \$137,000.

I am requesting approval of a new finance policy for the Budget Stabilization Fund and approval of authorizing 5% of this year's free cash total to the budget stabilization fund. If approved, the Town will have \$1 million in the account.

A draft of the policy is attached. If approved, the policy would establish usage requirements of the fund and set a goal of 5% of free cash each year going into the Town's “Rainy Day” fund.

- Animal Control Truck - \$20,000.

The Animal Control Department is requesting \$20,000 to purchase a pick up truck for the department. The total cost of this truck would be \$40,000 and is split 50/50 with the Town of Bellingham. The Town of Franklin has a regionalized service agreement with the Town of Bellingham on Animal Control.

- MUNIS Conversion - \$25,000.

These resources are to replace our current standalone program that the Finance staff use to record and track cash balances, as well as cash inflows and outflows, with a software package that is entirely integrated with Franklin's financial software Munis. Zobrio software is a separate package outside of the current MUNIS system, which means the staff must enter data into Zobrio and MUNIS.

The advantages of using an integrated product such as this are that it will eliminate double entries that are time consuming and significantly reduce the chances of human error. In addition, our annual licensing fee will be reduced by 2/3, which will save taxpayers in the operating budget. If approved, this reduction in licensing will be reflected in the budget in FY23.

The payback period on this software is approximately 4.5 years.

Department of Public Works

- Roads and Infrastructure - \$100,147.

The money will be mainly used for maintenance work and will help extend the life of roads in town.

- Snow & Ice - \$23,911.

These funds will be used to pay the remaining snow and ice costs for the winter.

- Highway & Grounds Truck- \$58,000

These funds are being requested for the replacement of the H-17 2002 Ford 1- Ton Dump w/ plow. This truck is 19 years old with 72,609 miles and is well past its life expectancy . This truck no longer plows due to the rusted frame and will not pass inspection

At the request of the Capital Budget Subcommittee at its last meeting, I am requesting funds for a replacement truck (which conveniently happened to completely die two days before the capital meeting!).

School Department

- Security Upgrades at JFK Elementary - \$32,000.

The School Department is requesting \$32,000 to expand the previously approved security updates at JFK Elementary. This would include the installation of interior security cameras at JFK in all common areas such as the main foyer, gymnasium, hallway, cafeteria and library. These upgrades in addition to installing the pedestrian trap approved in Round 1 would increase security comparable to the other elementary schools while remaining as fiscally responsible as possible.

Facilities Department

- Police Station Feasibility Study - \$150,000.

This appropriation is to reserve funds to study the feasibility, location, renovation and/or expansion of the Franklin Police Station. At this point, the Facilities Department does not have the time to begin this study. I anticipate it will go forward later this year or in early 2022 (best guess). Facilities Director Mike D'Angelo will be required to complete all outstanding projects on his plate prior to engaging in this study at a deeper level. Right now, the major projects left on his plate are the UVGI installation, the Municipal Building windows replacement, a municipal building generator and various school projects. Regardless, it is wise to put the money aside now to begin the process at some point within the year. If projects get done sooner, the money is there.

A study will take an estimated 12-18 months. The Police Department is on the doorstep of full accreditation, which should be completed this year. A facility built for the future will be a natural next step.

If you have any additional questions please feel free to ask.

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

Budget Stabilization Policy

April 23, 2021

To be inserted into town financial policies:

18. Budget Stabilization “Rainy Day” Fund

- Reserves 5% of Free Cash every year to be deposited into the stabilization account.
- Funds should be considered as a one-time revenue source for the Town’s operating budget to cover portions of revenue losses in excess of 20% of either local receipts or new growth, or 10% of state aid, from a prior fiscal year.



TOWN OF FRANKLIN

RESOLUTION 21-23

FY21 CAPITAL PLAN ROUND 2

APPROPRIATION: FY21 CAPITAL PLAN ROUND 2

TOTAL REQUESTED: \$765,547

PURPOSE: To appropriate funds for the FY21 Capital Plan Round 2:

DESCRIPTION	DEPT	SOURCE	AMOUNT
Budget Stabilization	Finance	Free Cash	\$137,000
Roads & Infrastructure	Public Works	Free Cash	\$100,147
Snow & Ice-Personnel	Public Works	Free Cash	\$18,000
Snow & Ice-Expenses	Public Works	Free Cash	\$5,911
Pick Up Truck	Public Works	Free Cash	\$58,000
Sonic Firewall Upgrade	Technology	Free Cash	\$65,517
Technology Licenses	Technology	Free Cash	\$153,972
Security Expansion	School	Free Cash	\$32,000
Cash Management Software	Treasurer/Collector	Free Cash	\$25,000
Pick Up Truck (split w/ Bellingham)	Animal Control	Free Cash	\$20,000
Police Station Study	Facilities	Free Cash	<u>\$150,000</u>
			<u>\$765,547</u>

MOTION:

Be It Moved and Voted by the Town Council that the sum of Seven Hundred Sixty-five Thousand Five Hundred Forty-Seven dollars (\$765,547) be appropriated from Free Cash to be expended at the discretion of the Town Administrator for the FY 2021 Capital Improvement Plan Round 2 as outlined above including any residual funds remaining in these line items.

This Resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2021

A True Record Attest:

Nancy Danello, CMC
Temporary Town Clerk

VOTED:

UNANIMOUS: _____

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

RECUSED: _____

Glenn Jones, Clerk
Franklin Town Council

**TOWN OF BELLINGHAM
EQUIPMENT/SERVICES UNDER \$50K REQUEST**

Needed for: ☐ FY21
☒ FY22
☐ FY23
☐ FY24
☐ FY25

1. DEPARTMENT ANIMAL CONTROL
 2. REQUESTOR TRACEY TADDEO
 3. ITEM REQUESTED PICKUP TRUCK (50/50 WITH FRANKLIN)

4. Priority: ☒ High ☐ Med ☐ Low 5. Estimated Useful Life 10

6. DESCRIPTION OF ITEM(S)

Replace existing vehicle with new Chevy Silverado pickup truck (see attached specs). The cost is approx \$40,000 which is to be split 50/50 with the Town of Franklin.

6. TYPE OF PURCHASE (place an "X" for all that apply)

<u>Equipment/Other</u>	<u>Services</u>	<u>Purpose</u>
<input type="checkbox"/> Software purchase or upgrade	<input type="checkbox"/> Study (design, etc)	<input type="checkbox"/> Mandate
<input type="checkbox"/> Equipment (new)	<input type="checkbox"/> Consulting/Training	<input checked="" type="checkbox"/> Incr Efficiency
<input checked="" type="checkbox"/> Equipment (replacement)	<input type="checkbox"/> Professional Services	<input type="checkbox"/> New service
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

How often will this item(s) need to be replaced?

Not anticipating replacement for at least 10 years.

8. ACQUISITION/FUNDING SOURCE

☒ Direct Purchase
☐ Lease
☐ Borrowing

Funding Available

☒ Free Cash/CIP Fund ☐ Gift/Donation
☐ Grant ☐ Oper Budget
☐ User Fees ☐ Other

9. COST

	<u>Cost Per Unit</u>	<u># Units Requested</u>	<u>TOTAL</u>
Price	\$ 20,000	1	\$ 20,000
Installation	\$	0	\$ -
Additional Equipment	\$	0	\$ -
Other	\$	0	\$ -
Amount Requested	\$ 20,000		\$ 20,000

10. Please submit all price quotations and other supporting documents explaining purpose, features, future maintenance costs, price guarantees, etc.

11. COMMENTS/NOTES

12. SUBMITTED BY Tracey Taddeo (signed by MaryM)
 Signature of Dept Head

Date 19-Mar-21



Liberty Chevrolet



Bellingham Department of Public Works
26 Blackstone Street
Bellingham, MA 02019
Attn.: Todd Erickson

January 7, 2021

Dear Mr. Erickson,

Per your request, I am writing to offer a proposal to supply your department with a new Chevrolet per our contract, with the Greater Boston Police Council. All vehicles offered under this contract come with a 5 year/100,000 mile powertrain warranty.

2021 Chevrolet Full Size, 4WD K1500 Silverado Pick up
140" Wheelbase, Regular Cab, 6,900 LBS GVWR Pick up
4.3 Liter, V6, 285 HP Engine
6 Speed Automatic Transmission
Electronic Transfer Case
170 Amp Alternator, 730 CCA Battery
Handling/Trailering Suspension Package
Automatic Halogen Headlights with Daytime Running Lights
Power Four Wheel Anti-Lock Front and Rear Disc Brakes
(5) P255/70R17 All Season Radials with Full Size Spare
Chassis Mounted Recovery Hooks
12 Fixed Cargo Tie Downs
Vinyl Trim, 40/20/40 Split Bench Seat with Center Fold Down Armrest
Heavy Duty Vinyl Floor Mat
AM/FM Stereo with Digital Clock, with Bluetooth Connectivity
Tilt Steering Wheel
Dual Auxiliary Power Outlets
Factory Air Conditioning
Factory Gauge Package with Driver Information Center
Manual Windows and Door Locks
Manual Folding OSRV Mirrors \$26,695.00

Silverado LD Factory Options:

ZLQ	Work Truck Convenience Package	\$ 1,335.00
G80	Heavy Duty Locking Differential	\$ 395.00
NZZ	Factory Skid Plate Package	\$ 150.00
V46	Chrome Front and Rear Bumpers	\$ 200.00
UF2	LED Cargo Box Lighting	\$ 125.00

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-246-1919 • Fax 781-245-8987 • www.libertychevy.com

✓

Adder for 2022 Model (3%)	\$ 867.00
Additional Contract Options:	
5587 Whelen Full Size Lightbar W Alleys & TDs	\$ 2,150.00
1106 Whelen PCC6 Control Panel	\$ 270.00
5145 (2) LED Work Lights	\$ 400.00
5594 4 Whelen Vertex Corner Flashers	\$ 800.00
1977 Dealer Installed Remote Start System	\$ 365.00
5270 4" Black Tube Steps	\$ 600.00

Customer Requested Option:

Century Aluminum Bed Cap (White)
Model #DCU with Dual Rear Doors
and Front and Rear Windows \$ 2,635.00
TOTAL DELIVERED PRICE \$36,987.00

Please note that the order cut-off date for this model has already passed, therefore I would recommend adding 3% to the vehicle cost, to cover the increase for the 2022 model. This increase is calculated and included in the pricing offered above.

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please don't hesitate to contact me at (781) 287-7541.

Sincerely,


Kevin Nugent
Fleet Sales Manager



Quoted By: Christa Maguire
Date: 3/18/2021
Quote Expiration: 9/14/2021
Quote Name: Tow of Franklin-ERP-Cash Management
Quote Number: 2021-125116
Quote Description:

Sales Quotation For

Town of Franklin
355 E Central St Ste 1
Franklin, MA 02038-2041
Phone +1 (508) 528-7900

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
-------------	---------	-------------	------------	-----------------	--------------	----------------------

Financials:

Cash Management	\$10,250.00	40	\$7,400.00	\$0.00	\$17,650.00	\$1,845.00
-----------------	-------------	----	------------	--------	-------------	------------

Additional:

Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$461.00
TOTAL:	\$10,250.00	40	\$7,400.00	\$0.00	\$17,650.00	\$2,306.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
-------------	----------	------------	---------------	----------------

Project Management	4	\$185.00	\$0.00	\$740.00
--------------------	---	----------	--------	----------

TOTAL: \$740.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$10,250.00	\$2,306.00
Total Tyler Services	\$8,140.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$18,390.00	\$2,306.00
Contract Total	\$20,696.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval:	_____	Date:	_____
Print Name:	_____	P.O. #:	_____

All primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Comments

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.

Tyler System Management Services is calculated at 25% of annual maintenance. The quoted value is in addition to your current Tyler System Management Services and will be subject to an annual increase at our then current pricing.

License Cost for Extreme Wireless Deployment 5 Year

QUOTE #13907 V1

March 18, 2021

PREPARED FOR
Town of Franklin

PREPARED BY
Peter Flynn



2 Batterymarch Park
Suite 401
Quincy, MA 02169
neweratech.com
617-3677474

Scope of Work

Proposal is for Five (5) year ExtremeCloud IQ Cloud RTU/EW/TAC licenses.

Franklin Public School District - 536 licenses for a total of \$135,072.00

Town of Franklin - 75 licenses for a total of \$18,900.00

This proposal is for licenses only.

Franklin Public Schools Licenses

Item	Product Description	Qty	Price	Ext. Price
XCIQ-PT0-C-EW-5YR-K12	ExtremeCloud IQ Pilot Tier 0 CLOUD RTU License and EW TAC 5Yr (US K-12)	536	\$252.00	\$135,072.00

Subtotal: \$135,072.00

Town of Franklin Licenses

Item	Product Description	Qty	Price	Ext. Price
XCIQ-PT0-C-EW-5YR-K12	ExtremeCloud IQ Pilot Tier 0 CLOUD RTU License and EW TAC 5Yr (US K-12)	75	\$252.00	\$18,900.00

Subtotal: \$18,900.00

Government Procurement Note(s)

Commonwealth of Mass State/Local Government Procurement Note

All contracts, purchase orders, and/or related correspondence should be directed to New Era Technology NE at 2 Batterymarch Park, Suite 401, Quincy, MA 02169 (Phone 617-367-7474). In generating an encumbrance or making a payment, please reference Future Technologies Group, LLC dba New Era Technology NE and vendor code VC0000286170. If this proposal references a state contract or procurement vehicle, the contract will be specifically referenced within the Scope of Work.

*** New Era technology NE is an approved vendor on the ITT50 statewide contract. This proposal is being provided in accordance with all rates, terms and conditions of the contract. ***

ERATE Service Provider Identification Number (SPIN)

A SPIN (Service Provider Identification Number) is the unique number assigned to each service provider participating in the Universal Service Fund (USF). USAC will assign a Service Provider Identification Number to each company that registers by filing a Form 498. New Era Technology NE offers many E-rate eligible services in the categories of Telecommunications, Internet Access, and Internal Connections as well as the Basic Maintenance of those Internal Connections. Please reference Future Technologies group, LLC dba New Era technology NE ERATE SPIN # 143033382.

Standard Terms & Conditions

Terms and Conditions

Unless otherwise noted, this Proposal is based upon all work being performed in one continuous phase during normal business hours, Monday through Friday. Pricing is contingent upon unrestricted access to the areas where the work is to be performed and, if applicable, access to the equipment or system(s), as necessary, both remotely and directly, so that New Era can effectively perform its services. Pricing is also contingent upon all cable pathways being easily accessible and free and clear of obstructions. All trademarks are the property of the respective owners.

Any change to the Scope of Work described in this Proposal involving extra costs shall only be effective upon the execution of a written Change Order by both Parties.

Warranties and Remedies for Services: New Era warrants all workmanship for one year from completion of the work and that all installation services will be performed by qualified personnel in a professional manner and in accordance with good commercial practices and industry standards. Services shall be performed in accordance with all applicable federal, state and local laws, ordinances, regulations and codes in effect at the time services are rendered. New Era warrants that any equipment provided hereunder shall conform to the manufacturer's standard specifications for such equipment and shall be free from defects in both materials and workmanship for one year. To the extent permitted, New Era will extend applicable manufacturers' warranties for all equipment and materials to its end-user customers.

THE WARRANTIES STATED ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT FOR ANY BREACH OF THE ABOVE WARRANTIES, NEW ERA'S SOLE OBLIGATION SHALL BE TO REPERFORM THE SERVICES AND REPLACE ANY DEFECTIVE PRODUCTS PROVIDED. NEW ERA'S TOTAL LIABILITY SHALL IN NO EVENT EXCEED THE TOTAL FEES PAID BY CUSTOMER.

Software Compliance: If access to the manufacturer's technical support organization is conditioned on the existence of an in-force and valid Manufacturer Support Contract (e.g, Avaya Support Advantage Coverage, Cisco Smartnet Coverage, AVST XpressCare, Extremeware, etc.), the Customer agrees to maintain such coverage on its systems. If applicable, Customer agrees to comply with and be bound by the manufacturer's Global Software License Terms, as if fully incorporated herein.

Acceptance and Risk of Loss: Equipment that does not require installation shall be considered accepted upon delivery to Customer. Equipment that requires installation shall be deemed accepted by Customer upon installation and written acceptance of the equipment by Customer. If Customer does not provide written acceptance due to non-compliance or defect, the equipment will be deemed accepted immediately once such defect is remedied by New Era. Customer assumes the risk of loss to the equipment upon delivery. Until the purchase price for the equipment is paid in full, Customer will maintain adequate insurance against fire, theft or other loss for the equipment's full insurable value with New Era named as loss payee. Title in the equipment will pass on full payment of the purchase price, plus all applicable taxes. Any returns may be subject to a restocking fee in accordance with the NEW ERA Customer Return Material Authorization Policy located at "http://support.neweratech.cloud/docs/NETNE_RMA_POLICY.pdf".

Indemnification: The Parties shall indemnify, defend, save and hold harmless each other, their employees, owners, officers, directors, attorneys, contractors, and agents from and against, and pay or reimburse the other on a current basis for, any and all costs, liabilities, losses, liens or encumbrances for labor or materials, expenses (including, but not limited to, reasonable attorneys' fees, fees of experts, and court costs), claims, and causes of action arising out of, or in any way connected with or related to, any personal injury to or death of any persons or damage to or loss of property, to the extent that such Losses occurred as a result of the negligence or misconduct on the part of the other, its employees, subcontractors, agents, or representatives during the performance of the services.

Limitation of Liability: THE PARTIES AGREE THAT ANY LIABILITY RESULTING FROM A BREACH BY EITHER PARTY SHALL BE LIMITED TO ACTUAL DAMAGES SUFFERED AND NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR DAMAGES IN EXCESS OF THE GREATER OF THE AMOUNT OF FEES PAID UNDER THIS AGREEMENT OR THE LIMITS OF ANY APPLICABLE INSURANCE COVERAGE CARRIED BY EITHER PARTY. NEITHER PARTY SHALL BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE LOSS OR DAMAGE OF ANY KIND WHATSOEVER, INCLUDING WITHOUT LIMITATION, LOST PROFITS OR LOSS OF RECORDS OR DATA, REGARDLESS OF

Standard Terms & Conditions

WHETHER ARISING FROM BREACH OF CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE OR IF SUCH LOSS OR DAMAGE COULD HAVE BEEN REASONABLY FORESEEN.

New Era's Workmens' Compensation Insurance covers all New Era personnel.

New Era shall not be responsible for any delays or other failures in performance caused by matters reasonably outside of New Era's control. To the extent that the terms and conditions set forth in this Proposal conflict with any terms and conditions set forth in any Purchase Order or other form, the terms and conditions of this Proposal shall control.

governing Law: This Proposal and any matters that may arise out of or relate to it shall be governed by the laws of the Commonwealth of Massachusetts without giving effect to any choice of law rule. In the event of any claim or dispute between the Parties arising out of or relating to this Proposal, such claim or dispute may be tried solely in a state or federal court for Massachusetts, and the Parties hereby irrevocably consent to the jurisdiction and venue of such courts. In the event of any claim or dispute between the Parties, the prevailing Party may seek reasonable attorneys' fees and other costs of enforcing this Proposal.

License(s)

MA License 7190-C

License Cost for Extreme Wireless Deployment 5 Year

Prepared by:

New Era Technology

Peter Flynn

(617) 367-7474

Peter.Flynn@neweratech.com
neweratech.com

Prepared for:

Town of Franklin

355 East Central Street

Franklin, MA 02038

Tim Rapoza

(508) 553-4802

rapozat@franklinps.net

Quote Information:

Quote #: 013907

Version: 1

Delivery Date: 03/18/2021

Expiration Date: 04/04/2021

Quote Summary

Description	Amount
Franklin Public Schools Licenses	\$135,072.00
Town of Franklin Licenses	\$18,900.00

Total: \$153,972.00

New Era Technology

Signature: _____

Name: _____

Title: _____

Date: _____

Town of Franklin

Signature: _____

Name: _____

Title: _____

Date: _____

Purchase _____

Order # _____

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

MEMORANDUM

To: Finance Committee
From: Jamie Hellen, Town Administrator
Chrissy Whelton, Assistant to the Town Administrator
Re: **FY22 Community Preservation Committee Budget**

Before you tonight is the proposed FY22 Community Preservation Committee (CPC) Budget totalling \$1,329,402. The total proposed budget is based on estimated Community Preservation Revenues for FY22. This includes the required 10% for Historic Preservation, 10% for Open Space & Recreation, 10% for Community Housing and 5% for Administrative Expenses.

During the CPC Meeting on April 6, 2021 the Committee unanimously approved this appropriation at the recommendation of the CPA (Community Preservation Act) Coalition.

If you have any questions please feel free to ask.



Sponsor: Administration

TOWN OF FRANKLIN

RESOLUTION 21-19

APPROPRIATION:

From FY 2022 Estimated Revenues for administrative expenses \$ 66,470

RESERVE ACCOUNTS:

From FY22 Estimated Revenues for Historic Preservation Reserve \$ 132,940
From FY22 Estimated Revenues for Community Housing Reserve \$ 132,940
From FY22 Estimated Revenues for Open Space & Recreation Reserve \$ 132,940
From FY22 Estimated Revenues for Budgeted Reserve \$ 864,112

TOTAL REQUESTED: \$1,329,402

PURPOSE: To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Franklin Community Preservation Committee for required reserve accounts and administrative expenses and other expenses in fiscal year 2022, with each item to be considered a separate appropriation.

MOTION:

Be It Moved and Voted by the Town Council that the sum of One Million Three Hundred Twenty Nine Thousand Four Hundred and Two Dollars(\$1,329,402) be appropriated or reserved as denoted above from the Community Preservation Fund annual revenues in the amounts recommended by the Franklin Community Preservation Committee in fiscal year 2022.

Community Preservation Committee ACTION

Meeting Date: 4/6/2021

Vote: 9-0

Recommended Amount: **\$1,329,402**

DATED: _____, 2021

VOTED:

UNANIMOUS: _____

A True Record Attest:

YES: _____ **NO:** _____

ABSTAIN: _____

ABSENT: _____

Nancy Danello
Temporary Town Clerk

Glenn Jones, Clerk
Franklin Town Council