



FINANCE COMMITTEE MEETING APPROVED

Thursday, December 2, 2024, 4:30 p.m.

Virtual meeting as allowed by Ch. 2 of the Acts of 2023 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2025.

I. Call to Order & Open Meeting Law Statement

Chair Buck Donovan called the meeting to order at 4:30 pm as a virtual meeting as allowed by Ch. 2 of the Acts of 2023 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2025. He stated that BRPC was recording the meeting and said if anyone else wanted to record it they needed to inform him.

Roll Call:

Office Manager, Marianne Snizek read the roll call:
Malcolm Fick, Chair, Great Barrington Alternate, Ex-officio
John Duval, Vice Chair, Adams Alternate
Sheila Irvin, Clerk, Pittsfield Delegate – NOT PRESENT
Buck Donovan, Treasurer, Lee Delegate
Kyle Hanlon, At-Large, North Adams Delegate
Sam Haupt, At-Large, Peru Delegate – NOT PRESENT

Staff present: Tom Matuszko, Executive Director; Marianne Snizek, Office Manager; Mark Maloy GIS, Data, and IT Manager.

II. Vote to approve the Minutes of the Finance Committee Meeting of December 14, 2023

The motion to approve December 14, 2023, minutes was tabled for the next meeting.

III. Vote to Recommend to the Full Commission for Approval of FY2026 Assessments Discussion

Marianne explained the FY26 Assessment document showing Options A- no increase, B – 1% increase and C – 2.5% increase. Tom explained the municipalities will need the 2026 assessments for their budgets.

Buck Donovan motioned to approve the Option C FY26 Assessment rate of 2.5% increase for the FY2026 budget and ask the full Commission for approval at the January 16, 2025, meeting. Kyle Hanlon seconded the motion, it passed unanimously by a roll call vote from Buck Donovan, Kyle Hanlon, and John Duval.

IV. Discussion of IT needs and cost

Mark reported there are two major items that will significantly raise our expected IT costs over the next year.

- Our IT support contract expires at the end of April. We currently use Sourcepass and pay \$16,000 per year. The agreement is a fee-for-service setup, which they do not offer anymore. They also provide our backup and security software at an additional cost of \$16,000. Sourcepass now provides a more comprehensive support system that provides more active monitoring but is billed by the number of active users and will increase by just over \$18,000 for an estimated total of around \$50,000. Most IT providers Mark researched now bill by user, and the total expected cost for Sourcepass is comparable to that of other vendors. BRPC will go to bid in a few months and will know more then. The IT Manager's time will be reduced somewhat, but it will not cover the full amount of the increase.
- BRPC currently has two servers, both aging, and one has reached its end of life. Mark has explored several options and has determined that the best way is to move to SharePoint for our file storage. SharePoint will significantly improve storing our files in a hybrid environment. SharePoint is already included in our Microsoft 365 license and there is no cost to use it. However, BRPC must pay an extra monthly fee for additional file storage space (~\$1,000/year). In addition, BRPC will be asking our IT support provider (Sourcepass or others) to manage this transition. Sourcepass has estimated that the transition will cost about \$40,000.

There are some additional impacts due to the SharePoint transition.

- First, our accounting software, Sage 50, is not supported in SharePoint or a virtual environment, BRPC will need to move to Sage Intacct. Sage Intacct will make it easier for our finance staff to work remotely. Sage Intacct will cost \$25,000-\$35,000/year, depending on what we subscribe to. Sage Intacct is significantly higher than BRPC currently pays approximately \$3,000. In addition, there is a migration cost that BRPC will have to go to bid for, which will likely be a cost of \$20,000.
- BRPC's GIS software does not work with SharePoint, and we must invest in a separate virtual setup for our data storage. GIS is estimated to be an additional \$5,000-\$10,000 per year and has a setup fee of around \$5,000. The GIS software will also improve our ability to produce maps and conduct analysis remotely, which is inefficient with our current setup.
- Several items we pay for now will no longer be needed once we have fully transitioned, which will save some money that BRPC is estimating to be \$10,000 per year.
- The overall IT budget will increase significantly over the next 12 months that is currently estimated to be \$120,000m but will be about \$50,000 more per year once we fully migrate. Some of the cost may be mitigated by a reduction in the IT Manager's time, but we are not sure how much the savings will be, and it won't likely be seen until two years after the

migration is complete.

V. Report on FY2024 Audit

Marianne reported our accountant has completed testing. BRPC has provided all documentation and draft schedules. Adelson is in the process of verifying data. BRPC should have the draft FY2024 financials for review. Marianne suggested a finance meeting to be held on January 9, 2025. Adelson would present the finalized FY2024 audit.

VI. Report on State Retirement (employer portions)

Tom recapped the state retirement employer portion which BRPC is currently exempt from. Tom explained nothing has happened with the proposed legislation. Tom thinks MARPA will file the legislation again in the next session because the other RPAs are receiving bills and are required to pay the employer's portion of state retirement.

VII. Report on OPEB Trust Balance as of 11.25.2024

Marianne reported the Mission Square (formerly ICMARC) Trust Balance of \$1,772,973.77. BRPC's total liability is \$2.2 million dollars.

VIII. Next Meeting – January 9, 2024, at 4 pm.

IX. Adjournment

John Duval motion to adjourn. Kyle Hanlon seconded the motion. The motion passed with affirmative votes by Buck Donovan, Kyle Hanlon, and John Duval. The meeting adjourned at 5:02 pm.

Additional Meeting Material:

- DRAFT Minutes Finance Committee Meeting of December 14, 2023
- FY2026 Assessment Options
- OPEB Trust Balance as of 11.25.2024