



Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Absent
David Weiss	-	Absent

4. IRS Penalties.

*Still waiting to hear back from IRS,*

Per Tom Judge, legal counsel indicates it will be at least another two to three months before the matter is resolved.

5. W2s.

*The IRS now requires that W2s be printed and mailed, unless the employee "opts in" to electronic delivery. We are working on ways to encourage employees to "opt in" by using ESS instead of paper or email.*

Mail and email get lost when addresses change, but ESS remains active, and will continue to archive copies of W2s going forward.

Tom Judge put forth that his department would be encouraging all employees to sign up for electronic delivery only.

6. ERP Update.

a. Citizen Self-Service.

*This module is still functioning in a limited fashion for the limited group of citizens (a half dozen employees) that are set up to access it. On-line payment capability is quite complicated but should be available soon. Its functionality will then be tested, and we can begin to slowly roll out the capability to those citizens who want it.*

Tom Judge advised that Gordon Russell was working out the details.

b. Permits and Code Enforcement.

*The current status of the Building Department's participation in this module should be discussed as a follow up to discussions in July.*

Tom Judge stated that, when able, the Building Department would implement.

c. Utility Billing.

*This module was scheduled to go live July 14, but was belatedly suspended when it was learned that the system could not accommodate the CCSA rate structure. The CCSA has revised its rates and we are rescheduled to go live in January.*

d. Taxation.

*The proposed schedule for this implementation is attached.*

e. Upgrade from Munis 10.5 to Munis 11.2.

*Tentatively scheduled for October 1. Users will be enrolled in Tyler University, a series of short (5 to 15 minute) online courses on various functions of the software. This self-training will be supplemented by support from JAS, IT, and Tyler support.*

Tom Judge opined that the upgrade will provide many beneficial improvements.

7. VRS Hybrid Retirement Plan: default employee contribution.

*Every three years ICMA will automatically increase voluntary employee contributions unless an employee opts out. The first such autoescalation is January 1, 2017. The opt out period is October 1 to December 15. We began notification of the 69 employees last week.*

Tom Judge assured the Board that his department would continue communications with affected employees through December.

8. State Health Insurance Plan.

*JAS took part in a preliminary webinar, and sent in a statement of initial interest along with permission for AON, the State's consultant, to review our claims experience to be provided by Anthem. The Commonwealth may provide a side-by-side comparison of the resulting plan with the Local Choice plan, but we won't likely know until December.*

Tom Judge briefly reviewed.

9. Set Next Meeting

The next regularly scheduled meeting is set for Monday, October 24, 2016.

10. Adjournment

Being no further business, at 1:12 pm, Tom Judge adjourned the meeting.