

Phase 2 Final Betterments  
January 14, 2008

Ms. Fiore began the discussion at 10:00 a.m. She explained that the Sewer Commission was working with CDM to determine what the final betterment assessment would be. It is understood that in Phase 1 Rocky Cole worked on the final betterment assessments. Mr. Cole, JoAnn Mei and Alice Coleman keyed in all of the information into MUNIS by hand.

Mr. Judge said that he would need a list of properties, the owner(s) name(s) and how much they are being assessed. The total, less what has been committed through fiscal 2008, will result in the Net Balance remaining to be paid over the term of the SRF loan.

Ms. Palombo stated that she could produce statements for every property on the betterment list and determine the total that has been paid for each of them. Mr. Judge commented that she should be able to get a Crystal Report for this information and that she should call MUNIS to see if they can put one together for this purpose. Ms. Fiore added that she should request a price quote to build the report for whatever criteria she would need. Paul Medeiros is the contact person for Crystal Reports.

Once a report has been produced a spreadsheet can be developed for John LaBrache to set up a mail merge from the spreadsheet to the Final Betterment form letter.

Ms. Palombo stated that she would like to check the letters before they are mailed. She suggested checking the final figures on the spreadsheet before any of the letters are printed.

The Phase 1 form letter was reviewed. Some changes were suggested, such as changing the term "Less Credit\*\*" to "Less Committed". Other areas of the letter would need to be changed to agree with any new terms that are used.

Phase 2 will pay interest on the \$8 million dollar project. Principal, SRF Loan Interest and Administrative Fees will equal the final betterment. Section 3 of the letter should be updated to state this.

Mr. Judge said that he would prepare a schedule of annual payments for Phase 2 customers that may want to obtain one.

The tax bills will be mailed on July 1, 2008. Mr. Judge will need to have the final numbers for the printing date of June 15, 2008. He should receive this information no later than June 1, 2008.

The mail merge can be tested ahead of the actual printing in order to have it ready to go when the final number have been confirmed. If a Crystal Report cannot be done in time then a manual system would have to be used. A month should be allowed for MUNIS to produce a report and for the Collector to verify the numbers.

Ms. Paquette has contacted MUNIS regarding the use of the same SW3P charge code for Phase 2 betterments and she has been told that she can continue to use the same code that was used for Phase 1 betterments.

A breakdown of the principal, interest and administrative fees should be provided to the Collector, Accountant, Treasurer and Assessors.

Mr. Judge said he might consider billing Phase 2 betterments on the 3<sup>rd</sup> and 4<sup>th</sup> quarter tax bills. Mr. LaBrache would need to confirm when payments for the loan would be due. Phase 1 would remain on the 1<sup>st</sup> and 2<sup>nd</sup> quarter preliminary tax bills. It was mentioned that it might be more confusing to have Phase 1 bills paid in the first 2 quarters and Phase 2 bills paid in the last 2 quarters. It might be more consistent to bill all betterments on the preliminary tax bills.

The Final Assessment letters would be considered a warrant for anyone that wishes to pay off their assessment.

It was not clear whether liens would need to be released in 25 years when the betterments have all been paid in full. The liens would expire and may not need to be released. Ms. Poirier will check into whether the liens will need to be released or not and if a fee would be required.

The meeting established that a Crystal Report was needed in order to set up a mail merge with all of the information required for the letters.

A manual research option is still available to establish a spreadsheet if a Crystal Report cannot be produced.

Ms. Palombo will contact Paul Medeiros regarding the Crystal Report and any questions he may have regarding the report will be referred to Elaine Fiore.

The meeting concluded at 10:50 A.M.

Suzanne Richards  
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