

FINANCE COMMITTEE AGENDA

March 2, 2015 @ 5:15 pm

Councilors Attending: Blanchette, Sprague, Civiello, Baldacci, Graham, Nealley, Durgin

School Committee/Staff Attending: Webb, Caruso, Kochis

Staff Attending: Cyr, Little, Conlow

1. Consent Agenda

- a. Report of Bids Awarded by Staff – January 2015

Motion made, seconded to approve consent agenda, passed unanimously.

2. Presentation of FY 2014 Audit by Runyon Kersteen Ouellette

Representatives from Runyon, Kersteen and Ouellette reviewed the results and highlights of the City's fiscal year 2014. This presentation will be made available on the City's website.

3. Document Management Project

Staff presented a recommendation to appropriate funds received from the sale of the former police station property on Court Street to Penobscot County for the purpose of undertaking a document management project.

At this time, the majority of documents are not stored electronically and departments are relying on paper records. The current practice represents the perpetuation of systems enacted in some areas over 50 years ago. Paper records are filed and stored in a manner determined by each department, which has resulted in numerous copies of some items being maintained. Paper records inhibit the City's ability to retrieve and share documents inter-departmentally and with the public in a timely and efficient manner.

The goal of a document management system would be to establish an electronic infrastructure by which City records are stored digitally. The system would allow for the storage of all forms of records whether written, maps, audio, video or photographic. The system would include search capabilities, provide a public portal to enhance the City's information transparency, increase inter-department collaboration, reduce

redundancy, ensure adherence to record retention policies, as well as provide an archival solution for fragile historical documents. In addition, it would free up space and staff time allowing us to more efficiently and effectively serve the citizens.

There were discussions regarding whether or not this would be appropriate use of these funds. A motion was made and seconded to recommend this appropriation to the full Council, the final vote was 4 in favor and 1 opposed.