

Office of Town Clerk

TOWN OF BRANFORD

1019 MAIN STREET, P.O. BOX 150, BRANFORD, CONNECTICUT 06405

LISA E. ARPIN, CMC CCTC
Town Clerk



TELEPHONE
(203) 315-0633

June 11, 2021

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Lisa E. Arpin
BRANFORD TOWN CLERK

To: Members of the Board of Finance

I am writing pursuant to Chapter 42-1 of the Code of Branford requiring the Board of Finance to make recommendations to the Board of Selectmen on any contract renewals with terms greater than one year and exceeding \$10,000 per year. I am seeking a positive financial obligations advisory review of a five-year renewal contract (7/1/2021 to 6/30/2026) with Cott Systems. Legal Counsel has completed a favorable review of the contract.

Cott Systems provides software assurance (support) for Resolution3 Land Records Management System, billed monthly with no increase in fees over at least the past eight years. Cott has been our land records software provider since 2005, and the partnership and customer support has been excellent. Cott also provides software and support for our vital records management (births/deaths/marriages) and dog licensing software under this same contract.

Although the current contract term is three-years, Cott has gone to a five-year renewal contract term, maintaining our current monthly support fee of \$1,020/month for the duration of five years. This contract (\$12,240/year x 5) reflects no increase in fees or support, and is billed monthly as it has been in the past. If we chose to remain at a three-year term, however, there is a monthly fee increase of \$20.

There is a one-time fee of \$1,280 for the new addition of eRecording services for the capability of receiving and recording land record documents and their corresponding fees electronically. I.T. has installed the dual computer monitors necessary for initializing eRecording.

As you know, the public availability of our online land records produces revenue to the Town as indicated on the attached matrix showing the progression of increased revenue realized each year from the land records online portal. In essence, the portal self-funds and exceeds the cost of the annual Cott contract expenses. The current fiscal year 10-month Y-T-D revenue total is \$25,947. Thank you for your consideration.

Sincerely,

Lisa E. Arpin, CMC CCTC
Town Clerk and Registrar of Vital Statistics

CC: Jim Finch
Jamie Cosgrove

COTT's ONLINE PORTAL REVENUE SHARE - Branford Land Records

Month	FY21	FY20	FY19	FY19	FY18	FY17	FY16	FY15	FY14	FY13
July	1829	1829	1244	1282	1307	996	1083	\$810	\$797	\$393
Aug	2433	2433	1355	1230	1555	1363	889	\$807	\$589	\$370
Sept	2036	2036	1219	1033	1308	1562	980	\$1,093	\$892	\$467
Oct	2908	2908	1395	1171	2676	965	968	\$915	\$907	\$607
Nov	2374	2374	879	870	1127	1152	1349	\$1,193	\$794	\$652
Dec	2588	2588	989	1181	1545	971	1225	\$1,107	\$465	\$675
Jan	2563	1220	1220	1156	1614	797	787	\$1,023	\$874	\$845
Feb	2536	872	872	1022	1183	1062	1258	\$1,056	\$1,148	\$695
Mar	3496	1900	1900	794	1138	1632	1207	\$955	\$687	\$903
Apr	3186	1937	1937	930	1421	1112	988	\$1,016	\$820	\$761
May		2017	2017	702	1404	1405	1167	\$1,165	\$741	\$1,048
June		2313	2313	1186	1060	1414	1229	\$1,122	\$686	\$734
Annual Total	\$25,947	\$24,426	\$17,340	\$12,557	\$17,338	\$14,431	\$13,130	\$12,262	\$9,400	\$8,150
Monthly Average	\$ 2,595	\$ 2,036	\$ 1,445	\$1,046	\$1,445	\$1,203	\$1,094	\$1,022	\$783	\$679

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