

***Town Council Budget/Management Committee
May 10, 2012
Town Council Chambers***

Present: Chairman Kenneth DiFazio
Councilor Arthur Mathews
Councilor Patrick O'Connor
Councilor Michael Smart

Absent: Councilor Michael Molisse

Also present: Richard Swanson, Town Auditor
George Lane, Town Solicitor
Michael Gallagher, Director/Administrative & Comm. Svcs.
John Mulveyhill, Director/Emergency Management

Recording Secretary: Diane T. Hachey

Chairman DiFazio called the Budget/Management Committee Meeting to order at 6:50 PM.

Review/discussion of Department of Administrative Services, including Civil Defense, Human Resources, Town Solicitor, Information Services and Town Building Maintenance with Chief Financial Officer and applicable senior staff.

Deliberate the following measures:

12 042J-Administrative Services

Mike Gallagher presented and performed an overview of his organizational chart which was distributed, noting that he is responsible for Information Services, Human Resources, Legal, Building Maintenance and Emergency Management, which fall under the umbrella of Administrative Services. He noted that the Administrative Services secretary is funded 70% under his budget and the remaining 30% under the Mayor's budget.

Auditor Swanson asked the following questions to which Mr. Gallagher responded:

What is the rationale for charging 70% of the secretary's pay to administrative services?
This individual, aside from assisting the Mayor, performs general administrative duties for him in addition to handling the town mail.

Why is mileage expense needed in fiscal year 2013?
In the past he charged mileage expenditures to Human Resources or Information Technology, due to increased travel needs this line item is being requested under the Administrative Services budget.

What accounts for the Director's compensation increasing by 2.4% or \$2,695?
This reflects a step increase for fiscal year 2013.

12 042K-Human Resources

Mike Gallagher announced that he has hired a new Human Resources Director, and promoted a Human Resources Clerk to an Human Resources Generalist.

Auditor Swanson asked the following questions to which Mr. Gallagher responded:

Is the \$9k in the education reimbursement line item intended to fund all departments, aside from schools, and how many individuals would this represent?

This represents funding for non union general government employees, for enrollment in job related courses and covers 50% reimbursement upon successful course completion. Mr. Gallagher noted that estimates of those utilizing this program are difficult, and cited that three individuals took advantage of this program last year.

What is the \$2500 procurement charge in office equipment?

This represents the lease payments on a copier/scanner in the Human Resources department

It was confirmed that all step increases are reflected in the budget. It was noted that there are two HR generalists, one is the interface with the town and GIC and the other handles all interviewing, initiating and tracking of personnel issues.

12 042E-Town Solicitor

George Lane noted that towns with similar populations employ five or more attorneys to handle legal matters. He bills the town \$140/hour for his services.

Auditor Swanson asked the following questions to which Mr. Lane replied:

The budget is increasing by a small margin, is the workload projected to be the same as fiscal year 2012?

Mr. Lane confirmed that it is hard to estimate work load as many outside factors apply (ie: personnel matters, litigation).

\$74,500 is budgeted for Special Counsel, please explain the genesis of this figure?

This includes contracts with outside attorneys who are retained for specific areas of specialty, and is conducted on a case by case basis.

\$35,000 is budgeted for Assistant Counsel, please explain the genesis of this charge?

This represents additional legal assistance when needed, and is based on volume of workload.

Is the Town Solicitor line item (\$30,000) for purposes of payment to Mr. Lane for items not covered by his salary?

This represents invoices from Mr. Lane for services outside the realm of those dictated by town ordinance (ie: BOLC, civil service meetings).

What does \$36,800 (Professional fees/real estate and takings) represent?

The charges inherent in professional services required for real estate tax title and takings, of which he performs in house. It was noted that tax liens are increasing as the town more aggressively attempts to collect outstanding debts.

12 042U-Civil Defense

John Mulveyhill noted that he is part-time and his position is paid via stipend, with 36 volunteers to assist him with his duties.

Auditor Swanson asked the following questions:

What is the possibility of securing grant funding for next fiscal year?

Mr. Mulveyhill's position cannot be funded by a grant as the town is not eligible, but certain expenses in that department qualify. The LEPC grant securing has allowed him to purchase smart boards, an electronic trailer and safety cones. Outlook for grants next year total \$14-18k. Councilor DiFazio asked how grant reimbursements are handled?

Mr. Gallagher explained that they are deposited to the general fund.

Councilor Mathews arrives here.

What does the \$4k in miscellaneous expenses represent purchases for?

Recording secretary for LEPC, office supplies, batteries, radios, flashlights and cell phones.

How many volunteers work for Civil Defense, do you feel this is sufficient as we go into fiscal year 2013?

There are 36 volunteers and they feel this is sufficient. Currently there are two vehicles in the department and they are looking to work with the Vo Tech in order to make one of the vehicles electric.

12 042I-Town Building Maintenance

Mr. Gallagher stated that this department employs one night custodian, one day custodian and one custodian who works out of the McCulloch building; they back each other up as needed, with minimal overtime.

Auditor Swanson asked the following questions to which Mr. Gallagher responded:

What town buildings are inherent in this budget?

Town Hall, McCulloch, Teen Center, Hollis Street and the Emery Estate

What does the salary increase of \$7,184 represent?

Step increases for all three employees, in addition to a collective bargaining settlement for union staff.

Are the electric and phone charges reasonable given inflation?

Yes, due to numerous green initiatives of which savings will be realized in the fiscal year 2014 budget.

What is the name of the alarm company and how long have they been contracted?

Atlas Alarm handles schools and town buildings at a cost of ¼ million dollars per year. The town is entering a new two year contract in fiscal year 2013.

The question arose as to why the need for an alarm system, as they serve as a middle man to the process. Mr. Gallagher will investigate this accordingly.

Please explain the keyless security system, recently installed.

The new keyless security system provides the ability to track/monitor and identify staff entering and exiting offices and buildings. The Town Clerk's and Building Departments will be completed shortly, with the 3rd floor of town hall to follow. Mr. Gallagher noted that he is investigating transponders for town vehicles as well.

12 042F-Information Services

There are five staff members in this department-a LAN/WAN (local area network/wide area network) manager, help desk technician, munis application manager, systems administrator, and a GIS systems administrator.

Councilor Mathews asked for an update on issues regarding constituents signing up for mailing lists. Mr. Gallagher noted that there was a faulty design written by prior management which has taken a year to correct. A new website is being launched this weekend, and the correction is included.

Councilor Mathews additionally asked about department employees updating the website. Mr. Gallagher confirmed that this process is on-going, they will train individuals with gatekeepers for security reasons.

Auditor Swanson continued with his questioning:

Please provide a list of agreements for CPT/SOFT/M for \$104k?

Tyler Technologies (munis financial accounting system)

Tyler Technologies (IBM Informix database)

Tyler Technologies (munis support)

Microsoft (office, exchange, and licenses)

AMS imaging (backup software)

CFA software (DPW vehicle maintenance)

Sage software (tracking for town's capital assets)

What is the genesis of the \$50k budgeted under "other professionals"?

This represents support for many of our services (ie: munis, firewall, webdesign)

What are the components of \$50k in M/C COMPUT?

This is for purchasing replacement desktops and support contracts.

Councilor DiFazio asked if Mr. Gallagher's department supports the schools IT, to which Mr. Gallagher confirmed that they do not, Mr. David Cawthorne heads that up with a staff of two.

He further noted that a new phone system will be installed, starting with schools, town, police and fire.

With no further business to attend to, Councilor O'Connor motioned to adjourn at 8:22-motion seconded by Councilor Smart and voted unanimously.

Respectfully Submitted by: Diane T. Hachey, as Recording Secretary

Approved by: Chairman Kenneth DiFazio