

**TOWN COUNCIL MINUTES  
BUDGET/MANAGEMENT COMMITTEE  
Town Hall Council Chambers  
May 6, 2008**

Present: Kenneth J. DiFazio, Chairperson  
Arthur Mathews  
Kevin Whitaker

Not Present: Michael Molisse  
Patrick O'Connor

Also Present: Robert Conlon, Councilor  
Maureen Duffy, Town Auditor  
Michael Gallagher, Director of Administrative Services  
Ed Harrington, Councilor  
John Mulveyhill, Head of Civil Defense  
Mel Einhorn, Director of Human Resources  
George Lane, Town Solicitor

Recording Secretary: Janet Murray

Chairperson DiFazio called the Budget/Management Committee meeting to order at 7:05pm.

Review and Discussion on the Department of Administrative Services inclusive of: Emergency Management Services, Human Resources, Solicitor, Information Technology and Town Hall Maintenance

Michael Gallagher stated that Administrative and Community Services department split and re-combined with other departments.

**08 026E-Town Solicitor**

Mr. Gallagher pointed out that in the FY 08 legal salaries, there was a 2% increase which was an error.

The department has a paralegal on a step plan who works 20 hours per week

Mr. Gallagher stated that in light of the current economy there is an expectation of an increase in real estate tax takings. The increase in the budget line item is for the legal costs associated with the tax title.

**08 026F-Information Services**

Mr. Gallagher stated that there have been many changes in this department. The salary line items are skewed as the former director's salary was split between 3 departments. Mr. Gallagher stated that his salary is split 50-50 between IT and Administrative Services.

Mr. Gallagher stated that in January 2007 there was a reclassification of an IT employee. This employee serves as the department's de facto assistant.

Mr. Gallagher stated that professional services are for contracted services. These services include website design by Tom Rose and Maaza who works with the town's MUNIS system.

Mr. Gallagher stated that there was GIS training last year so training is not needed this year.

Mr. Gallagher stated that the internet line item has mixed systems. He stated that he is working to become familiar with these systems. He further noted that he is negotiating with Comcast to add internet access and is considering Centrex vs. Voice over internet protocol.

Mr. Gallagher stated that he is looking for ways to computerize as he believes that the town uses too much paper.

Councilor Whitaker commended Mr. Gallagher for the projects undertaken or in the planning process and asked for future updates on the technological advancements the town undertakes in streamlining processes and improving the delivery of services through the use of technology.

Mr. Gallagher stated that his staff is salaried professionals so there is no overtime line item.

#### **08 026I-Town Hall Maintenance**

Mr. Gallagher pointed out that the following building designations: Town Hall (212), McCullough Building (213), Teen Center (214), and Hollis Street building (216).

Mr. Gallagher stated that as everyone is aware, there have been increases in utilities due to rising fuel costs.

Mr. Gallagher stated that the Hollis Street building has issues. The Emergency Management Agency (EMA) has moved into DPW building. He pointed out that the building is basically a garage. In this regard there are very little utility costs. This building may be used for long term storage.

Mr. Gallagher stated that telephones at town hall are the largest expense. He noted that the pay phones have been removed as it is more cost effective to allow a constituent to use the town's phone to make a local call. He pointed out that many people have cell phones and do not need to use pay phones.

Councilor DiFazio asked for a narrative of where savings are for the different items.

Councilor Mathews expressed concern that the Hollis Street building could become a liability to the town if there is very little happening there.

Mr. Gallagher stated that the town needs to develop a better process and procedure, and change the way we think and do business.

#### **08 026J-Administrative Services**

The salary line item has been reduced because of the removal of the IT management cost.

There was discussion regarding the usage of employees at Town Hall.

Administrative Services consist of Human Resources, IT, Legal, Emergency Management and maintenance of specific town buildings.

**08 026K-Human Resources**

Mr. Gallagher noted that the increase in salary line item is due to longevity of several employees. Education reimbursement is a non-union benefit of \$500 maximum per course. When this program was first put in place, there was town wide support of the program. However, there have only been three (3) individuals who have used it. Thus, this item was decreased. Mr. Gallagher stated that he believes that this line item is still over funded but he wanted to review this further. There is a separate program for union employees.

Advertising changed because the town is now allowed to work directly with the Boston Globe rather than going through an agency.

Ms. Duffy pointed out that she had asked about the advertising in the newspaper because she believed that more people use the internet for job searching.

Councilor Mathews stated that it was his opinion that the previous Human Resource director had an “appetite” regarding re-classification. He stated that this was a concern of his as he did not believe that all of these re-classifications were justified.

**08 026U-Civil Defense**

The salary line item has seen a change due to a 2.3% error in FY 07 and 08. This has been corrected for FY 09.

**08 030-Unpaid Bills**

A MOTION was made by Councilor Whitaker to TABLE item number 08 030 and was seconded by Councilor Mathews and was UNANIMOUSLY VOTED.

At 8:30 pm, there being no further business, A MOTION was made by Councilor Whitaker to ADJOURN and was seconded by Councilor Mathews and UNANIMOUSLY VOTED.

Approved by: \_\_\_\_\_  
Kenneth J. DiFazio, Chairperson