**TRI-BOARD MEETING**
**BOARD OF SELECTMEN, FINANCE COMMITTEE & SCHOOL COMMITTEE**
**MARCH 20, 2014**

**I.**   Call to Order/Roll Call

Selectmen Chairman Alex Vispoli called the Tri-Board Meeting to order at 7:05 P.M. in the School Committee Room in the School Administration Building.  Present from the Board of Selectmen:  Chairman Vispoli-Y and Selectmen Paul Salafia-Y, Brian Major-Y.

Finance Committee Chairman S. Jon Stumpf opened the meeting for the Finance Committee. Present: Chairman Stumpf-Y and members Joanne Marden-Y, Paul Fortier-Y, Margaret Kruse-Y, Linn Anderson-Y, Greg Serrao-Y, Eugenie Moffitt-Y, John Barry, Jr.-Y.

School Committee Chairman Dennis Forgue opened the meeting for the School Committee. Present:  Chairman Forgue-Y and members Paula Colby-Clements-Y, Annie Gilbert-Y, Barbara L'Italien-Y, David Birnbach-Y.

Also present:  Town Manager Reginald S. Stapczynski, Superintendent Marinel McGrath, Assistant Superintendent Paul Szymanski, Assistant Superintendent Nancy Duclos,   Assistant Town Manager Steve Bucuzzo, and Finance Director Donna Walsh. The meeting was duly posted and cablecast live.

**II.**   Opening Ceremonies/Moment of Silence/Pledge of Allegiance

Chairman Vispoli led the members in a moment of silence followed by the Pledge of Allegiance.

**III.**   Andover IT Vision          CIO Paul Puzzanghera

Mr. Puzzanghera provided an in-depth review of the Information Technology Vision, accomplishments and issues.  He started with the 110-page Blum Shapiro Report completed in March of 2011 with findings and recommendations that clearly indicated the Town was operating with four separate technology entities - Town, School, Public Safety and Library – no wireless connectivity, an aging school fleet of computers and lots of redundancies and inefficiencies.

Strategic goals and mandates were created to move forward to one system to:  eliminate redundancies, improve consistency, improve learning experience, lower cost of learning experience, address changing home dynamics, improve access to government, improve staff productivity, reduce costs, improve delivery platform, increase safety/backup, develop IT governance procedures, prepare for technology innovation, create 21st Century learners, support and change the way education is delivered and work together as citizens who interact with each other.

Mr. Puzzanghera gave a high-level overview of Andover's computer network today with an internal cloud that supports all internal pieces and an external cloud that is

dependent upon applications run in a third party location.   The network was the first challenge (moving from four systems to one) growing to support all the needs required and performing twenty-times better.

A secondary data center located at the Public Safety Center identically replicates the central processor and acts as a back-up site.  Mr. Puzzanghera reviewed the many IT management tools, applications, and base camp which is the internal project management tool for IT in a collaborative environment.  The Tech Store provides lists of hardware items pre-approved by the IT Department that Town/School Departments can purchase (printers, desktop, laptop, ipads, etc); thereby controlling the purchasing process.

There are many software applications such as MUNIS, X2-Student Information System, DPW Work Order System, Point of Sale Systems, L4U Library System, GIS System, etc., that the IT Department oversees and applications they support.

They will be moving to a Bring Your Own Device (BYOD) for students, increasing customer service for Town, establishing rules of engagement regarding procurement, budgeting, and application support.

Dramatic progress has been made on the recommendations by Blum Shapiro.

IV.     **FY-2015 IT Initiatives**
1.      CIP Requests            CIO Paul Puzzanghera
Mr. Puzzanghera reviewed the CIP requests for FY-15 and provided information on each.

IT-2: Desktop Virtualization ($199,500) will allow more flexibility and provide a richer client experience for both Town and School.

IT-3: GIS Update ($45,000) – there are two parts to the GIC – the flyover which has been completed and the planametric data manipulation.  Data has not been updated since 1998.  They will collaborate with other towns to save on costs. The cost will be borne equally by Water, Sewer and from the General Fund.

IT-4: Student Mobile Carts ($49,000).  Three carts (90 laptops) were deployed at AHS this year, the carts are utilized 100% of the school day and 4 additional carts will extend those benefits to four more departments and allow for the reconfiguration of badly needed space.

IT-5: Digital Management Learning System ($30,000).  Pilot to test command and control tools for a digital learning environment with a class of applications that empowers teachers to take technology and make a great learning environment.

The budget numbers for IT-4 and IT-5 have been grouped into SCH-1, 2, and 3. They are asking that the $30,000 be added to Article 5 for FY-15. Going forward the cost of the subscription would be out of the school budget.

2. <u>160 Issue</u>
IT-1 – Proposed Solution
The IT-1 Annual PC Upgrade amount of $359,000 is requested for FY-15. There were 160 additional laptops not included in the original order of 400 last year. They will also need to purchase the Client Access License for $130,000. The funds were to come from the cable franchise fees. It is asked to not fund any more from that account than is planned. Finance Director Donna Walsh will provide an update on the cable fund (total plan) for the Boards.

3. <u>HW / SW Acquisition / Replacement Policy</u>
Mr. Puzzanghera also reviewed the policies for Town-wide control of IT acquisition (HW & SW). Purchases made through the Tech Store provide control of acquisitions and approvals. Software: The Town and School will work towards creating a policy for purchase software, departments need to be alerted and controls put in place. IT is requesting additional staffing to support the software.

V.  **Next Steps**    Supt. of Schools Marinel McGrath/Town Manager Buzz Stapczynski
The importance of maintaining transparency at Town Meeting and confirming that decisions are being made for the right reasons and that they tie in financially was noted. They are working on a plan as they move forward to put a structure in place for management oversight and transparency. They will put together a procedure for changes in the budget for Town Meeting and inform the Chairs. The Chairs can jointly decide if more discussion is needed.

Management operations must be controlled and transparent and it is important not to drain the cable account faster than previously agreed without further discussion and agreement. The Team will develop a written policy of communicating significant changes of previous Town Meeting presentations to bring back to the Boards and then determine if additional discussions are needed or more information provided.

VI.  **Adjournment**
At 9:20 P.M. on a motion by Selectman Major and seconded by Selectman Salafia, the Board of Selectmen voted 3-0 to adjourn from the Tri-board Meeting. Roll call: Chairman Vispoli-Y and Selectmen Brian Major-Y, Paul Salafia-Y.

On a motion by Annie Gilbert and seconded by Paula Colby-Clements, the School Committee voted to adjourn from the Tri-Board Meeting. Roll call: Chairman Forgue-Y and members Barbara L'Italien-Y, Annie Gilbert-Y, David Birnbach-Y, Paula Colby-Clements-Y.

On a motion by Margaret Kruse and seconded by Paul Fortier, the Finance Committee

voted to adjourn from the Tri-Board Meeting:   Chairman Stumpf and members Joanne Marden-Y, Paul Fortier-Y, Margaret Kruse-Y, Linn Anderson-Y, Eugenie Moffitt-Y, John Barry, Jr.-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents:      Solution Letter (B.Major)