

**TRI-BOARD MEETING – MARCH 7, 2011**  
**Board of Selectmen/Finance Committee/School Committee**

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

Board of Selectmen Chairman Alex Vispoli called the Tri-Board Meeting to order at 7:07 P.M. in the School Committee Meeting Room, in the School Administration Building. Present from the Selectmen were: Chairman Vispoli, Selectman Ted Teichert, Selectman Brian Major, Selectman Mary Lyman and Selectman John Hess. The meeting was duly posted and cable-cast live.

Chairman Dennis Forgue opened the meeting for the School Committee at 7:08 P.M. Present were: Chairman Forgue and members Annie Gilbert, David Birnbach, Richard Collins and Paula Colby-Clements.

Present from the Finance Committee were: Chair Joanne Marden and members Richard T. Howe, S. Jon Stumpf, Mary O'Donoghue, Cynthia Milne, Margaret Kruse, Paul Fortier and Greg Rigby.

Others in attendance: Town Manager Buzz Stapczynski, Superintendent Marinel McGrath, Assistant Town Manager Steve Bucuzzo, Finance Director Tony Torrisi and Ray Tode, Information and Technology Director for the Schools.

**II. Opening Ceremonies**

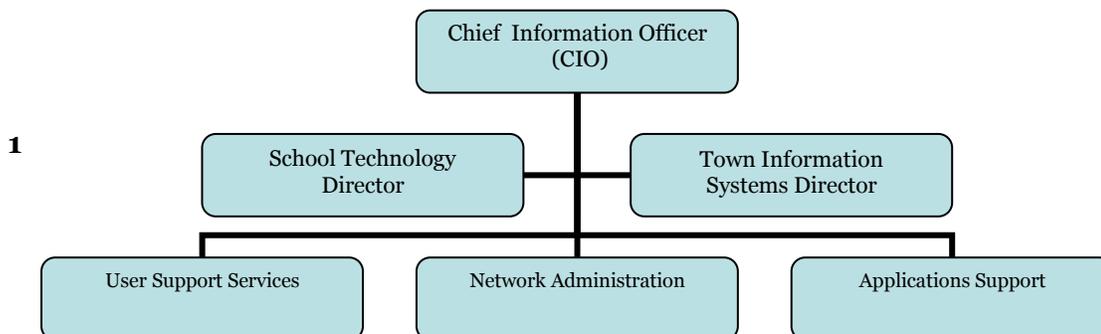
**A. Moment of Silence/Pledge of Allegiance**

Chairman Vispoli asked for a Moment of Silence followed by the Pledge of Allegiance.

**III. FY-2012 Town Manager's Recommended Budget Presentation**

**A. Information Technology**

In October 2010, a Memorandum of Understanding was endorsed by the Board of Selectmen and School Committee to create a new position for a Chief Information Officer (CIO) to oversee a joint Town/School Technology Department centralizing all existing technical staff into a single department in FY-12. The Town Manager and Superintendent of Schools have been working at producing a budget for the new Information Technology Department for FY-12 with no increase for this fiscal year. The following is the organization structure as they see it existing for FY-12:



The FY-12 Budget for the new Information Technology Department:

	<u>FY-2011</u>	<u>FY-2012</u>	<u>+/-</u>
Personal Services	\$1,336,986	\$1,338,976	+\$1,990
Expenses	<u>\$ 170,608</u>	<u>\$ 168,618</u>	<u>-\$1,990</u>
Total	\$1,507,594	\$1,507,594	0
<u>Staff</u>	<u>FY-2011</u>	<u>FY-2012</u>	<u>±-</u>
Chief Info Officer	0	1	1.0
Town Employees	8.95	7.95	-1.0
School Employees	<u>10.0</u>	<u>10.0</u>	<u>0</u>
Total	18.95	18.95	0

The IT Department will be split between the Town and School Departments with the CIO's office located in the Town Offices. The 2010 report from BlumShapiro Consulting indicates efficiencies by consolidation of the two departments will be garnered over time. A provider advisory group will be established to work with the CIO to review opportunities and ideas. Dennis Forgue said support services should see opportunities for efficiencies throughout all of the organizations throughout the community. The Town Manager said the long-term benefit will be to create a cutting-edge structure.

#### IV. **FY-2012 CIP**

##### Information Technology Capital Projects – SCH-4, FIN-1, CIT-1

CIT-1	Transition Consulting Services	\$30,000
FIN-1	Town Technology	\$98,000
SCH-4	School Technology	\$500,000

FIN-1 in the amount of \$98,000 from General Fund Revenues is to cover basic replacement of existing technology infrastructure within the Town and does not include any technology initiatives proposed in the Town-wide Strategic Technology Plan.

SCH-4 in the amount of \$500,000 for School Technology acts as a placeholder dollar amount for implementation and refreshing technology throughout the schools. A more detailed plan will be implemented upon development of the technology strategic plan to support the education programs and provide 21<sup>st</sup> century skills for students. Ray Tode explained the technology requests under SCH-4.

Inter-active Whiteboards for student learning	\$ 40,000
Tablets/Ipods to support E-text initiative	\$ 72,000
AHS Laptops for teachers	\$ 65,000
AHS Computer Lab Software replacement	\$ 113,000
District-wide Wireless Project – Phase 1: AHS	\$146,000
District-wide Printer Consolidation (long-term)	\$177,000
(\$64,000/year for 3 years)	

ACE has committed to assist with some financing for additional whiteboards, laptops for AHS teachers are important as we move to a web/cloud based student information management system, and Phase I of the District-wide Wireless Project will provide AHS with a secure/public voice-over IP capability.

Questions:

What is the role of the new IT Advisory Committee?

*The Advisory Committee will be a support and champion for the newly-formed IT Department depending upon what services they can legally provide to the Town.*

For the purposes of investment, how do you measure student learning?

*Technology provides tools for learning, bringing and expanding available information, as well as increased research capabilities. Studies will be arranged to determine the gain in student learning.*

How will this investment help Teacher Evaluation?

*School principals will use technology as a time management tool for evaluating and conducting observations of teachers. Principals evaluate approximately thirty-plus staff members per year requiring four observations each for teachers.*

Why is the \$30,000 for on-going IT Expenses not part of the Operating Budget?

*It could be a one time expense, not sure if it will continue.*

Finance Chair Joanne Marden said the technology plan requires a significant amount of money and will have to be monitored closely to ensure we are seeing savings or we won't be able to afford it.

**V. Revised Revenue & Expenditure Projections**

A slide presentation on the revised Revenue & Expenditure Projections for FY-12 was provided and discussed (pages 157 & 158 of the Town Manager's Recommended Budget).

The Town Manager discussed the recommendations to move the Town along towards a balanced budget. An update on changes to the budget show a reduction in Debt Service (General Fund \$52,788 and Water/Sewer \$31,804); a favorable health insurance rate of 6.64% over the anticipated 10% – a savings of \$545,000; from a reduction in retired teachers/health assessment a savings of \$179,376 and a savings of \$717,000 for a level-funded CIP as well as various Town/School operating budget adjustments and corrections. The revised allocations are as follows:

	<u>FY-12</u>	<u>Revised F-12</u>
Town Allocation	\$1,060,000	\$ 725,600
School Allocation	<u>\$ 903,000</u>	<u>\$ 520,400</u>
Total	\$1,963,000	\$1,246,000

Town:

Town Base FY-12 Budget	\$32,513,096
School \$ IT Budget Transfer to Town	<u>758,000</u>
FY-12 Revised Budget based on available funds	\$33,271,096
Amount out of balance / Town	(-\$95,331.00)

School:

FY-12 Revised Budget – Base	\$65,709,339
FY-12 based on available funds	\$62,628,033
Amount out of balance / School	\$ (3,081,306)

Changes in the actual Local Aid from Chapter 70 and General Municipal Aid, Circuit Breaker funding and additional relief in health insurance costs will further affect the budget.

Tony Torrisi said it is important to mention that we received a very good rate on our health insurance premiums through MIIA. Dick Howe suggested holding a public meeting on health insurance to share an analysis of why it does not make sense for Andover to join the GIC. It would be helpful to understand the detail of the analysis so people can appreciate how the Town has addressed this. Selectman Lyman requested a review of the number of people joining our insurance rolls and the number of subscribers.

Mary Carbone, 3 Cyr Circle, requests that all employees pay be frozen for FY-12. School Committee member Paula Colby-Clements said they cannot legally freeze track/step/longevity increases.

Selectman Lyman would like to see a salary chart from comparable towns for new department heads.

The Town Manager distributed an update on revenues that reveals little change. What did change is the reduction in Debt Service, Employee Health, Retired Teacher Health Assessment and the level funding of the CIP.

- How the revenue from bonds sold will show in the budget. *The bond premium is a one-time payment and will go into Free Cash.*
- What is the status on the study for increasing fees and permits? *The departments are reviewing increases in fees and permits and will be bringing their findings forward.*
- Do we have contingencies in place to address future oil/gas increases? *Savings realized in utilities should off-set increases in oil/gas. Joe Piantedosi can provide an update at a future meeting.*

**VI. Other Business**

Selectman Lyman asked if a meeting with the School Superintendent could be arranged after the budget season to discuss using the schools for DCS Programs and arrive at an equitable solution for both parties.

Dates for upcoming budget meetings, deadlines and Town Meeting were reviewed by the three Boards.

**V. Adjournment**

On a motion by Selectman Lyman with a second by Selectman Teichert, the Board of Selectmen unanimously voted to adjourn the Tri-Board Meeting at 9:07 P.M.

On a motion by Paula Colby-Clements with a second by Annie Gilbert, the School Committee voted 4-0 to adjourn.

The Finance Committee adjourned.

Respectfully submitted,

Dee DeLorenzo  
Recorder

Documents: Draft of Revenue and Expenditure Projections