### Call to Order

Date: March 30, 2016

Chairman Stumpf called the meeting to order at 7:00 p.m. in the Second Floor Conference Room. The meeting was live cablecast.

# **Remote Participation Requirements and Procedures**

Per 940 CMR 29.10(7), John Barry contacted the Chair in sufficient time prior to the meeting with the request to participate in the meeting remotely due to illness. Pursuant to 940 CMR 29.10(5), Chair so notified the members of Mr. Barry's request, gained their approval, and initiated roll call. In attendance were S. Jon Stumpf-Y, Linn Anderson-Y, John Barry, Jr.-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Joanne Marden-Y, and Bonnie Zahorik-Y. Also in attendance was Donna Walsh Finance Director and Town Manager Andrew Flanagan. Arrived late were Bojay Taylor and Eugenie Moffitt.

# Mr. Puzzanghera's Presentation on IT2

Mr. Puzzanghera's powerpoint presentation is attached. Highlights include the following:

Where are we going with IT:

- a) In three years we have gone from a primitive to a sophisticated technology state.
- b) Established fiber optic network among 23 town and school buildings.
- c) As a result of \$2.5M appropriation, rebuilt network infrastructure and upgraded all platforms.
- d) Ongoing funding mechanism for client devices, both administrative and teacher.
- e) Installed admin applications that run on more sophisticated platforms.

# What is left to do:

- a) Student fleet 1:1 learning initiative.
- b) Student devices, platform for BYOD, digital learning applications and content.
- c) Professional development and change management to enable project.

Develop digital transformation in schools:

- a) Develop platform.
- b) Develop content.
- c) Culture transformation change in learning environment.
- d) K-2 tablet provided by district: 1,284 devices.
- e) 3-5 laptop provided by district: 1,485 devices.
- f) Middle and high BYOD, already piloted at eighth grade and partially at  $7^{th}/9^{th} 3,000$  devices.
- g) Estimated 15% of students will need devices supplied by district.
- h) Provide more projectors, bandwidth and wireless access enhancement.

IT2 was submitted originally as an aggressive program, Town Manager asked for a more modest proposal:

- a) Expand down from 7-8 to 5-6 and up from grade 9 to 10.
- b) Repurpose fleet of teacher machines (630) for grade 5 students (550) and buy teachers new machines (MAC) one year early, resulting in an extra year of leasing.
- c) Grade 6-10 provide at least 300 district-supplied devices at approx. \$500K/each.
- d) All devices \$236K; \$45K grades 6-10; \$132K for grade 5; and \$60K infrastructure improvement; \$50K for professional development and change management, and \$110K for ebooks and additional curriculum.

Joanne Najarian, Digital Learning Specialist, indicated that outside professionals assist the digital learning specialists in the implementation of the initiative. Discussion ensued and covered the following highlights:

- a) Number of students for which devices had to be supplied started at 22 and is now 7.
- b) Those with financial waivers are able to take home devices.

c) Devices are being supplied to 5<sup>th</sup> graders because it was felt that age group could not be held responsible for bringing devices back and forth from school.

Date: March 30, 2016

- d) Tech platform set up in classrooms for charging devices.
- e) Question why content (online curriculum) is being paid outside of the school budget.
- f) Dept of Ed assisting districts in the implementation, including financial.
- g) General purpose repair budget of approx. \$80K needed.
- h) Request for additional tech staffing for increase in devices was not granted.
- i) To allow for increased demands, staggered rollout once every two weeks.
- j) More remote tech support; help desk Tier1 support at the high school as credit course provided.
- k) Digital learning specialist at every school.
- 1) Move to digital textbooks and sharing content across platforms.
- m) Rich educational ecosystem (content) not yet available for lower priced machines, i.e. chromebook.
- n) In time content will be available as more school systems move to lower priced machines.
- o) Original funding source was from cable funds, then it went to cable and taxation, then cable, taxation, and funds from school department, and now cable, taxation, school department funds and free cash.
- p) Concern expressed that long-term sustainability must be supported by the school operating budget.
- q) Post-pilot survey recommended full-blown implementation for the entire district.
- r) Need to prepare students for higher education totally driven by technology.
- s) Town Manager committed to jump start the program over next four years @ approx. \$400K/year and then would become a line item in the school operating budget.
- t) Massachusetts is behind rest of the country in digital learning.
- u) 1,400 ipads were purchased over the last three years in the amount of \$714K.
- v) Clear long-term strategy is imperative.

#### Article P31 – 1:1 Student Learning Initiative

Following discussion, and upon motion duly made by Mr. Serrao and seconded by Ms. Zahorik, it was voted to recommend approval of Article P31 in the amount of \$400K to be appropriated from Free Cash. Motion passed 8-1 with Mr. Barry opposing. S. Jon Stumpf-Y, Linn Anderson-Y, John Barry, Jr.-N, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

#### **OPEB**

The Committee's final report is due on Thursday the same day that the OPEB Committee will make its presentation. The Board of Selectmen will meet along with the Finance Committee at Doherty auditorium @ 7:00pm. Three representatives will be Katie McCue, Ken Lombardi and Attorney Foskett. Public input will be solicited.

## **Warrant Articles**

Article P45 – Home Rule Legislation – Municipal Services Facility Mitigation Fund

The Town Manager explained the above warrant article on Town Yard.

There are three areas of revenue: a) sale of land; b) one-time permit fees; and c) tax revenue toward paying down debt service of the new facility. He added that the proceeds of the sale of 11 Lewis Street would go into a mitigation fund. The Committee asked that the wording be changed to include sale or lease and the proceeds "may be" placed in the mitigation fund. Town Meeting would vote annually to move funds out of mitigation fund to appropriate against debt service. Ms. Zahorik said that the ITAC wanted to see all IT related costs be rolled into the cost of the facility. A walking tour of the site was held this week and was well attended.

Upon motion duly made by Ms. Kruse and seconded by Mr. Barry it was unanimously voted to recommend approval of Article P45 as amended to include sale or lease of the land and these proceeds "may be placed." Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

Date: March 30, 2016

# Article 59 Limited Tax Relief for Certain Elder Citizens

The Town Manager said he would be meeting with the petitioner and town counsel and would provide a draft of the proposed language. Written into the legislation would be a threshold of \$100K tax abatement with a means test of \$85 for a family of two and \$71K for head of household; assessed value of less than \$600K and residence of at least twenty years. Discussion ensued on the negative impact of taxes of other residents.

## Article P50 General Bylaw Amendment – Contract Scoring

Upon motion duly made by Ms. Marden and seconded by Mr. Serrao, it was unanimously voted to recommend disapproval of Article P50. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

## Article P53 Tewksbury Street Sidewalks

Upon motion duly made by Mr. Serrao and seconded by Mr. Barry, it was unanimously voted to recommend disapproval of Article P53. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

#### Article P55 Memorial Playstead Playground

Following discussion and upon motion duly made by Ms. Anderson and seconded by Mr. Serrao, it was unanimously voted to recommend disapproval of Article P55. Motion passed 6-0-3. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-A, Eugenie (Janie) Moffitt –Y, Bojay Taylor-A, Joanne Marden-Y and Bonnie Zahorik-A. Ms. Kruse will reach out to Mr. Ataide to get more information.

#### Article P54 Ballardvale Engine House Improvements

Upon motion duly made by Mr. Serrao and seconded by Ms. Anderson, it was unanimously voted to recommend disapproval of Article P54. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

## Article P16 FY2017 Revolving Accounts

Ms. Walsh pointed out that there were two changes in the revolving accounts: a) the amount in the Health Clinic Account had been increased from \$45-60K to cover the cost of additional flu vaccines and b) the addition of a new account in the amount of \$1,150,000 Cable TV Account because of a change in the Department of Revenue regulations that such funds be kept in a revolving account.

Upon motion duly made by Ms. Kruse and seconded by Ms. Moffitt, it was unanimously voted to recommend approval of Article P16 as amended. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

# Article P5 FY2017 Capital Projects Fund Appropriation-\$2,540,000

Following discussion and upon motion duly made by Ms. Marden and seconded by Ms. Kruse, it was unanimously voted to recommend approval of Article P5 in the amount of \$2,540,000. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y. It was noted that next year the SCH1, 2 and 3 be listed as separate items of maintenance and textbooks.

Date: March 30, 2016

## Article P4 FY2017 Budget

Following discussion and upon motion duly made by Mr. Serrao and seconded by Ms. Moffitt, it was unanimously voted to recommend approval of line items 1-12 of Article P4 (budget as amended on January 8) in the amount of \$38,437,389. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

Upon motion duly made by Mr. Serrao and seconded by Ms. Moffitt, it was unanimously voted to recommend approval of line items 18-22 of Article P4 (budget as amended on January 8) in the amount of \$24,705,210 and including line items 5-6 in the amount of \$479,561 from cable funds. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

# Article P34 Devermond Park Ball Field Lighting

From a procedural perspective, the warrant article must appropriate the full amount (\$275K) before monies raised and contributed.

Hold on P4, P8, P17, P20 and P59.

# Article 23 Insurance Recovery Transfer

Ms. Walsh said the amount recovered from the insurance proceeds was \$21,355.75. Upon motion duly made by Ms. Anderson and seconded by Ms. Moffitt, it was unanimously voted to recommend approval of Article 23. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

#### Article 43 Water Treatment Plant Maintenance

Upon motion duly made by Ms. Marden and seconded by Ms. Kruse, it was unanimously voted to recommend approval of Article 43. Motion passed 9-0. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

# Article 17 Creation of School Committee Revolving Account

No position taken on this article. However, correction noted to change the word "School Committee" to School Department.

# <u>Article 58 Petition the Legislature Elimination of sub-Precinct 9A</u> No position.

#### ODED

Mr. Stumpf summarized the Committee's position as follows: at least \$1.1M (Town Manager's \$616K, health insurance savings of approx. \$500K and unused levy capacity) with the goal of continuing at a higher percentage of the operating budget (1%) moving forward. Discussion ensued on the school's role in addressing the OPEB problem as a shared responsibility. Putting healthcare savings into OPEB benefits all town and school employees and the school's budget needs to reflect this reality.

# **Finance Committee Report Letter**

Mr. Stumpf asked the members to review the draft letter and "feedback" at next meeting.

# Adjournment

Upon motion duly made by Mr. Serrao and seconded by Ms. Zahorik, it was unanimously voted to adjourn. S. Jon Stumpf-Y, John Barry-Y, Linn Anderson-Y, Greg Serrao-Y, Margaret (Peggy) Kruse-Y, Eugenie (Janie) Moffitt –Y, Bojay Taylor-Y, Joanne Marden-Y and Bonnie Zahorik-Y.

Date: March 30, 2016

Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Christine Martin Barraford Recording Secretary

Attachments: Mr. Puzzanghera's Powerpoint Presentation