



Natick Finance Committee

Pursuant to Chapter 40, Section 3 of the Town of Natick By-Laws, I attest that the attached copy is the approved copy of the minutes for the following meeting:

Town of Natick Finance Committee

Meeting Date: January 13, 2018

The minutes were approved through the following action:

Motion:	Approval (as amended)
Made by:	Mr. Hayes
Seconded by:	Mr. Coffey
Vote:	6 - 0 - 0
Date:	1/23/18

Respectfully submitted,

Bruce Evans

Clerk

Natick Finance Committee

NATICK FINANCE COMMITTEE MEETING MINUTES

January 11, 2018

Natick Town Hall

School Committee Meeting Room 3rd Floor

This meeting has been properly posted as required by law.

MEMBERS PRESENT:

David Coffey, Member
Bruce Evans, Clerk
Patrick Hayes, Chairperson
Robert McCauley, Member
Philip Rooney, Member
Jim A Scurlock, Member
Daniel Sullivan, Member
Michael Linehan, Member
Linda Wollschlager, Member

MEMBERS ABSENT:

Dirk Coburn, Member
Cathleen Collins, Vice-Chairman
Cathy Coughlin, Member
David Gallo, Member
Robert McCauley, Member
Jerry Pierce, Member
Kristine Van Amsterdam, Member

AGENDA:

1. Public Concerns/Comments
2. Meeting Minutes
3. Old Business / Public Hearing
 - a. FY 2019 Town Administrator's Preliminary Budget – Public Hearing
 - Town Clerk (Budget Only)
 - Elections
 - Information Systems
 - Health Department/Board of Health
 - Contributory Retirement
 - Non-Contributory Retirement
 - Property & Liability Insurance
4. New Business
 - b. Other Finance Committee Business
5. Adjourn

CALL TO ORDER:

Meeting called to order at 7:11 p.m. by Chairman, Patrick Hayes

ANNOUNCEMENTS/CITIZENS CONCERNS:

Diane Packer, Town Clerk: Town Meeting nomination papers: they are still available and there are openings in all precincts. Incumbents’ papers are due Tuesday, January 30th ; for new Town Meeting members it is Tuesday February 6th. If you are interested in running for Town Meeting, please call or come by the Town Clerk’s office to take out papers.

Bruce Evans, Citizen: Thanks to the DPW for all the hard work they’ve put in over last night to clear the downtown area to make it much easier to navigate and park.

Diane Packer, Town Clerk: All Board and Committee and employees need to sign the conflict of interest/ethics law. This year we have to take the test again – it’s every two years and we will do it in January this year. I am going to be sending Patrick the two attachments: the pdf of the law which you have to acknowledge you received and a link to where you can take the test. When you’re done just send everything back to Patrick and he’ll get it to us.

MEETING MINUTES:

None.

MOTION

Move to re-open the Natick Finance Committee Public Hearing of FY 2019 Budget

Moved/Motioned by:	Mr Evans
Seconded by:	Mr Coffey
Motions or Debates:	None
Vote: Carried	9-0-0

OLD BUSINESS /PUBLIC HEARING:

Public Hearing: Town Administrator’s Preliminary FY 2019 Budget

TOWN CLERK Page 155 Budget Book (Budget Only)

Presenter: Diane Packer:

Clerk’s budget does not include any new initiatives it is a level service budget. Does include the continued use of the electronic voting devices at Town Meeting – that’s why it went up between 2017 and 2018 – it used to be in the Board of Selectmen’s Budget.

Questions:

Mr Coffey: What is the prospect of getting some money reimbursed for the electronic voting devices?

Ms Packer: We should get somewhere between \$8 and \$9,000.

Mr Sullivan: Are we hearing any regulatory discussions that may impact the workload?

Ms Packer: Not on the clerk side, but on the election side.

MOTION

Move to recommend approval of the FY 2019 Town Clerk Budget comprised of personnel services of \$262,222, Expenses of \$49,350 totaling \$311,572

Moved/Motioned by:	Mr Evans
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Seconded by:	Mr Sullivan
Motions or Debates:	None
Vote: Carried	9-0-0

ELECTIONS Budget Book Page 158

Presented by Diane Packer, Town Clerk:

The elections budget is up because in FY18 there will be one election (which hasn't occurred yet) in FY19 there will be 3 elections. The November election will have early voting; unclear about the other two elections. There is money at the state level to improve our voter registration system. There's a lot of change – our database is antiquated. Changes to the early voting law may be coming that will help us modernize that database.

Questions:

Mr Rooney: Is there an average for the stipend for working at the poles?

Ms Packer: Everyone works about a 14-hour day – it's in the personnel classification plan. Special duty officer is paid by contract and it is state law that he be there. Stipend is around \$200.

Mr Sullivan: What's the life cycle on the scan tech machines?

Ms Packer: There is money in the capital plan to buy new ones, but we haven't requested to use that money. Right now our machines are working fine and I'm hoping they last until the technology improves. Census responses can now be scanned and sent by email.

MOTION

Move to recommend approval of the FY 2019 Election Budget comprised of personnel services of \$62,840, Expenses of \$52,300 totaling \$115,190

Moved/Motioned by:	Mr Linehan
Seconded by:	Mr Coffey
Motions or Debates:	None.
Vote: Carried	9-0-0

INFORMATION SYSTEMS - Budget Book Page 151

Presented by: Robert LeFrancois, Director of Information Systems and Bill Chenard, Acting Town Administrator

Mr LeFrancois: This budget allows us to maintain all of our support and maintenance contracts for software and hardware and to continue to replace PC's and printers as they become obsolete.

- If you take the salaries out of it, 75% of the budget is maintenance and support contracts.

- Equipment repairs and services is hardware maintenance, support contracts and if I need to extend warranties out rather than buy a new piece of equipment which saves the town money, I do that.
- Software servicing is on-premise software: Munis, IMC and GIS permitting and assessing software. Most software is virtualized including the VMware which is the virtualization software, and all our backup software. So that's all the stuff we have in-house on our network.
- Hosted Applications is the cloud application services. That's the one line-item you're going to see go up a lot because of new software that was requested by DPW. I did ask them for a write up and it's about six different pieces of software.
- Telephone is the yearly cost for the telephone services that we provide.
- Telephone System maintenance that's the Shoretel system (VOIP)– that's going to continue to grow if we move forward with the Kennedy School.
- Land-line Maintenance: is the firewalls, switches, internet circuits – this year the increase in that is to purchase a secondary VMware server. When you are virtualized you have to have more than one – so we have a secondary box. It's six years old and needs replacement. That line item also has all the off-site storage costs.
- Computer Replacement is our life cycle replacement that includes PCs, printers, laptops and tablets. This is one line item that also allows me to purchase some new equipment the department needs.
- Software System Upgrade and Replace: that allows me to keep all the licenses up to date. And, if a multi-year contract comes up, I can save the town some money by doing a multi-year contract.
- There is one new initiative request for a senior network administrator the town has become much more complex in the layout of the systems and liaison with public safety.

Questions:

Mr Hayes: Is part of what this person would do is replicate work that in the past or currently you have to hire consultants for?

Mr LeFrancois: Yes.

Mr Hayes: What have you spent on consultants in a typical year?

Mr LeFrancois: I've probably spent \$20 to \$25,000 this year on consultants – but there's a lot more work to be done, including a five year plan for Network Equipment, Replacement Costs of Servers; switches; firewalls; extreme switches; security external/internal testing. Virtualization of the dispatch software will happen this year and will save money. Some of the savings and costs depend of vendors and how long they support certain software.

Mr McCauley: Where are we in the life cycle of the computer replacement?

Mr LeFrancois: I have a 5-year plan which I will get to you – given our Shoretel servers (VoiP) we will eventually reach end of life. The main costs are basically licensing, engineering and design. The 5-year plan outlines how many servers we have, how many

switches, routers etc. Usually with switches you can get 7 years out of them, firewalls you can get possibly 7 years.

Mr Evans: Would it be fair to say that hiring a new person would free up your time to do systems and vendor and systems evaluations?

Mr LeFrancois: Yes substantially.

Mr Scurlock: How often do we have scanning and security and penetration testing done?

Mr LeFrancois: We did one last year and I will probably schedule another in FY20. The best practice time-frame varies depending on how much internal and external activities are happening within your system.

Mr Rooney: Questions surrounding the backup servers.

Mr LeFrancois: Access is at the Police Department building.

Mr Rooney: Has anyone done an assessment in Natick of the emergency communications accuracy and effectiveness?

Mr Chenard: Yes, we’re constantly assessing those systems to confirm they are working. We have backup systems for that and a solid radio system.

Ms Wollschlager: How do you make some of the big decisions for instance between buying a new server or going to the cloud? How do you keep up-to-date.

Mr LeFrancois: When comes to evaluating software systems or equipment it depends on the situation – we have brought in consultants, vendors, and sometimes we go out to bid. I do a lot of reading and updating to stay current. And we have the Information Advisory Board and I hear their advice.

Ms Wollschlager: If we were to hire the Senior Networker what would that job look like?

Mr LeFrancois: They would do a lot of the technical stuff that I’m doing right now so I could focus on other things.

Mr Linehan: Would hiring someone at an intermediate level cause any problem within the department for people already in the department?

Mr LeFrancois: This person would have a different skillset than people in the department now.

Mr Chenard: If we end up with finding funds at the end of this process this position initiative is going to be high on the priority list.

MOTION

Move to recommend approval of the FY 2019 Information Systems Budget comprised of personnel services of \$347,899, purchase services of \$619,000, other charges expenditures of \$354,000 totaling \$1,320,899

Moved/Motioned by:	Mr Linehan
Seconded by:	Mr Sullivan
Motions or Debates:	Mr Sullivan: Some of the best and brightest millennials are coming in on the side of IT some of the long-range thinking is that some of the future town administration and leaders are

	<p>going to emerge out of IT because it is starting to become a significant component to connecting constituencies with municipal government. Just an interesting trend I wanted to share.</p> <p>Mr Scurlock: Is concerned that systems may be inadequate to backup data.</p>
<p>Vote: Carried</p>	<p>9-0-0</p>

HEALTH DEPARTMENT/BOARD OF HEALTH Page 121 was replaced by page 123A handed out at the meeting on 1/11/2018

Presented by James M. White, Jr. Director of Public Health and Bill Chenard, acting Town Administrator

The Health Department budget being presented to you tonight is a level-service funded budget. As in previous years there are the usual increases noted on the personnel services to meet union contract obligations. This budget submission includes three departments’ programming enhancement requests which are outlined in this budget and also within the Town Administrator’s budget message. If there’s a need for additional clarification of any of these requests we can do so following my opening remarks. Please do note the FY19 budget does include the position of the Prevention and Outreach Manager and the associated operational expense account with fiscal management and oversight of the substance prevention and overuse programs being transferred over to the Board of Health and the Health Department.

On the clinical side there were 553 office visits and walk-ins and 94 home visits reported by the public health nurse. Of those 75 referrals were made to private physicians or state agencies for further evaluations or services within this past year. Over 1,400 doses of flu vaccines were administered during the fall flu clinics which also included several school-based clinics. Many of the doses provided were subsidized by the department’s immunization revolving fund. There was also a noticeable increase in reportable communicable diseases over the previous three years mainly due to the increases in reported hepatitis C, tick-borne diseases, especially Lyme disease and influenza cases. The environmental inspection staff conducted a total of 5,019 inspections, field consultations, plan reviews and investigations in 2017: 1,177 of those inspections conducted were food-related which keeps the department in compliance with the state mandated requirement. Both of these reported numbers were record annual highs for the department. Construction projects of all type are continuing within the town at a rapid pace. The Health Department is involved in multiple aspects of construction and I’m confident to say more than any local health department that I’m aware of. This includes case reviews for the Planning Board, Zoning Board of Appeals and, on rare occasions, the Conservation Commission. Our department is responsible for Review and approval of every building application, soil evaluations for foundation and elevations setting drainage and aquifer recharge as well as site inspections prior to issuance of final occupancy approval. Another layer is added to any of these when a private on-site septic system is involved.

The department is deeply involved in substance abuse prevention efforts and has active representation on the Natick Opiate Task Force. The two working sub-committees

associated with that task force and two regional approaches to providing resources and reduction in reducing addiction: the MetroWest Opioid Abuse Prevention Coalition (MOAPC) which consists of four communities and the Substance Abuse and Prevention Coalition (SAPC) made up of six cities and towns. As previously mentioned, Natick's Prevention and Resource Program will be placed under the umbrella of the Board of Health in the very near future.

The four MOAPC communities recently received a grant from the MetroWest Health Foundation for the Health Departments to purchase and distribute Narcan to families that are fighting the disease of addiction. Natick will serve to pilot the grant because of our advanced preparedness and will be the first public health department in the state to supply Narcan to those in need. The staff is set to be trained on January 29th the hope is to begin distribution by February 1st. The Board has also indicated a desire for an effective public awareness and education campaign towards Lyme disease due to the sharp increases in cases and to address rising trends of vaping and jewelery by our youths.

The Board of Health has always provided the citizens of this community the service we believe they deserve to the best of our ability. Even with the increasing demands and the wide diversity of health needs we will continue moving forward in a professional and respectful manner.

One of the increases is added to the cost of the *animal inspector*. By state law each health department has to have an animal inspector that's appointed by the Board of Health. The animal inspector in the past was Mr. Keith Tosi who is also our dog officer. Mr. Tosi resigned as animal inspector in August so since then I have been doing the backup which consists of animal inspections. We have 49 livestock permits given out and each has to be inspected between August and December and also quarantine notices which come in rapidly in the warm weather. The line item below that is a little over \$5,000 but only \$3,750 is the quarterly stipend for the inspector (which by the way I am not getting when I'm filling in). One of the reasons the animal inspector stepped down because the money he was paid was not worth the time he put in. We're asking for a little bit more money so we can entice someone to come in to do this state mandated job.

The second increased line item was I added a little bit more money into that line item to cover the air time for the phones for employees who are on 24/7 call in.

The third increase was for the secretary's overtime. The amount in that line item has been the same for at least 10 years. She covers the Board of Health Meetings and also prepares the minutes for them and it doesn't cover her hourly wage – so I'm asking for an increase so we can increase her hourly wage so she can get what she deserves – it's not a raise - it's just covering her hourly time and a half wage.

These three new initiatives are rolled up into the existing new town budget. The individual sheets didn't make it into the book.

Questions:

Mr Linehan: In comparing page 123 with 123A under personnel services the prevention and outreach worker was deleted as a line?

Mr Chenard: It was never added in the roll up – we’re still evaluating that and we’re actually meeting tomorrow on that. So it shouldn’t be in there. We will be coming back to you with a plan for that.

Mr McCauley: On the technical/professional salaries there’s an increase of \$76,000 - what is included with the salary increase number?

Mr White: That is the transfer over of the Prevention and Outreach Coordinator – Ms. Sugarman’s position.

Mr McCauley: Are there fees associated with the animal inspections?

Mr White: No – the only money we get is the small annual permitting fee.

Mr Sullivan: Do we have a sense that the communicable disease increases seen in Natick are happening equally other parts of the state?

White: Yes – these trends are happening across the state.

Ms Wollschlager: Please talk about the Lyme disease committee?

White: The committee (Get Ticked) was made up of the Health Department, a resident a board member and someone from Mass Audubon – there were 6 or 8 people. We had a public awareness campaign and public education and public awareness campaign – and signage – it has been backed off but the board wants to reinstitute that initiative.

Mr Linehan: In the last paragraph of your report you mention vaping products and jewelery - is there any thought of a Warrant Article to ban look-alike items for drug use?

Mr White: We haven’t gotten that far yet.

MOTION

Move to recommend approval of the FY 2019 Health Department/Board of Health Budget (as shown on handout page 123A) comprised of personnel services of \$563,823, expenses \$37,850, other charges/expenditures \$29,150, totaling \$630,823

Moved/Motioned by:	Mr Linehan
Seconded by:	Mr Evans
Motions or Debates:	Mr Evans: Complimented Mr. White for keeping ahead of the curve on these issues. Mr Hayes: Is looking forward to hearing about the approach to the opioid crisis as the committee needs to stay current on the plan in this area. You are the best run department in town.
Vote: Carried	9-0-0

CONTRIBUTORY RETIREMENT – Budget Book - Page 185

Mr Chenard: Is for all retirement except for those who have retired from the town that are members of the Mass Teacher’s Retirement Plan. The letter from PERAC breaks it out it’s based upon the actuarial done by Siegel Consulting and the town’s share is \$9,393,293. I will note that you will see a share within the Sassamon Trace budget and a share within the Water and Sewer budget this number encompasses the public safety and the other town employees number. It’s required, it’s based on MGL c.32.

Questions:

Mr Rooney: So the 9 million dollars that’s here relates to 1,117 participants?

Chenard: Yes.

Mr Rooney: So we weren’t putting away money?

Mr Chenard: We are now but correct.

Mr McCauley: Are these numbers at all affected by the movement in the market as a whole?

Mr Chenard: They are somewhat but it takes a long time to capture that because the actuarials are only completed every two years. We’re going to be doing one here shortly for FY2020.

Mr Coffey: If a person comes into a senior position in the town and they already have 20 years’ service in another town and then they’re here for 5 years, are we responsible for their entire pension?

Mr Chenard: We are not. The funds from the other town transfer to our retirement system and should cover that person’s retirement.

Mr Hayes: When that happens and the funds transfer the transfer amount is based upon the actuarial decision on what that person should be getting not what the town has saved up to that point? Chenard: Correct, but towns often disagree on what that is so there’s sometimes a back and forth before that is settled.

Mr, Evans will supply the OPEB educational material provided last year in a session with actuarial consultants to the town.

MOTION

Move to recommend approval of the FY 2019 Contributory Retirement budget totaling \$9,393,293

Moved/Motioned by:	Mr Evans
Seconded by:	Mr Sullivan
Motions or Debates:	None
Vote: Carried	9-0-0

NON-CONTRIBUTORY RETIREMENT – Budget Book - Page 187

Chenard: There are only 2 individuals in town who are left on this program.

Questions: None

MOTION

Move to recommend approval of the FY 2019 Non-Contributory Retirement budget totaling \$23,123

Moved/Motioned by:	Mr Evans
Seconded by:	Mr Linehan
Motions or Debates:	None
Vote: Carried	9-0-0

PROPERTY & LIABILITY INSURANCE – Budget Book - Page 190

Mr Chenard: Only change is in terrorism insurance coverage. Federal Government has a reimbursement rate for terrorism insurance that reimbursement rate on January 1, 2018 is 82%. Our insurance is going up because the federal reimbursement rate on January 1, 2019 is dropping from to 81%. The reason that the insurance is increasing is because we’ve had a couple of large insurance claims – Camp Arrowhead fire and School (Lilja?) flood and some motor vehicle accidents that have driven the increases. And we added one electric vehicle to the fleet.

Questions:

Mr Linehan: Does an electric vehicle have a higher or lower insurance cost?

Mr Chenard: It’s the same as any other vehicle.

MOTION

Move to recommend approval of the FY 2019 Property & Liability Insurance budget totaling \$756,237

Moved/Motioned by:	Mr Evans
Seconded by:	Mr Linehan
Motions or Debates:	None
Vote: Carried	9-0-0

OLD BUSINESS:

Scheduling: Mr. Hayes will send out the spreadsheet regarding document requests over the weekend and the committee can review on Tuesday. Based on the search committee meeting on January 30th – keep this on the calendar for now but I’ll look into this and we’ll know by Tuesday. Thursday night next week Mr. Hayes will know about the special town meeting warrant scheduling. Next Tuesday Natick public school and Keefe Tech are giving us a preview and overview on Tuesday night we’re getting the preliminary strategic overview of the budgets. The technology tranche is being heard by the School Committee next week; the curriculum is being heard at the next meeting; special education is being heard the following week. We will see the details in early February.

Ms. Wollschlager: There was a DPW Subcommittee meeting and there is another scheduled next Wednesday at 7:00 p.m.at the DPW facility on West Street.

Mr. Linehan: The General Government subcommittee deems it necessary to meet given the fact that the subcommittee chair had done a good preliminary talk but I need to speak to the other members before they leave to schedule the meeting.

Mr. Sullivan: there is not a school subcommittee meeting scheduled at this time.

ADJOURN

MOTION

Motion to adjourn.

Moved/Motioned by:	Mr Linehan
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Seconded by:	Mr Coffey
Motions or Debates:	None.
Vote Carried	9-0-0

Meeting adjourned at 9:09 p.m.