



## **Town of Wilmington**

Finance Committee  
121 Glen Road Wilmington, 01887

### Meeting Minutes February 21, 2019

Theresa Manganelli Vice Chairman, called the meeting to order at 7:00 pm in Room 9 of Town Hall. Members present Neal Couture, Secretary; Marianne Gallezzo, Bernard P. Nally, Michelle Kincaid, Leigh Martinson, and Hirak Shah.

#### FY 20 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager

#### HISTORICAL COMMISSION

PRESENT IN INTEREST: Theresa McDermott, Museum Curator, Bonnie Smith, Chairman of the Historical Commission.

Ms. McDermott presented her FY2020 budget. There is a projected increase in personnel services and the remainder of the budget was level funded. She then listed the events and projects of the previous year. There was a brief discussion regarding the restoration project of the windows at the museum. Ms. Smith informed the committee of the plan to replace the historical plaques on houses around town and to add new historical district signs. The Haunted Woods fundraiser held every year in October was discussed. Ms. McDermott describe the success of this event in past years. Mr. Nally asked about the current condition of the Butters Farm house that was sold to a resident. Ms. McDermott stated the house is still under construction but the new owner welcomes anyone that wants to view its progress.

#### INFORMATION TECHNOLOGY

PRESENT IN INTEREST: John O'Neil, Director of Information Technology

Mr. O'Neil presented his FY2020 budget. Contractual Services will have an increase of \$6,400.00. This is due to a \$3,000.00 increase in pricing for the Police, Fire and Dispatch Records software support and license renewal. A \$2,300.00 pricing increase to annual accounting and payroll Software support. There is also a \$1,100.00 additional funding request for two DPW smart phones for Water and Sewer Workers to access GIS site maps as needed.

The Furnishing and Equipment account is increasing by \$57,000.00. In the past the funds requested for Desktop Computer Replacement have been listed in Capital Outlay. There was a request last year to move this into the IT department budget. \$43,000.00 is requested to replace 30 Workstations, 3 Laptops, and 1 self-checkout device for the Library. \$11,000.00 was requested for purchasing peripheral devices such as mice, keyboards, printers, flash drives, headsets and handsets. The last request in this account is a request to purchase a layer 2 48 port POE switches located at the Town Hall and Public Safety. This will operate in conjunction with the layer 3 routing switches we purchased last year and gives the infrastructure required for a phone system replacement for both the Town and Public Safety.

Mr. O'Neil reviewed the projects that have been worked on in FY2019. He replaced and upgraded the virtual hosts and software. The town's last remaining physical server was virtualized. There was a brief description of what virtualizing was and why it was useful. He

added archive software solutions for town social media accounts to comply with the state's public record request law. The 911 transcript software was upgraded. 20% of Town and Public Safety workstations were replaced. They also replaced 4 high volume multi-function printing solutions.

Ms. Manganelli asked to make sure the IT department is not scheduled during the February Vacation next year. Finance Committee member Kevin Stokes works in the IT Field and she would like his input on this departments requests. He takes vacation on this week every year.

Ms. Galezzo anticipates that the public will have questions regarding using the cloud at the Annual Town Meeting. This was a big topic last year. Mr. O'Neil does not believe that the IT infrastructure is at a point where it makes sense to start using the cloud.

Ms. Manganelli asked Mr. Hull about the status of the new MUNIS software that was budgeted in FY 2019. Due to unexpected staff changes in Accounting and Human Resources, they have put this on hold. The two employee's that would have be instrumental in setting up this program left the Towns employment. This program is very custom designed to each organization. These positions have just recently been filled and once their training is complete, they can work with the consultant to design this. Ms. Gallezzo asked if MUNIS had a support service. Michelle Kincaid responded that she has gone through this process as an employee for the city of Cambridge and confirmed that this needs to be done collaboratively. It is ill advised to rely solely on the MUNIS consultant.

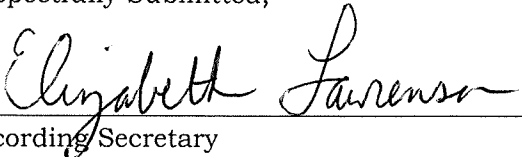
Ms. Kincaid asked if the Town has had problems with phishing emails. Mr. O'Neil stated that he has sent out warning emails with instructions and he feels it was helpful. He stated that he has a firewall, antivirus software, and Malware software installed on the towns equipment. Ms. Manganelli asked for updates on the IT Steering Committee as it goes forward.

At the conclusion of the discussion, and there being no further business to come before the committee, a motion was made by Neal Couture, and seconded by, Theresa Manganelli it was unanimously:

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:50 pm

Respectfully Submitted,

  
Recording Secretary