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Minutes from the City Council Special Meeting with the School Committee on Thursday August 16, 2018 at 6:30 pm at the Senior Center at RiverMills are as follows:

CITY COUNCIL  
BURLINGAME MA

Vieau, John L.	Ward 3 Councilor	Present
Laflamme, Frank N.	At-Large Councilor	Present
Roy, Gerard (Jerry) A.	At-Large Councilor	Present
Tillotson, James K.	At-Large Councilor	Present
Zygarowski, Robert J.	At-Large Councilor	Present
McAuliffe, Joel D.	Ward 1 Councilor	Present
Brooks, Shane D.	Ward 2 Councilor	Absent
Balakier, George A.	Ward 4 Councilor	Present
Krampits, Fred T.	Ward 5 Councilor	Absent
Dobosz, Derek	Ward 6 Councilor	Present
Courchesne, William C.	Ward 7 Councilor	Absent
Labrie, Gary R.	Ward 8 Councilor	Absent
Walczak, Stan	Ward 9 Councilor	Present
Kos, Richard (Mayor)	Chairman, School Committee	Present
Pise, Michael	At-Large School Committee	Present
Szetela, Chester	At-Large School Committee	Present
Tanhauser, James	Ward 1 School Committee	Present
Barsalou, David	Ward 2 School Committee	Absent
Wojcik, Marjorie A.	Ward 3 School Committee	Present
Peret, Sandra	Ward 4 School Committee	Absent
Styckiewicz, Deborah	Ward 5 School Committee	Arrived at 6:35
Szetela-Lopes, Susan	Ward 6 School Committee	Present
Lamothe, Donald	Ward 7 School Committee	Present
Schryver, David	Ward 8 School Committee	Present
Pniak-Costello, Mary Beth	Ward 9 School Committee	Present

Meeting was called to order at 6:30 by President Vieau. President Vieau stated this is an informational meeting only and turned the meeting over to the Mayor. The Mayor welcomed everyone to the Senior Center. He explained Operations, IT, Facilities, and Human Resources each have their own unique circumstances. Superintendent Rege started discussions. They then began consulting with Jeff Trask. The city hired a consultant for 12 or 15 weeks. This is his report. Effective way to combine IT for the city and the school. One major pyramid to work IT instead of two separate pyramids. Ed Bigos helped with this also. Next they will look at facilities, there will be a committee combined of councilors and school committee members. Department head for combined IT department. Advertise for the position soon. Co-operation with school has been great. Vote to allocate the share. First area that is ripe for consolidation Open to questions at the end.

Kevin Longo- consultant, interviewed all members of IT/Telecom and MIS. Interviewed department heads. The goal was to get as much raw data as possible. Build expectations & criteria. Work on tickets within one hour. System where technicians know who is doing what. Security: City of Chicopee needs better security. Disaster recovery program, plan will give more control over the system. Need formal cyber security for IT staff. Better to have more knowledge. Some appliances have been updated since he started, need backup from man-made and natural disasters. Wireless monitoring will be implemented. Restrictions need to be reevaluated. Shared knowledge between the city & school, pooled info will make the dept. stronger. Choose a preferred browser, move to a more modern browser. Each dept. shouldn't be different. Need to plan better. Staff chart, need to stay current and up to date. Councilor Laflamme asked if Police and Fire were also interviewed? The answer was yes, they have a lot of information. On the Org chart: will there be more people? Or is it the same amount? Answer: it's the same. Part not in here is the Telecom production team (no changes are being made at this time, will reassess in one year). Tickets will be prioritized. Does the city have a firewall? Yes, several, there are dual firewalls. Training: emails are sent out corrupt as a test from his work. Will this be done here? Not at this time. Reassessing computers: are we looking into laptops? Only for Dept. heads. Computers can be used other places and by other departments. Councilor McAuliffe: statutorily what do we need to do to make this happen? Answer: there is no IT in the charter. Contractually? Working closely with Human Resources. Local access channel: major error while mixing with the Telecom Dept. Most are separate and funded by the cable company. Have we looked at whether it can be a stand-alone department? Answer: part of deferring for one year looking at the Telecom production staff, at a later date put the info out there with a plan of action. Clarification of rolls and responsibilities. Looks like a twostep plan. The only increase financially will be at the top, the CIO. Some areas have no opportunity for advancement. Additionally looking at pay scales, inconsistencies. Does school have a head of IT? If people have to re-apply for their positions, how do we deal with the fact that school and city have different salaries? Councilor Tillotson stated what motivated this was efficiency. What will the savings be? Will the city save some funds? Kevin stated there is a potential for cost cutting but more potential to use capabilities on the school side, all staff will have more capabilities. Modules and software are going unused. Councilor Tillotson said he believes it will end up costing more, Training will cost more. There won't be a savings. Committee member Lamothe said looking at the organizational chart redundancies are not on here. More will come up in the long run you will see the results. Councilor Tillotson stated in service training costs money. Committee member Lamothe asked if they are creating a position for the head of IT? Is there a job description formed? Are people in those jobs? Kevin answered all job descriptions will change. Have to reapply for positions. Recommends the move to Comp. Current space that is not utilized. Committee member Pniak-Costello stated it's a great idea to hire one person to run IT. When you have efficiency, you save money. Councilor McAuliffe stated there is no way not to save money

being more efficient. Exciting this has happened so quickly. How does this get maneuvered logistically? The Mayor stated the school committee will have to agree to this. Part of doing this tonight is to remove rumor and innuendo. This is the first step. Makes sense for a consolidated IT. Fill position within one month, share of this obligation is 50%, talk next about facilities, can be talk there about shared cost. Fill leadership and act accordingly. Shared funding source. Committee member Schryver asked if there is a director of IT in city hall and a director of IT in telecom? How many technicians? The total counts are equal. Councilor Dobosz asked will the city IT go to Comp and also have space at city hall? The answer is for now. Some of it will have to be flexible some space may not be needed but we aren't sure right now. The goal is to keep the teams whole. Building structure. Will Police and Fire IT be under this also? Yes. Tech on site is isolated. Integrate him more into the team. Person there didn't have all the capabilities that he needs. Schools & city have different software. Will there be a savings there? Some software is educational only. But bound to be something in terms of training-is this something new? Not a lot of training has been done. Part of the plan is to account for formal training a few times a year. Essential to be trained. What would the cost of training be? Some of it is already available. Some as low as \$100 per year, some is done at local schools. Encouraging the team to be trained. We should have an inside expert. Expertise can be managed in house. Councilor Walczak asked how many people have city issued I-pads? Will there be training? Everyone should have cyber security training. Every city employee. Do more training for staff, more training available. Making training more accessible. Committee member Pise, on the organizational chart, techs are non-union. Does this void contracts? Making people apply for new jobs? Are all costs figured under the city budget now? Some will be school support some will be city support. The Mayor stated this hasn't been discussed yet. We will have to see what is most efficient. Councilor Balakier asked how frequently is the IT handout updated? Have received grant money for continuity. Computer replacement schedule, are computers purchased or leased. Kevin explained they are currently purchased. More prudent to have the most up to date technology. Committee member Pise asked are they going to post? Are there job descriptions available? Kevin stated not yet. Evelyn said the job descriptions are in the draft phase. Councilor McAuliffe stated some questions need to be addressed. This isn't in the charter. Major department heads go into the charter. A legitimate concern. The IT director should be an ordinance. Make sure this is officially in place. Major concern: when we did the task force to save the schools money why are they paying half for the director? Right on par, going in the right direction. Committee member Schryver asked what is the overall timeline for this? Kevin stated he cannot answer at this time. Back to contracts/funding big problem with the school committee paying half. It is a good venture. Committee member Pise stated now the school committee runs their own software. Are they precluded from getting applications? Kevin answered standardizing would be on an infrastructure level. Compliance is a huge issue. City and school have to take a giant step forward to make this happen.

Pope Francis: Mayor Kos stated over the last month there were marketing possibilities at Pope Francis, a broker for the diocese came in and asked if there was an interest. Appraisal came out because there was a need. Probably between 5 & 10 million dollars, closer to 10. He had no interest but asking everyone's point of view. Superintendent Rege stated it is not a tenable venue for a school, parking is problematic, no playground. It is ripe to be purchased by a charter school. They don't need the land. If we don't purchase for some use, charter schools could be fighting for it. There is already one charter school in the city. A second would be devastating. Broadway is at the point where structural engineers have to come in every year to assess the building. Roof needs to be replaced. Building is not handicap accessible, Pope Francis would make a good building for staff. Combine schools Fairview & Streiber. Food service and 18-22 special needs classrooms. Streiber has a declining population. Hope to do something for the 2020 school year. Barry is a problem because of asbestos, can't upgrade the school. Belcher is only 10 classrooms, bus students to Barry if you build a new Barry, most are bussed anyway. What uses the city may have? City hall upgrade? Will departments need to be moved? Councilor McAuliffe stated the Elms is interested in purchasing the building. Trying to work with the diocese. Superintendent Rege stated it needs to be used by someone other than a charter school. The Mayor stated if we build a new Barry it would be around 40 million-80% MSBA 20% city cost. Don't see how we could purchase Pope Francis for less than what we could build a new Barry. Councilor Zygarowski asked how does 180 Broadway fit into all of this planning? Councilor Walczak stated we don't want another charter school. Barry school, park land has to be acquired by the state. Councilor McAuliffe stated the only argument for getting Pope Francis is if a charter school tries to come in. Committee member Lamothe said Hampden Charter going to West Springfield is going to impact us.

Meeting adjourned at 8:11 pm.

ATTEST:



KEITH W RATTELL