

Article Six - Committee Minutes May 12, 2016 Meeting

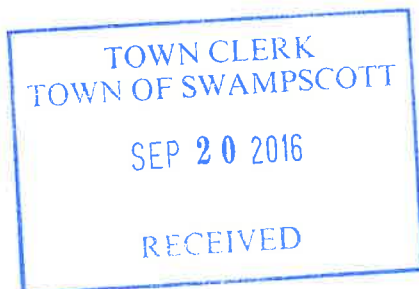
Attendance: In attendance are: Chairman Michael McClung, Mary Ellen Fletcher, Suzanne Wright and Secretary Joseph Domelowicz. Absent are: Martin Grasso and Thomas O'Neill

Called to Order: Meeting was called to order at 6:09 p.m. by Chairman McClung.

- Committee reviewed email that Ms. Fletcher had received from TA Younger, regarding recommendations from the Collins Center Report, which the town has already undertaken or is planning to
- Discussion about next steps for the committee, includes need for more communication with TA Younger and the BOS.
- Chairman McClung notes that with his election as Moderator, he will be stepping down from the Committee and appointing his replacement after Town Meeting. Notes that Mr. Grasso has expressed that he is planning to step down as well, due to work and personal commitments
- Discussion turns toward the upcoming Town Meeting and the presentation to Town Meeting that has been prepared by Chairman McClung. As Moderator he cannot make the presentation, and proposes that Mr. Domelowicz makes the presentation, that is seconded by Ms. Wright.
- Mr. Domelowicz accepts but asks if Ms. Wright will join him at the podium –to more fully represent the committee. Ms. Fletcher notes she will be away during Town Meeting.
- The committee completes the review of the presentation, minor edits and amendments were made. Mr. Domelowicz notes that he will prepare a statement to read from for TM, that will coordinate with the presentation.

Next Meeting: No new meeting date was set. Committee will present report to Town Meeting and await appointment of new members to meet again,

Adjournment: The meeting was adjourned at 6:55 p.m. on a motion by Wright and second by Domelowicz.



*minutes approved as is 3-0
of these present then*

Good morning Mary Ellen:

- 1.1-Online transactions-various town clerk licenses and now beach permits and mooring permits.**
- 1.3-Increase use of data-IT is developing an online budget and expenditure program for depts., committees and the public.**
- 1.4-Signage-New facilities director will plan internal signage in Town Hall.**
- 1.8-Restructure town Hall-Reviewing Community Development office restructure.**
- 1.10-Facilities management-Combine facilities director hired, begun restructuring.**
- 2.4-Police Website-IT Director combining all websites under town structure.**
- 3.4-Fire website-IT Director combining all websites under town structure.**
- 5.2-Building Permits-IT Director and Building Inspector reviewing various on-line permit systems.**
- 6.2-Codification-Funding in FY17 budget for codification, proposal received.**
- 7.1-Personnel forms-General Govt. and new school HR Director working on joint forms and reporting.**
- 10.1-Treasurer online services-Working with City hall Systems on additional services.**
- 11.1-Shared services health-working with MAPC on shared services regarding various health aspects.**
- 12.1-Senior Transportation-Has reviewed average run rate on senior service, looking at ways how to increase useage**
- 12.2-COA Munis-IT director expanding MUNIS usage to that department.**
- 15.2-Recreation Munis-IT director expanding Munis usage to that department.**
- 16.1 through 16.3-IT Director id developing strategic plan, providing more Munis training and upgrading old software packages.**
- 17.2-Harbormaster-Implemented online mooring permit/fee program.**

If there are any questions, comments or I can be of any further assistance, please feel free to contact me.

Regards,

Thomas G. Younger

Article 6 Committee

Town Meeting update

May 16, 2016

Timeline

May 2013 committee created (fully appointed early 2014)

May 2014 Initial data analysis and report to TM

Feb 2015 Collins Center engaged for deeper analysis

Dec 2015 Collins report completed

Presentation and discussion

Feb 2016 Finance Committee

Mar 2016 Selectmen

May 2016 Town Meeting

Collins Report Summary

17 departments reviewed

- quantitative survey of operations/finances
- qualitative interviews with department heads and key staff greater in-depth analysis

Report considerations

- Service inventory
- Workforce age/experience
- Technology platform(s)
- Business processes
- Financial implications

Collins Report Recommendations

54 specific recommendations

- 16 public safety (FD, PD, Harbomaster)
- 12 town wide
- 6 DPW

Recommendation types

• Short-term	• Efficiency	• Risk mitigation
• Long-term	• Effectiveness	• Regionalization

Top Recommendations

1.2 Payroll processing

Streamline payroll processes by removing paper entry, adding standard data to paystub, continue migration to direct deposit, explore 3rd-party outsourced processing

1.6 Administrative staff cross-training

Increase cross-training among administrative staff to provide better service, allow more workload flexibility, and provide back-up for contingencies

6.1/6.2 Digital records management/codification

Implement system for vital records and mandatory reporting, codify records/by-laws/statutes

10.1 Online collections

Make all resident payments available online, in a common system

14.1 Day-to-day accounting functions

Continue to identify duplicate functions in town/school operations, consolidate/outsource back office processes, reallocate resources to provide analysis/CFO capability

Target Outcomes & Next Steps

NEXT STEPS

Collins report – a tool, not a result

Continue to support Selectmen, Finance Committee, School Committee as they begin to adopt recommendations

Spread the dialog beyond Swampscott to potential partners

Evaluate additional opportunities

TARGET OUTCOMES

Better service delivery at the same or lower cost

Same service delivery at a lower cost

Eliminate single points of failure