

APPROVED

**MINUTES
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, SEPTEMBER 6, 2018
6:30 P.M.**

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, MacAskill, McManus

OTHERS PRESENT: Town Administrator Christopher Clark, Assistant Town Administrator Evan Melillo, Chief Guillemette, Deputy Police Chief Gagnon, Deputy Fire Chief LeBlanc, Carolyn Carey, Carol Coppola, Foster Banford, Cyndi Williams, Bob Weiser, and others.

WEEKLY BRIEFING

Chief Guillemette thanked all those who participated in the annual Jailhouse Barbeque. Deputy Chief LeBlanc reported that 9/11 ceremony will be at 9:45 a.m. on Tuesday at the Fire Department. He also reported that Congressman Keating's office has notified us that we have received a grant in the amount of \$70,000 to be used to replace nozzles and hoses.

PUBLIC COMMENTS/ANNOUNCEMENTS

Ms. Williams reported on upcoming Chamber of Commerce and Harwich Cranberry Festival events.

Mr. Salewski, Chairman of the Bikeways Committee, reported that they will be having a bike ride commemorating the 20th anniversary of the Old Colony trail.

Mr. Weiser also reported on Harwich Cranberry Festival events.

Ms. Melissa Maguire of the Cape & Islands Suicide Prevention Coalition spoke in support of the request for proclamation on the Consent Agenda and described the programs they offer.

CONSENT AGENDA

- A. Approve Minutes –
 - 1. June 4, 2018 Executive Session
 - 2. July 23, 2018 Regular Meeting
 - 3. August 6, 2018 Regular Meeting
- B. Approve and sign proclamation request from the Cape & Islands Suicide Prevention Coalition

Mr. McManus moved approval of the Consent Agenda. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

PUBLIC HEARINGS/PRESENTATIONS *(Not earlier than 6:30 P.M.)*

- A. Financial Transparency Presentation – Carol Coppola

Ms. Coppola provided the attached presentation on financial transparency. She took questions and comments from the Board regarding trend analyses, inclusion of benefits, tracking of interdepartmental assistance, and the need for budget tracking and forecasts. Mr. Clark said the Tyler Company, which is the parent company of Munis, has direct access which means they wouldn't have to translate anything as another company may need to. He said having Munis directly on the site will be much more robust and we may also get a discount as we already have Munis. Ms. Coppola said Tyler has reduced the price and there may be a grant opportunity. Mr. Ballantine said we should go with the program that the Finance Director recommends. Chairman Kavanagh asked about integration with Accela, network security and frequency of updating. Mr. Banford said we have worked with Tyler (Socrata) for a long time and have had no problems. He added that if we use them we wouldn't have to add additional access into our system. Mr. Clark recommended that the Board approve Socrata so it's transparent as it comes out of the Munis product into the visual display product and also in the interest of maintaining continuity. Mr. McManus moved to go with Socrata. Mr. Howell seconded the motion. Mr. MacAskill said we don't have money in the budget for this. Mr. Clark said we can start it in FY20 and build it into the budget or we could try to identify the funding source. He said we are working on a grant for government transparency and if we secure that we can use it for that purpose and then possibly go earlier. Mr. Howell withdrew his second. Mr. McManus offered an amended motion that we approve moving to use the Socrata product and that it be implemented absent receiving any grant funding to implement earlier, that it be placed in the 2020 budget for Town Meeting. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

NEW BUSINESS

A. Approve request for Two-Day Beer & Wine License by Harwich Cranberry Festival, Inc.

Mr. McManus recused himself on this item. Mr. Howell moved to approve the request for a Two-Day Beer & Wine License by Harwich Cranberry Festival, Inc. commencing September 15 noon to 8:00 p.m., September 16 noon to 3:30 p.m. behind the Community Center at 100 Oak Street in the fenced in music and picnic area as further outlined in the Festival's August 28th written request and further move to waive the license fee. Mr. MacAskill seconded the motion and the motion carried by a 4-0-0 vote.

B. Request for reduced rate for library use at Cultural Center

Ms. Carey outlined the request as described in her letter for free labyrinth classes in the Cultural Center library and said they are working with the schools on this. She said they are happy to pay a minimal fee as they are a non-profit and they are looking to have the fee reduced to \$400 for the few times they have asked to use it. She noted it would be 14 uses and there is no one currently scheduled in the library. Mr. MacAskill moved to approve the request for reduced rate for library use at Cultural Center by the applicant to a flat rate of \$400 for the 14 uses. Mr. McManus seconded the motion and the motion carried by a unanimous vote.

C. Treasurer/Tax Collector position – recommendation for regrade

Mr. Clark explained that the Board had approved looking at the SEIU position which was completed and in the last six months we have had three staff members approached by other towns to apply for positions. He commented that raiding for positions is becoming more common place. He explained that in this case the employee came to him and said she was recruited to go to a neighboring town and he is taking an anti-poaching approach to keep valued employees. He said he gave this employee a two-step increase and said he would look at the position and see if a regrade was in order. He explained that they

reexamined the work she does and the position should match up with the Director of Assessing as both positions report to the Finance Director. He proposed reclassifying this position from Grade M4, Step 9 to Grade M5, Step 7. He noted that over the 3 year timeline of contract it will bring the position to be more competitive with the town that came raiding. He pointed out that we didn't match dollar for dollar but the position would be treated in more equitable manner. He said he left it with the union that we will take up on a case by case basis.

Mr. Howell said the big concern is when looking at these salaries in terms of where we live as a competitive area, it would be hard to find a job in this salary range of \$80K to \$100K. He said we need a strategy as we will be having problems perpetually and losing valuable people. Mr. Clark noted that it is a \$12,000 difference which affects the retirement significantly. He commented that Brewster has been struggling to fill their Finance Director position. Mr. McManus commented a Town Treasurer has become more and more a specialized position over time.

Mr. MacAskill asked questions regarding the timeline of events and questioned how we know what the job offer is. He also pointed out that the other town pays 60/40 health insurance and we pay 75/25. He added that we have longevity and a 35 hour work week as opposed to the other town's 40 hour work week. He further noted that the job descriptions should be compared. Mr. Clark stated that he has a copy of the offer and he added that she would have additional staff in the other town. Mr. MacAskill asked that the Chair review the documents and see that we are comparing apples to apples. He added that we have lost others that we haven't given this opportunity. Mr. MacAskill said he would also like to see where the differences in longevity, health insurance and work hours were factored into the numbers and asked that the information be given to the Chair.

Mr. Clark noted that he budgeted \$10K for reclassifications for this year and there is about \$6K remaining toward this adjustment. He reported that the offer is \$92K and she would be going to \$88K if she stays here. Mr. Howell stressed the need to nail down a strategy moving forward to deal with this issue.

Ms. Coppola said based on analysis that she has completed over the past year and the job duties that fall statutorily, the current grading is not accurate and she will continue to ask the Administrator to bring this regrade back to the Board because its accurate and appropriate.

Mr. Clark agreed to bring the analysis forward. No action was taken on this item and Chairman Kavanagh said she would bring this item back on September 17th.

OLD BUSINESS

A. Fraud Assessment Policy – vote to approve

After brief discussion, Mr. Howell moved that we strike in its entirety the yellow highlighted section on page 41 and in its place put "for allegations pertaining to the Town Administrator or the Finance Director, calls should be directed to the Office of the Inspector General Confidential Fraud Waste and Abuse 24 hour hotline 1-800-322-1323" and approve the policy in its entirety with that change. Mr. Howell restated his motion as follows: approve the policy in its entirety after striking this paragraph in its entirety and replacing it with that text. Mr. MacAskill seconded the motion and the motion carried by a unanimous vote.

CONTRACTS

A. Fire Station 2 contract award update

Deputy Chief LeBlanc reported that the majority of the site work is done, drainage and footings are in the ground, and they are supposed to pour concrete tomorrow.

B. Signing of Police Department Taser lease contract

Mr. Ballantine moved we approve the agreement between the Town of Harwich and Axon Enterprise Inc. from Scottsdale, AZ for the amount of \$67,500 for the Taser contract. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

A. Capital budget request instructions

Mr. Clark reported that we have begun sending out the capital budget forms and they are due back on September 21st. Mr. Howell stressed that projects of \$50,000 must be in the capital budget regardless of funding source.

B. 2018 Navigational Dredging Pilot Program grant award

Mr. Clark reported that we were awarded a \$36,000 grant award from the National Dredging Pilot Program and thanked Mr. Rendon putting together the application.

C. Recycling Dividends Program grant award

Mr. Clark reported that we were awarded \$12,100 through the Sustainable Materials Recovery Program and thanked Mr. Hooper and his staff for putting together the application.

D. Departmental Reports

There was no discussion on this item.

ADJOURNMENT

Mr. McManus moved to adjourn at 8:22 p.m. Mr. Ballantine seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary



**TOWN OF HARWICH
FINANCE DIVISION**

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**Carol Coppola
Finance Director/Town Accountant**

**Wendy Tulloch
Assistant Town Accountant**

*To: Board of Selectmen
From: Carol Coppola
CC: Christopher Clark
Date: August 30, 2018
RE: Financial Transparency*

Municipal finance can be enormously complex. To better inform taxpayers and citizens we must provide the public with easy access to financial information. Taxpayers want to know how their hard earned tax dollars are spent. This is true today more than ever as information is easily accessible to citizens and residents in nearly every aspect of their lives. The Town of Harwich's budget and financial data are no different. For this reason the Board of Selectmen have made it a priority to study financial transparency in an effort to bring access to citizens in a more efficient manner.

One of the most informative and important ways that citizens can obtain information on their governments is by access to financial and performance information. Municipalities across the world are using new technologies to unlock this data and engage citizens.

Financial data can be accessible to anyone with a web connection while going beyond the presentation of rows of numbers and transactions. It provides visuals of the data so citizens and staff can understand financial information quickly. These applications are available on mobile devices and personal computers, are ADA compliant and offer staff members and citizens with a more instinctual way to search, access and review public spending. It does not replace an ERP system such as Munis.

Over the past 6 or 8 months the IT Director and I have participated in numerous software demonstrations. All of the products we reviewed are utilized by Massachusetts communities. Tyler Technologies (Munis parent company) recently purchased a competitor and has merged the product Socrata with their Citizen Transparency module, as a result the Citizen Transparency module is no longer available. A summary of the products, features and pricing for each is provided below:

Features	ClearGov	Open Gov	Socrata
One Time Fee	\$ 1,200	\$ 2,500	\$ 3,200
Annual Fee	7,500*	\$ 11,260	\$ 12,000
Integrates with Munis	Yes	Yes	Yes
Integrates with Acella	Unknown	Yes**	Unknown
Financial Data	Yes	Yes	Yes
Dashboard	Yes	Yes	Yes
Benchmarking	Yes	Yes	Yes
Ability to Add Commentary	Yes	Yes***	Yes
State Data	Yes	Yes****	No
Demographic Data	Yes	Yes****	No
External Comparisons	Yes	No	No

* 10% discount available for 3 yr term

** Currently being developed

*** Not included with base pricing

**** Manual gathering of data but can be integrated

Note: Socrata is now a product of Tyler Technologies and has been merged with the Citizen Transparency Module of Munis

Links to sample communities utilizing each product:

ClearGov <https://www.cleargov.com/massachusetts/plymouth/town/norwell/2018>

Open Gov <http://www.provincetown-ma.gov/index.aspx?NID=1099>

Socrata <https://barnstable.budget.socrata.com/#!/year/default>

Recently the Town Administrator and I participated in another demonstration of Open Gov. This firm has entered into an agreement with Barnstable County and has a number of clients on Cape Cod. If the Board's intention is to provide demographic data with comparisons to other similar communities then Clear Gov may be the preferred selection. Socrata and the ERP system the town utilizes, Munis, are a products of Tyler Technologies and are certainly a leader in the field of financial transparency.

In summary, all of the products reviewed provide access to financial and non-financial data, all appear to provide the public with simplified access to financial information and will allow the user to drill down to individual financial transactions if desired. I have engaged with all vendors over the past few weeks and have confidence the quotes provided will continue to be honored. We were not aware of any difficulty or excessive time requirements to implement

any of the products however the one option the Tyler family will not require external access to the Town's internal database; a risk the town will need to consider when selecting a product.

Related Documents - Sept. 6, 2018 BOS Meeting

- 01 Agenda.pdf
- 02 Exec Session Minutes June 4.pdf
- 03 Minutes July 23.pdf
- 04 Minutes August 6.pdf
- 05 Suicide Prevention Proclamation.pdf
- 06 Financial Transparency.pdf
- 07 Beer & Wine Request.pdf
- 08 Cultural Center Library Rate.pdf
- 09 Treasurer Regrade.pdf
- 10 Fraud Assessment Policy.pdf
- 11 Fire Station 2.pdf
- 12 Taser Contract.pdf
- 13 Capital Budget Instructions1.pdf
- 14 Capital Budget Instructions2.pdf
- 15 Dredging Grant.pdf
- 16 Recycling Grant.pdf
- 17 Department Reports.pdf