

Meeting Notes

Meeting Name:	Wakefield FY22 IT Budget Sub-Committee Review	Meeting Date/ Time:	Wednesday February 3, 2021 8:00 AM
Chair:	Brian Cusack	Call in Number:	
Location:	Zoom	Next Meeting:	

Invitees/Attendees (X):							
X	Brian Cusack	X	Stefan Chase	X	Todd Bowden	X	Evan Kenny

NOTES:

Todd Bowden reviewed the budget and explained the variances.

			Town Admin.					
			Request For	\$ Increase	2020 - 2021		2021 - 2022	
EOC	Dept/Appropriation	Approp.	FY 2022	FY2016	+/- \$	+/- %	+/- \$	+/- %
		FY 2021						
SHEET A								
1	Personal Services	201,423.00	206,769.00	5,346.00	4,632.00	2.35%	5,346.00	2.65%
2	Contractual Services	163,229.00	156,864.00	(6,365.00)	18,266.00	12.60%	(6,365.00)	-3.90%
4	Materials/Supplies	5,650.00	5,650.00	0.00	150.00	2.73%	0.00	0.00%
7	Sundry Charges	4,250.00	2,388.00	(1,862.00)	260.00	6.52%	(1,862.00)	-43.81%
	TOTAL SHEET A	374,552.00	371,671.00	(2,881.00)	23,308.00	6.64%	(2,881.00)	-0.77%

Summary:

The FY22 IT Budget Request of \$371,671 is actually less than the prior year FY21 appropriation by \$2,881 representing a percentage difference of (0.77%) due to:

- PS - School Transfer increase of \$4,800, from \$147,700 to \$152,500. This is a 3.25% increase.
- PS - Enterprise Transfer increase of \$6,150, from \$200,850 to \$207,000. This is a 3.06% increase.
- PS - Annual Salary increases of \$16,276, or \$5,326 after chargebacks.
- CS – Overall Software Maintenance decreases by \$4,640, or 3.18%.
- CS – Munis-related maintenance increases by \$2,446 from FY21 to FY22, which is an increase of 3.54%. This increase is significantly smaller than last year.

Other Discussion Points:

- Overall, this budget represents exactly what Todd laid out as a goal of the IT Department – which is to provide more/better services for the same (or less!) money.
- Salaries, before chargebacks were up \$16,276, or 2.96%.
- Salaries, after chargebacks (to the Schools and to the Enterprise Fund), were only up \$5,326 or 2.64%. QUESTION: Are these chargebacks reliable, going forward?
- Salaries went up, overall, mostly due to “steps and lanes”.
- Malware/Ransomware, Potential Data Loss, Risk of Attack represents significant risk to the town, in the estimation of the sub-committee. While some IT Security controls are in place (virus checking software, periodic permissions review), there is work to do here.
 - Town and school systems store PII (Personally Identifiable Information), PHI (Protected Health Information), etc. These all represent risk to the town, if the proper IT Security Controls are not put in place.

- The town IS paying for an IT Insurance policy. This is a terrific hedge, but we want to ensure that we are doing everything required so that the policy can be enforced should something happen.
- It is not clear that the FinComm IT Subcommittee is the best reviewer of Wakefield's IT Security set up. As Todd correctly pointed out, we ought not be discussing IT security in open meetings. I assume there has to be a method for dealing with highly sensitive topics like this while still following the Open Meeting Law requirements. However, we should discuss whether this is an appropriate topic for this Committee/Subcommittee.
- Software Maintenance at \$141,224 represents 90% of the Contractual Services budget, and 38% of the total IT budget. Munis-related costs at \$84,009 represent 59% of the Software Maintenance Budget, which is slightly down (as a percentage) from previous years.
 - Randy Mercer essentially does Munis support for the whole town.
- It was decided to drop support for the DPW application used by citizens to locate (with GPS) pot holes and alert the DPW to same. Not enough usage.
- And we changed the way we pay for Adobe Acrobat.