



Arlington Finance Committee

Date: Monday, February 12, 2024.

Time: 7:30pm.

Location: O'Neill Community Room, Public Safety Building, 112 Mystic Street, Arlington, MA.

Minutes

Attendance: Christine Deshler, Carolyn White, Dean Carman, Josh Lobel, Tophier Heigham, Rebecca Younkin, Jennifer Susse, Jordan Remy, Charles Foscett, Michael Ruderman, David McKenna, Sophie Migliazzo, Grant Gibian, John Griffin, Alan Jones, Peggy Bliss, Darrel Harmer, Allan Tosti, Annie LaCourt and Tara Bradley (Secretary).

1. 2/7/2024 Minutes: motion to accept minutes passed with 15 in favor and two abstaining (White and Bliss); Ruderman missed the vote.
2. Comptroller: Comptroller's base salary adjusted due to projected FY25 salary in Budget Book being above the maximum of Grade 2 in the M-Schedule.
 - a. VOTE: motion to accept \$362,370 Comptroller Total passed unanimously.
3. Information Technology: adjustment needed due to new hire in Enterprise Applications Manager role coming in above budgeted salary.
 - a. VOTE: motion to reconsider the Information Technology budget passed unanimously.
 - b. motion to accept \$1,255,953 Information Technology Taxation Total passed unanimously.
4. Removal of Snow & Ice: ten year rolling average is used for calculation of future budget.
 - a. VOTE: motion to accept \$1,172,013 Removal of Snow & Ice Total passed unanimously.
5. The committee reviewed the Draft Annual Town Meeting Warrant.
6. The committee discussed outreach efforts.
7. A request was made to hold a joint hearing for Arlington Committee on Tourism and Economic Development (A-TED), Semiquincentennial Committee (Arlington 250) and the Scenic Byway to hear how the groups are coordinating efforts.
8. Zero Waste Arlington.

- a. VOTE: motion to accept \$3,000 Zero Waste Total passed unanimously.
- 9. Vets, Memorials & Patriots.
 - a. VOTE: motion to accept \$5,667 Vets, Memorial & Patriots budget passed unanimously.
- 10. Display of Flags.
 - a. VOTE: motion to accept \$4,500 Display of Flags budget passed unanimously.
- 11. Town Day.
 - a. VOTE: motion to accept \$5,000 Town Day budget passed unanimously.

Summary of Votes

Budget	Total	Status	Date	Votes
Comptroller	\$362,370.00	Approved	2/12/2024	18-0-0
Information Technology	\$1,255,953.00	Approved - revote	2/12/2024	18-0-0
Removal of Snow & Ice	\$1,172,013.00	Approved	2/12/2024	18-0-0
Zero Waste Arlington	\$3,000.00	Approved	2/12/2024	18-0-0
Vets, Memorials & Patriots	\$5,667.00	Approved	2/12/2024	18-0-0
Display of Flags	\$4,500.00	Approved	2/12/2024	18-0-0
Town Day	\$5,000.00	Approved	2/12/2024	18-0-0

Meeting adjourned at 9:06 pm.

By Tara Bradley.

- Reference 1: Adjusted Comptroller Budget Corrected 20240209
- Reference 2: Comptroller Adjusted 20240209
- Reference 3: Correction to Comptroller Salary Schedule Email 2240209
- Reference 4: I Cody on Auditor Email 20240207
- Reference 5: New COA Cody Email 20240207
- Reference 6: IT Budget Presentation FY25
- Reference 7: IT Budget Adjustment Confirmation Email Magee 20240208
- Reference 8: IT Budget Adjustment Email Magee 20240212
- Reference 9: IT and Disaster Recovery Email Sheppard 20240212
- Reference 10: IT Budget Follow Up Records in Basement Email 20240222
- Reference 11: FY2025 Salary Sheet – IT FinCom Reprint
- Reference 12: FY2025 Master – IT FinCom Reprint
- Reference 13: Cyber Security Follow Up Email Feeney 20240201

Comptroller Budget

Corrected February 9, 2024

Carolyn White and Charlie Foskett

Financial Budgets working Group

Page 39 in the Town Manager's Budget Book

Agenda

- Salary Issue
- Expenses
- Adjusted Budget
- Achievements and Chart of Accounts

Original Salary Budget

Original Budget as Presented in TM Budget Book Before Update with Correction February 9, 2024

FY 2025 SALARY DETAIL			FY2025						FY2024	FY2025				
COMPTRROLLER	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step		
CODY	IDA	1.00	MGMT	2			102,907	148,705	148,013	151,679	148,705	2,974	1,517	153,196
ADDORISIO	RITA	1.00	SEIU	9	8	8	71,235	97,542	92,173	92,173	90,508	1,665	3,687	95,860
ZHENG	IRIS	1.00	OFFA	7	6	7	51,216	69,566	55,051	62,493	60,271	2,222		62,493
NGUYEN	VANESSA	1.00	OFFA	4	6	6	43,170	58,772	49,860	51,691	49,860	1,831		51,691
APPROPRIATION TOTAL:									345,097	358,036	349,344	8,692	5,204	363,240
Water/Sewer Offsets									(31,448)	(32,346)	(32,346)			(32,346)
TAXATION TOTAL: 4.00									313,649	325,690	316,998	8,692	5,204	330,894

Charlie Foskett:
This is above the Max of 148,705

Charlie Foskett: Comptroller base before receiving step should be the FY 2024 New Pay of 148,013

- Comptroller is above the M-Schedule max
- Zheng reclassified to Senior Accountant (not clearly indicated)
- Nguyen is Principal Accounting Clerk, Bookkeeper (Jr. Pos.)
- Essentially three new people

Salary Issue

- Town Manager and Finance Director plan M-Schedule cola, to be announced after collective bargaining process is complete. Amount TBD.
- FD put in increase for Comptroller, we reduced to max level.
- New budget cleared with FD and HR.
- Comptroller differential to be adjusted through reclass warrant article and collective bargaining reserve to compete Comptroller increase.

**Management Classification and Salary Plan
FY 2024**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
1	92,875	96,360	99,972	103,722	107,613		111,647	134,210
2	102,907	106,766	110,767	114,923	119,234		123,705	148,705
3	113,197	117,443	121,844	126,413	131,158		136,075	163,573

Management 3	Chief of Fire (Fire and Rescue) Chief of Police Chief Information Officer Deputy Town Manager - Finance Deputy Town Manager - Operations Director of Planning and Community Development Director of Public Works Facilities Director Town Counsel
Management 2	Benefits Attorney/Workers' Compensation Agent Comptroller Director of Health and Human Services Director of Inspectional Services Library Director Treasurer and Collector of Taxes Director of Human Resources

Original Total Budget

- Past lower in-state travel expenses due to Covid and vacancies in 2022 and 2023
- Budgeted training and travel expenses will be used for training new team members and maintaining three certification levels in three different organizations (MMMA, MIA and Munis)

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
0113481 COMPTROLLER SALARIES						
5100 SALARIES & WAGES	328,628	317,857	347,435	358,036	10,601	3.05%
5103 OVERTIME	2,509	1,612	6,000	6,000	0	0.00%
5156 LONGEVITY	1,754	4,920	4,871	5,204	333	6.84%
5160 STIPENDS	850	850	850	850	0	0.00%
0113481 COMPTROLLER'S SALARIES	333,742	325,239	359,156	370,090	10,934	3.04%
0113482 COMPTROLLER EXPENSES						
5209 IN-STATE TRAVEL	1,074	824	3,350	3,350	0	0.00%
5210 OUT-OF-STATE TRAVEL	3,095	4,296	4,000	4,000	0	0.00%
5215 TELEPHONE:EXPENSES	634	-	-	-	0	-
5217 DUES/SUBSCRIPTIONS	776	1,270	1,000	1,000	0	0.00%
5218 TRAINING	3,053	6,880	15,000	15,000	0	0.00%
5223 OFFICE SUPPLIES	3,179	4,513	4,250	4,250	0	0.00%
5224 OTHER SUPPLIES	-	-	-	-	0	-
5236 OTHER PURCHASED SERVICES	-	-	-	-	0	-
5299 OTHERWISE UNCLASSIFIED	10	3,023	-	-	0	-
0113482 COMPTROLLER'S EXPENSES	11,822	20,806	27,600	27,600	0	0.00%
COMPTROLLER APPROPRIATION TOTAL	345,563	346,045	386,756	397,690	10,934	2.83%
OFFSETS	(31,529)	(31,516)	(31,448)	(32,346)	(898)	2.86%
COMPTROLLER TAXATION TOTAL	314,034	314,529	355,308	365,344	10,036	2.82%

Adjusted Salary Budget (Corrected February 9)

Update with Correction February 9, 2024

Charlie Foscett:
This the sum of current pay of 148,013 and a step of \$692 which brings the Comptroler to the M-Schedule max.

FY 2025 SALARY DETAIL			FY2025						FY2024	FY2025					
COMPTRROLLER	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total	
CODY	IDA	1.00	MGMT	2			102,907	148,705	148,013	148,705	148,013	692	1,517	150,222	
ADDORISIO	RITA	1.00	SEIU	9	8	8	71,235	97,542	92,173	92,173	90,508	1,665	3,687	95,860	
ZHENG	IRIS	1.00	OFFA	7	6	7	51,216	69,566	55,051	62,493	60,271	2,222		62,493	
NGUYEN	VANESSA	1.00	OFFA	4	6	6	43,170	58,772	49,860	51,691	49,860	1,831		51,691	
APPROPRIATION TOTAL:									345,097	355,062	348,652	6,410	5,204	360,266	
Water/Sewer Offsets									(31,448)	(32,346)	(32,346)			(32,346)	
TAXATION TOTAL:			4.00							313,649	322,716	316,306	6,410	5,204	327,920

Cross Check I Cody	FY2024	FY2025				
	New Pay	New Pay	Base	Step	Longevity	Total
Original	148,013	151,679	148,705	2,974	1,517	153,196
Adjusted and corrected 2/9/2024	148,013	148,705	148,013	692	1,517	150,222
Difference		(2,974)	(692)	(2,282)		(2,974)

Chart of Accounts

01/04/2024

A New COA

- This has been a change needed for the last decade.
- Ida organized it and implemented it entirely in-house, in her department, a huge accomplishment.
- By avoiding consultants, she saved the Town more than \$100,000.
- For the next Town Meeting 2025, she will upgrade the history to the new charts to maintain FinCom sanity.
- A full explanation is in the Comptroller Budget section on the FinCom SharePoint.

Why a new COA ?

- Current COA over 20 years old
- Ran out of space for new funds/accounts
- Improved reporting , robust filters
- Align with Uniform Massachusetts Accounting System (UMAS)
- Organized funds in a more logical manner by funding source
 - State and Federal grants funds 2XXX
 - Other Special Revenue funds 3XXX – revolving, donations, etc.
 - Capital Cash 4XXX – FY24 is 4024
 - Capital Debt 5XXX – FY24 is 5024

Adjusted Comptroller Total (Corrected February 9)

- Overtime is used for year-end closings
- Salary adjustment flows through total budget correctly
- Recommended Taxation Vote: **362,370**

Update with Correction February 9, 2024

	2023	2024	2025	\$	%
	Actual	Budget	Budget	Change	Change
0113481 COMPTROLLER SALARIES					
5100 SALARIES & WAGES	317,857	347,435	355,062	7,627	2.20%
5103 OVERTIME	1,612	6,000	6,000		
5156 LONGEVITY	4,920	4,871	5,204	333	6.84%
5160 STIPENDS	850	850	850		
0113481 COMPTROLLER'S SALARIES	325,239	359,156	367,116	7,960	2.22%

0113482 COMPTROLLER EXPENSES					
5209 IN-STATE TRAVEL	824	3,350	3,350		
5210 OUT-OF-STATE TRAVEL	4,296	4,000	4,000		
5215 TELEPHONE:EXPENSES	-	-	-		
5217 DUES/SUBSCRIPTIONS	1,270	1,000	1,000		
5218 TRAINING	6,880	15,000	15,000		
5223 OFFICE SUPPLIES	4,513	4,250	4,250		
5224 OTHER SUPPLIES	-	-	-		
5236 OTHER PURCHASED SERVICES	-	-	-		
5299 OTHERWISE UNCLASSIFIED	3,023	-	-		
0113482 COMPTROLLER'S EXPENSES	20,806	27,600	27,600		

COMPTROLLER APPROPRIATION TOTAL	346,045	386,756	394,716	7,960	2.06%
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OFFSETS	(31,516)	(31,448)	(32,346)	(898)	2.86%
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COMPTROLLER TAXATION TOTAL	314,529	355,308	362,370	7,062	1.99%
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Cross Check					
Comptroller Original Taxation Total	314,529	355,308	365,344	10,036	2.82%
Comptroller Taxation Total Adjusted	314,529	355,308	362,370	7,062	1.99%
Difference	-	-	(2,974)	(2,974)	-0.84%

FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025					
COMPROLLER	Job		FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total	
CODY	IDA	COMPROLLER	1.00	MGMT	2			102,907	148,705	148,013	149,397	148,705	692	1,517	150,914	
ADDORISIO	RITA	ASSISTANT COMPROLLER	1.00	SEIU	9	8	8	71,235	97,542	92,173	92,173	90,508	1,665	3,687	95,860	
ZHENG	IRIS	SENIOR ACCOUNTANT	1.00	OFFA	7	6	7	51,216	69,566	55,051	62,493	60,271	2,222		62,493	
NGUYEN	VANESSA	PRIN ACCT CLERK/BOOKEEP	1.00	OFFA	4	6	6	43,170	58,772	49,860	51,691	49,860	1,831		51,691	
APPROPRIATION TOTAL:										345,097	355,754	349,344	6,410	5,204	360,958	
Water/Sewer Offsets										(31,448)	(32,346)	(32,346)			(32,346)	
TAXATION TOTAL:			4.00								313,649	323,408	316,998	6,410	5,204	328,612

Cross Check I Cody						
Original	148,013	151,679	148,705	2,974	1,517	153,196
Adjusted	148,013	149,397	148,705	692	1,517	150,914
Difference		(2,282)		(2,282)		(2,282)

Correction to Comptroller Salary Schedule

Charlie Foscett <charlie.foscett@foskettco.com>

Fri 2/9/2024 1:07 PM

To:

Tara Bradley <tbradley@town.arlington.ma.us>

Cc:

Christine Deshler <christinedeshler@hotmail.com>



2 attachments (563 KB)

Comptroller Adjusted 20240209.xlsx; Adjusted Comptroller Budget Corrected 20240209 - Copy.pptx;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Tara:

Please distribute to the FinCom and add the attachments to SharePoint.

Thanks, and have a good weekend.

Charlie

Fellow FinCom Members:

This email is to address the error Sophie noticed in our presentation of the Comptroller's Budget on Feb 7. In the Town Manager's Budget Book, the Comptroller's projected salary is above the maximum in the M-Schedule for the Comptroller (Grade 2). Carolyn and I noticed that and made some adjustments.

Here is the original salary budget:



In the presentation on Feb 7, we correctly calculated the amount of Step increase (\$692) permitted before getting to the max, but we did not correct the "Base " value to the current salary. It should have been corrected to \$148,013, which when increased by \$692 would have brought the total to the maximum permitted. This is shown below:



The corrected total Budget is shown below:



At the meeting of February 12, we will be recommending a total taxation budget of \$362,370.

Three spreadsheets are attached.

Best regards,

Charlie

Charlie Foskett
101 Brantwood Road
Arlington, MA 02476-8005
1.781.492.0800 (Mobile)
1.781.646.5882 (Home)
1.781.641.4769 (Fax)

Email: charlie.foskett@foskettco.com

Skype: cfoskett

Charlie Foscett

From: Ida Cody <icody@town.arlington.ma.us>
Sent: Wednesday, February 7, 2024 10:47 AM
To: Charlie Foscett
Cc: Carolyn White
Subject: Re: Selection of Town Auditor

Hello Charlie:

The Town has been audited by Powers and Sullivan since 1996. This year they were acquired by Marcum (2/1/2024) . Marcum is the 13th largest accounting firm in the US with 4000+ employees. The team assigned to Arlington will have the same principals/partners and the audit associates will rotate each year (which is the current practice).

We have an engagement letter with Powers and Sullivan and the cost is locked in through FY2026. Marcum will honor the existing contracts. The Town Manager has informed the Select Board of the merger/acquisition . The plan is to re-evaluate whether we will retain them going forward or interview other companies based on the level of services provided.

Below are my answers to your specific questions:

1. What has been the rate of increase in the audit expense each year?
 - o They increased the fees \$2K every 2-3 years.
2. How many alternative auditing service firms might be available to do the work?
 - o There used to be 4 main governmental audit firms that I know of and most municipalities use them . Melanson Heath was aquired by Marcum in 2023
 - Powers & Sullivan
 - CliftonLarsenAlen (CLA)
 - Roselli and Clark
 - Melanson Heath (**acquired by Marcum**)
 - o Larger governmental entities are audited by the largest accounting firms (big 4)
 - Boston and Cambridge - KPMG
 - Massport - Ernst & Young
3. Have you ever done a competitive bid or have contemplated it?
 - o CPA's are exempt from MGL 30B so we do not necessarily need a competitive bid. We have been satisfied with the level of services provided by P&S and have not discussed a change since I have joined the Town. However, give then the recent change we will re-evaluate the services and make a determination based on the new facts
4. Can you provide reasons why you may want to stick with (or leave) Powers and Sullivan?
 - o The partners at P&S are very knowledgeable and thorough . At this point we will assess the situation and if we see major changes in the the process/product we will probably consider switching auditors.

Please do not hesitate to call if you have additional questions.

Thank you

Ida

Ida Cody, CPA

Comptroller
Town of Arlington
27 Maple St.
Arlington, MA 02476
781-316-3333
lcody@town.arlington.ma.us

From: Charlie Foscett <charlie.foscett@foskettco.com>
Sent: Tuesday, February 6, 2024 6:36 PM
To: Ida Cody <lcody@town.arlington.ma.us>
Cc: Carolyn White <cawhitema@gmail.com>
Subject: Selection of Town Auditor

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Ida:

The question was raised the other night during the Select Board's budget that the SB never reviews the Audit costs, they just do what the Comptroller recommends. We will be presenting the Comptroller budget to the FinCom Wednesday night, 2/7/2024.

Can you please provide some input for this issue? A brief answer by email would be helpful.

6. What has been the rate of increase in the audit expense each year?
7. How many alternative auditing service firms might be available to do the work?
8. Have you ever done a competitive bid or have contemplated it?
9. Can you provide reasons why you may want to stick with (or leave) Powers and Sullivan?

Thanks in advance for your help.
Charlie

Charlie Foscett
101 Brantwood Road
Arlington, MA 02476-8005
1.781.492.0800 (Mobile)
1.781.646.5882 (Home)
1.781.641.4769 (Fax)
Email: charlie.foscett@foskettco.com
Skype: cfoscett

Chart of Accounts

01/04/2024

Why a new COA ?

- Current COA over 20 years old
- Ran out of space for new funds/accounts
- Improved reporting , robust filters
- Align with Uniform Massachusetts Accounting System (UMAS)
- Organized funds in a more logical manner by funding source
 - State and Federal grants funds 2XXX
 - Other Special Revenue funds 3XXX – revolving, donations, etc.
 - Capital Cash 4XXX – FY24 is 4024
 - Capital Debt 5XXX – FY24 is 5024

What has changed ?

- Some department numbers : Treasurer, Assessor, Planning , IT , Facilities , ISD
- Org structure
 - General Fund – minor change
 - Special Revenue – all numbers changed
- Objects – new objects have 6 digits (current only 4)
- Invoice Payment workflow – DH approve the invoice in Munis before submitting to Comptroller
- Stronger internal controls
 - Users do not need to memorize the accounts
 - Munis will only display their department accounts

General Fund

OLD

- Salaries
 - 01123**8**1-5100
- Expenses
 - 01123**8**2-5217
- Articles
 - 01123**88**-5871

NEW

- Salaries
 - 01123**5**1-5100**00**
- Expenses
 - 01123**5**2-5730**00**
- Articles
 - 01123**53**-578013

Capital Projects

Capital Projects accounts will have a somehow similar structure to the general fund account

- First digit is the type of funding (4 for cash and 5 for debt)
- Next 3 digits are department number
- Next 2 digits Fiscal Year
- Last 2 digits project number

Old

- Police Vehicles - Cash
 - 57732103-587001
- Police Boiler- Bond
 - 6282101-585025

New

- Police Vehicles - Cash
 - 4**210**2302-585005
- Police Boiler - Bond
 - 5**210**2301-585050

Revenue Accounts

- Similar to expense orgs
- Each department that collects revenue will have its own revenue account by type
- Charge codes have not changed YET

OLD

Permits

- 0100077

NEW

Permits

- Inspection 01**240**445
- Select Board 01**122**445
- Town Clerk 01**161**445

Tips to memorize the accounts

1. Remember funding source

- General Fund 01
- Capital cash 4XXX
- Capital borrowing 5XXX

2. Remember your department number

3. Remember type of account

- Revenue starts with 4
- Expense starts with 5
 - 51 Salaries
 - 52 Expenses
 - 53 Articles

Account structure – EXPENSE

Account Master [TOWN OF ARLINGTON | IMPL | 09/29]

Account

Org code *	0114552	TREASURER/COLLECTOR EXPENSES
Object code *	530001	ADVERTISING
Project code *		
Fund	0001	GENERAL FUND
Function	1	GENERAL GOVERNMENT
Department	145	TREASURER/COLLECTOR
Sub Dept	145	TREASURER/COLLECTOR
Year	0000	UNASSIGNED
Program/DESE	000000	UNASSIGNED
Revenue/DESE	0000	UNASSIGNED
Budget Ctrl	52	EXPENSES
Object	530001	ADVERTISING
Project		

Account structure – CAPITAL

Account Master [TOWN OF ARLINGTON | IMPL | 09/29]

Account

Org code *	52102301	BOILER REPLACEMENT
Object code *	585050	BOILER
Project code *		
Fund	5023	FY23 BOND
Function	2	PUBLIC SAFETY
Department	210	POLICE
Sub Dept	210	POLICE
Year	2023	YEAR 2023
Program/DESE	230040	BOILER REPLACEMENT
Revenue/DESE	0000	UNASSIGNED
Budget Ctrl	58	CAPITAL
Object	585050	BOILER
Project		

Account structure – REVENUE

Account Master [TOWN OF ARLINGTON | IMPL | 09/29]

Account

Org code *	01512432	FEES HEALTH & HUMAN SERVICES
Object code *	432015	COPY FEE
Project code *		
Fund	0001	GENERAL FUND
Function	5	HEALTH AND HUMAN SERVICES
Department	512	HEALTH & HUMAN SERVICES
Sub Dept	512	HEALTH & HUMAN SERVICES
Year	0000	UNASSIGNED
Program/DESE	000000	UNASSIGNED
Revenue/DESE	4320	FEES
Budget Ctrl	40	REVENUES
Object	432015	COPY FEE
Project		

Town of Arlington

Chart of Accounts - Department Numbers

<u>Dept #</u>	<u>Description</u>	<u>Dept #</u>	<u>Description</u>
122	SELECT BOARD	300	SCHOOL
123	TOWN MANAGER	400	PUBLIC WORKS
131	FINANCE COMMITTEE	450	WATER/SEWER ENTERPRISE
132	RESERVE FUND	512	HEALTH & HUMAN SERVICES
134	COMPTROLLER	519	DIVERSITY, EQUITY, INCLUSION
141	ASSESSOR	541	COUNCIL ON AGING
142	REVALUATION FUNDS	542	YOUTH SERVICES
145	TREASURER/COLLECTOR	543	VETERANS SERVICES
146	PARKING TICKETS	549	HUMAN RIGHTS COMMISSION
149	POSTAGE	610	LIBRARY
151	LEGAL	630	RECREATION
152	PERSONNEL	631	RINK
155	INFORMATION TECHNOLOGY	691	HISTORICAL COMMISSION
161	TOWN CLERK	700	DEBT SERVICES
162	ELECTIONS	820	STATE & COUNTY ASSESSMENTS
163	REGISTRARS	911	PENSIONS
170	CONSERVATION COMMISSION	912	WORKER'S COMP
171	CPA	913	UNEMPLOYMENT COMPENSATION
175	PLANNING	914	GROUP HEALTH INSURANCE
176	ZONING BOARD OF APPEALS	915	GROUP LIFE INSURANCE
181	CDBG	916	FEDERAL MEDICARE
182	REDEVELOPMENT BOARD	945	LIABILITY INSURANCE
189	RECODIFICATION	960	TRUST FUNDS
192	FACILITIES	970	OFS - TRANSFERS IN
193	PROPERTY INSURANCE	990	OFU - TRANSFERS OUT
199	MINUTEMAN REGIONAL SCHOOL		
210	POLICE		
220	FIRE		
240	INSPECTION SERVICES		
244	WEIGHTS & MEASURES		

Town of Arlington

Chart of Accounts - Fund Type

Fund Number Range	Fund Type	Total Fund #
0000 0000	Treasurer's Cash	1
0001 0001	General Fund - Town	1
0003 0003	General Funds - School	1
0023 0023	Student Activity	1
0033 0033	Sped Reserve	1
1000 1099	School Federal Grants	100
1100 1199	School State Grants	100
1200 1299	School Revolving	100
1300 1399	School Private Grants	100
1400 1499	School Gifts/Donations	100
1500 1999	Reserve for School Funds	500
2000 2099	Reserve for Town Funds	100
2100 2299	Town State Grants	200
2300 2499	Town Federal Grants	200
2500 2500	CDBG	1
2600 2799	Reserve for Town Funds	200
2800 2800	Highway Improvement - Ch 90	1
3000 3099	Receipts Reserved	100
3100 3199	Revolving 53E1/2	100
3200 3299	Revolving	100
3300 3399	Donations/Other Grants	100
3400 3499	Town Private Grants	100
3500 3500	CPA Operating	1
3510 3510	CPA Housing	1
3520 3520	CPA Open Space	1
3530 3530	CPA Historic	1
3540 3540	CPA Budgeted Reserve	1
3900 3999	Capital Projects - OFS	100
4000 4999	Capital Projects - Cash	1000
5000 5999	Capital Projects - Borrowing	1000
6100 6100	COA Transportation Enterprise	1
6200 6200	Arlington Youth Counsel Center Enterprise	1
6300 6300	Recreation Enterprise	1
6400 6400	Ed Burns Arena Enterprise	1
6500 6500	Water/Sewer Enterprise Fund	1
6501 6501	MWRA Capital	1
7000 7500	Expendable Trust Funds	500
8000 8500	Non-Expandable Trust Funds	500
8600 8699	Town Trust Funds (Health and other)	100
8700 8799	Stabilization Funds	100
8900 8900	Agency Fund	1
9910 9910	GLTAG - Governmental Funds	1
9911 9911	GLTAG - Enterprise	1
9998 9998	School Inactive Funds	1
9999 9999	Town Inactive Funds	1

Town of Arlington

Chart of Accounts

Character Code

Character	Description
00	UNASSIGNED
01	MOTOR VEHICLE EXCISE
02	OTHER EXCISE
03	PENALTIES AND INTERE
04	PILOT
05	CHARGES - WATER
06	CHARGES - SEWER
07	CHARGES - HOSPITAL
08	CHARGES - TRASH
09	OTHER CHGS FOR SERVI
10	FEES
11	RENTALS
12	DEPT REV - SCHOOLS
13	DEPT REV - LIBRARIES
14	DEPT REV - CEMETERIE
15	DEPT REV - RECREATIO
16	OTHER DEPT REVENUE
17	LICENSES AND PERMITS
18	SPECIAL ASSESSMENTS
19	FINES AND FORFEITS
20	INVESTMENT INCOME
21	MEDICAID
22	MISC RECURRING
23	MISC NON-RECURRING
31	SCHOOL PROF SAL
32	SCHOOL CLERIC SAL
33	SCHOOL OTHER SALARIE
34	SCHOOL CONTRACTED SE
35	SCHOOL SUPPLIES & MA
36	SCHOOL OTHER EXPENSE
41	PROPERTY TAXES
45	FEDERAL REVENUES
46	STATE REVENUE
49	TRANSFER IN / OFS
51	SALARIES
52	EXPENSES
53	ARTICLES
54	INDIRECT COSTS
57	DEBT SERVICE
58	CAPITAL OUTLAY
59	TRANSFER OUT / OFU

Information Technology

Arlington Financial Committee
February 7, 2024

Meeting with IT

- 2/5/2024
- Attending
 - Topher Heigham
 - Patricia Sheppard, CIO

IT Budget

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
0115481 INFORMATION TECHNOLOGY SALARIES						
5100 SALARIES & WAGES	684,796	561,115	724,431	721,491	(2,940)	-0.41%
5103 OVERTIME	-	-	1,000	1,000	0	0.00%
5156 LONGEVITY	6,516	7,624	7,015	6,864	(151)	-2.15%
5160 STIPENDS	425	425	425	425	0	0.00%
0115481 INFORMATION TECHNOLOGY SALARIES	691,736	569,164	732,871	729,780	(3,091)	-0.42%
0115482 INFORMATION TECHNOLOGY EXPENSES						
5204 IT STRATEGIC PLAN IMPLEMENTATION	20,942	-	-	-	0	-
5206 COMPUTER MAINTENANCE	14,782	2,704	6,520	6,520	0	0.00%
5209 IN-STATE TRAVEL	1,035	1,503	5,003	5,003	0	0.00%
5213 AUTO GAS & OIL	173	77	-	-	0	-
5215 TELEPHONE:EXPENSES	61,296	35,094	48,000	41,000	(7,000)	-14.58%
5217 DUES/SUBSCRIPTIONS	-	-	100	100	0	0.00%
5218 TRAINING	14,736	21,413	20,000	20,000	0	0.00%
5219 CONSULTING	19,478	7,215	32,000	32,000	0	0.00%
5223 OFFICE SUPPLIES	1,532	1,364	1,500	1,500	0	0.00%
5224 OTHER SUPPLIES	793	642	800	800	0	0.00%
5236 OTHER PURCHASED SERVICES	6,511	11,369	25,350	25,350	0	0.00%
5292 NETWORK MAINTENANCE	11,723	131,431	63,690	73,690	10,000	15.70%
5294 INFORMIX MAINTENANCE	4,100	4,218	7,000	7,000	0	0.00%
5297 UNIX HARDWARE/SUPPORT & MAINT	-	-	-	-	0	-
5301 COMPUTER PAPER	818	-	-	-	0	-
5302 COMPUTER SUPPLIES	6,158	7,766	11,400	11,400	0	0.00%
5304 PRINTER SUPPLIES/REPAIRS	1,099	-	-	-	0	-
5305 SOFTWARE MAINTENANCE	108,825	131,025	174,450	268,950	94,500	54.17%
5350 COURIER SERVICE	-	-	-	-	0	-
5353 MUNIS SOFTWARE SUPPORT	263,936	273,292	283,000	283,000	0	0.00%
0115482 INFORMATION TECHNOLOGY EXPENSES	537,939	629,111	678,813	776,313	97,500	14.36%
INFORMATION TECHNOLOGY APPROPRIATION TOTAL	1,229,675	1,198,276	1,411,684	1,506,093	94,409	6.69%
OFFSETS	(229,328)	(239,628)	(244,855)	(255,664)	(10,809)	4.41%
INFORMATION TECHNOLOGY TAXATION TOTAL	1,000,347	958,648	1,166,829	1,250,429	83,600	7.16%

FY23 to FY24 Budget Changes

FY23 Actuals = \$629,111

FY24 Projections = \$678,813

- Anything left over went to the DPW building project
- FY24 budget is tight

Positions

- Manager of Enterprise Applications - now filled! Started on 1/31/24
- Department at capacity in terms of projects it can do
- Salaries here are just Town share - also 12 in APS
- Manager of GIS moved from IT to DPW in FY23

GIS Project

- Highest priority
- Current system is homegrown - based on MSFT Access
- Cannot connect to new applications/permitting system

Cybersecurity

- Received a training grant from state
 - uses KnowBe4 training platform
 - Access to content - no money
- 5K is for penetration testing
- Rolled out a password policy for APS (TOA policy is in development)
- Moving servers to the cloud - see O365

O365 Microsoft License Breakdown

G1: Exchange applications
online only

0 - 100 moved to G3

G3: Applications online and
desktop

350 licenses \$69,000

F3: Front Line Worker
Technology (web and mobile apps)

150 licenses \$8,500

100 moved to G3

Total:

\$77,500

Fincom spearheaded the move to this, so **THANK YOU**

MUNIS

- Have a MUNIS Steering Committee of super-users (town employees)
- Cashiering for the Comptroller's office to automate manual scanning
- New parking system up and running
- Priorities are implementing General Billing, possibly Capital planning or Employee Self Service improvements
- Twice yearly upgrades
- Rewrite of Financial module happening after next major upgrade this Summer
- encouraging finance people to go to MUNIS conference this year.

Digitizing Documents

- Inspectional Services - ~10 processes and forms
 - Inspectional Services happy with it
 - Some problems with user interface
- Retired a system based on Linux/PERL
- Vital Records next? Will need Town Clerk involved.
- Also minutes and agendas?
- ~5-6 years total time

Upgrade to wifi6

- Started this Spring
- 18 months
- 22 sites - start with Recreation's move to Parmenter
- Have to map out the access points
- Will do during the day - should be able to minimize disruptions

Body camera data line

- IT ran wire only
 - This year's budget covers installation cost
 - There will be a recurring 10K cost for service and support
- Management of data done via external vendor hired by APD
- Looking at how it might be used for disaster recovery as a redundant network

Other projects

- DPW - new Grove St campus
- APS - tech infrastructure for new High School

Computer Maintenance

- Annual server warranties
- Will decrease as servers moved to cloud

Telephone expenses

- 7K decrease due to retiring Centrix lines
- LAN lines from RCN
- Verizon mobile lines for work mobile phones

Verizon = \$13,000
10K land lines
3K elevators

RCN = \$28,000
18K land lines
5K APD
1K AFD
4K APS

Telephone Charges

Training

- 10K - MUNIS conference
- 10K - Professional development for IT staff - have to master new tools - use SkillSoft training platform. Staff goals involve training.
- Patricia got a certificate in Management/Leadership from Suffolk - graduated June 2023.

Consulting

- All cabling/wiring for new DPW building

Other Purchased Services

- Job postings
- Furniture for their new offices in the DPW building - was value engineered out of the project

Network Maintenance

- Annual software cost
- Includes
 - Comcast
 - Web licenses
 - Backup solution
 - Barracuda - email filter
 - VPN and firewall
 - DPW renovation

Informix

- New MUNIS Utility Billing has 4 years of data
- Not all water meters converted to new system - was supposed to be done Dec 2023
- DPW needs view access to legacy system for longer, which requires Informix
- Informix budget was reduced to \$4,400 - not the \$7K in the budget book

Thank You

Fwd: RE: IT budget amount

1 message

Christopher Heigham <cheigham@comcast.net>
To: Tara Bradley <tarawbradley@gmail.com>
Cc: Christine Deshler <christinedeshler@hotmail.com>, Alan Jones <jones@carr-jones.com>

Thu, Feb 8, 2024 at 10:59 AM

Tara - please distribute Alex's response; we did vote the right amount. Thanks Alan for catching that.

Topher

----- Original Message -----

From: Alex Magee <amagee@town.arlington.ma.us>
To: "cheigham@comcast.net" <cheigham@comcast.net>, Patricia Sheppard <psheppard@town.arlington.ma.us>
Date: 02/08/2024 9:16 AM EST
Subject: RE: IT budget amount

Hi Topher,

That figure ties out and looks correct.

Thanks,

Alex

From: Christopher Heigham <cheigham@comcast.net>
Sent: Thursday, February 8, 2024 8:40 AM
To: Patricia Sheppard <psheppard@town.arlington.ma.us>; Alex Magee <amagee@town.arlington.ma.us>
Subject: IT budget amount

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Patricia, Alex - last night the Fincom approved the IT budget, but since we knew of the \$2600 reduction in Informix Maintenance (5294), we voted a taxation total of \$1,247,829. Please confirm that this is the correct amount.

Thanks,

Topher

Fwd: IT salaries

Christine Deshler <christinepdeshler@hotmail.com>

Mon 2/12/2024 1:03 PM

To:

tarawbradley@gmail.com <tarawbradley@gmail.com>; Tara Bradley
<tbradley@town.arlington.ma.us>



2 attachments (119 KB)

FY2025 SALARY SHEET - IT FINCOM REPRINT.pdf; FY2025 MASTER - IT FINCOM REPRINT.pdf;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent from my iPhone

Begin forwarded message:

From: Alex Magee <amagee@town.arlington.ma.us>

Date: February 12, 2024 at 9:55:40 AM EST

To: Christine Deshler <christinepdeshler@hotmail.com>, cheigham@comcast.net

Cc: Alan Jones <jones@carr-jones.com>, Patricia Sheppard <psheppard@town.arlington.ma.us>

Subject: **RE: IT salaries**

Hello All,

Please see updated IT Master budget sheet and salary sheet which show an increase in the salary line to accommodate for a recently hired employee going above what I had them budgeted at for FY25.

Thanks,

Alex

From: Christine Deshler <christinepdeshler@hotmail.com>

Sent: Friday, February 9, 2024 11:31 AM

To: cheigham@comcast.net

Cc: Alan Jones <jones@carr-jones.com>; Alex Magee <amagee@town.arlington.ma.us>; Patricia

Sheppard <psheppard@town.arlington.ma.us>

Subject: Re: IT salaries

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Yes, I think we should. Can Alex provide a new budget sheet? We can easily re-vote this on Monday.

Christine

Sent from my iPhone

On Feb 9, 2024, at 11:24 AM, Christopher Heigham <cheigham@comcast.net> wrote:

Looping in Alan Jones and Christine on this one. **Should we get a new IT budget sheet? Do we have to re-vote this?**

Topher's question was: does the new Enterprise Applications Manager's salary line have any differences from the budget book?

Patricia replied - Finance had the Application Manager at 84K (Alex would need to explain that), but we hired them at 91K (IT budgeted at 93K which was previous salary)

Alex replied - I did not realize we had a salary issue here and this was not caught when we were doing our departmental reviews of employees and their location within the grid. When creating the budget, we normally carry vacancies at step 3 as that has traditionally been the "top" hiring step. Unfortunately we are unable to hire some employees even at a step 3 given labor market; this hire was made after the budget was originally created (I believe employee started on 2/1/2024) and the delta between step 3 and what they are being paid was not caught during our review.

I think we [need] an increase in the salary line amount on this one. The difference between what is budgeted at \$84,126 (gr. 11/step 3 all year) vs. what should be budgeted \$92,250 (gr. 11/step 5 first half of year/ step 6 second half) is \$8,124.

IT and Disaster Recovery

1 message

Christopher Heigham <cheigham@comcast.net>
To: Tara Bradley <tarawbradley@gmail.com>

Mon, Feb 12, 2024 at 2:51 PM

Here's the update from Patricia Sheppard - please distribute

"We have started the process to create this DR play book and have engaged a consultant experienced in this field to assist in the process of creating the disaster recovery plan and playbook to meet our needs.

Our past efforts to bring resiliency to our systems focused on two major initiatives:

- 1 Making sure critical components of the network had redundancy in place to avoid a single point of failure. Redundant firewalls, core network equipment, and dual ISP connections.
- 2 Use of cloud based applications and vendor SaaS options to host critical systems in vendor managed data centers allowing easy access on and off prem to town applications. These data centers provided greater resiliency than our on-site data center with the benefit of reduced management and environmental costs savings.

In FY24 we are now focusing our efforts to ensure we have a plan in place to withstand a more significant disaster like losing the building that houses the Data Center.

Out of the DR exercise came the following insights:

- Project proposal for second network site (no redundant network at present)
- Data Center Inventory
- Document services with no Data Center dependencies (i.e., Microsoft, Google, Munis, PowerSchool, School Messenger, Edlio, Granicus, OpenGov, Zoom)
- Follow up meeting to continue discussion of remaining services (i.e., storage, DNS, DHCP, OmniVista, backup, firewall and printing)

Longer term items:

- APS use of Remote Academy in disaster
- Cybersecurity insurance
- Public Knowledge Base
- Endpoint Backup
- Continue consolidation of infrastructure split between town and school"

Thanks,
Topher

Re: IT budget follow-up - records in Town Hall basement

1 message

Christopher Heigham <cheigham@comcast.net>

Thu, Feb 22, 2024 at 9:45 AM

To: Jim Feeney <jfeeney@town.arlington.ma.us>

Cc: Patricia Sheppard <psheppard@town.arlington.ma.us>, Christine Bongiorno <CBongiorno@town.arlington.ma.us>, Tara Bradley <tarawbradley@gmail.com>

Thanks, Jim.

Tara, please circulate this email to the Fincom as a follow-up to a question asked during review of the IT budget.

Topher

On 02/22/2024 9:03 AM EST Jim Feeney <jfeeney@town.arlington.ma.us> wrote:

Hi Topher,

Sorry, this message slipped through the cracks.

We do not have an overarching plan to digitize records in the basement as of yet; however, it is true the Clerk sought an FY25 CPA grant to begin the process of preserving some of their vital records, largely bound volumes that must be maintained in perpetuity.

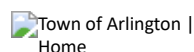
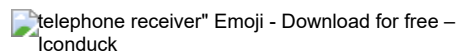
They intend on working with a 3rd party expert to review options. This will have a meaningful impact on our records preservation program as the Clerk's records are often those that take up the most physical space and also cannot be destroyed. Other Departments can often destroy their records after 7 years, if the time, will, and resources present.

I worked with an intern to scan and digitize old Fire Department permit records to better respond to public records requests. Similarly, I worked with the Treasurer to purge years worth of records that exceeded the record retention guidelines (and to make room for more records we needed to remove from the office). And most recently, I worked with the Comptroller to purge decades of records (by the truckload, no scanning or digitization) once we moved out of AHS.

All this is to say it is an ongoing process, and one that requires many approaches. Given the costs associated with scanning and digitization, the ideal situation will always be to dispose first. And if we cannot, then to better preserve existing records. And for those that have the highest public value, then we can seek to digitize for public access and searchability. Needless to say we are excited to learn more about the process through the Clerk's CPA grant, and hope the lessons can serve as a model for future efforts.

Thanks,

Jim

**James Feeney**Town Manager
Town of Arlington, MA

781-316-3010

jfeeney@town.arlington.ma.us

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: Christopher Heigham <cheigham@comcast.net>**Sent:** Friday, February 9, 2024 11:29 AM**To:** Jim Feeney <jfeeney@town.arlington.ma.us>**Cc:** Patricia Sheppard <psheppard@town.arlington.ma.us>**Subject:** IT budget follow-up - records in Town Hall basement

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Jim - this question came up during Fincom's IT budget review.

I asked Patricia: There are a lot of records in the Town Hall basement. How much of them will be digitized, either in FY25 or later? If Vital Records are done (and I'm told the Town Clerk is very interested in doing so), I assume that will cover some of what's in the basement but not everything.

She replied: In terms of digitizing records, IT is not the decision maker. I cannot speak to the records in the basement as multiple departments store things there. I believe that that Town Managers office would prioritize what records and when, as they did the Inspectional Services requests and permits. Then IT comes into play.

So, is there a plan/ordering for getting these paper records digitized?

Thanks,
Topher

FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
I.T.	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total
SHEPPARD		CHIEF INFORMATION OFFICER	1.00	MGMT	3			113,197	163,573	163,573	163,573	163,573	0	0	163,573
KHODIER		DEPUTY DIRECTOR OF IT	1.00	MTP	14	7	7	94,659	126,889	113,697	117,939	113,697	4,242	500	118,439
SUN	COHN	MANAGER OF ENTERPRISE APPLICATIO	1.00	SEIU	11	5	6	78,154	107,019	101,129	92,250	90,550	1,700	0	92,250
DISTLER		SENIOR PROGRAMMER	1.00	SEIU	7	10	10	66,502	91,060	89,274	91,060	91,060	0	5,464	96,524
HANSON		SYSTEMS ANALYST/IT PROJECT MANAC	1.00	MTP	12	7	7	81,225	108,863	97,548	101,190	97,548	3,642	0	101,190
SMITH		MUNIS SYSTEMS ANALYST	1.00	MTP	12	5	5	81,225	108,863	94,037	94,037	90,658	3,379	0	94,037
LAMBRYCH		IT ADMIN ASSISTANT	1.00	OFFA	7	9	9	51,216	69,566	69,566	69,566	69,566	0	900	70,466
APPROPRIATION TOTAL:										728,824	729,615	716,652	12,963	6,864	736,479
Water/Sewer Offsets										(244,855)	(255,664)	(255,664)			(255,664)
TAXATION TOTAL:			7.00							483,969	473,951	460,988	12,963	6,864	480,815

	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
0115481 INFORMATION TECHNOLOGY SALARIES					
5100 SALARIES & WAGES	561,115	724,431	729,615	5,184	0.72%
5103 OVERTIME	-	1,000	1,000	0	0.00%
5156 LONGEVITY	7,624	7,015	6,864	(151)	-2.15%
5160 STIPENDS	425	425	425	0	0.00%
0115481 INFORMATION TECHNOLOGY SALARIES	569,164	732,871	737,904	5,033	0.69%
0115482 INFORMATION TECHNOLOGY EXPENSES					
5204 IT STRATEGIC PLAN IMPLEMENTATION	-	-	-	0	-
5206 COMPUTER MAINTENANCE	2,704	6,520	6,520	0	0.00%
5209 IN-STATE TRAVEL	1,503	5,003	5,003	0	0.00%
5213 AUTO GAS & OIL	77	-	-	0	-
5215 TELEPHONE:EXPENSES	35,094	48,000	41,000	(7,000)	-14.58%
5217 DUES/SUBSCRIPTIONS	-	100	100	0	0.00%
5218 TRAINING	21,413	20,000	20,000	0	0.00%
5219 CONSULTING	7,215	32,000	32,000	0	0.00%
5223 OFFICE SUPPLIES	1,364	1,500	1,500	0	0.00%
5224 OTHER SUPPLIES	642	800	800	0	0.00%
5236 OTHER PURCHASED SERVICES	11,369	25,350	25,350	0	0.00%
5292 NETWORK MAINTENANCE	131,431	63,690	73,690	10,000	15.70%
5294 INFORMIX MAINTENANCE	4,218	7,000	4,400	(2,600)	-37.14%
5297 UNIX HARDWARE/SUPPORT & MAINT	-	-	-	0	-
5301 COMPUTER PAPER	-	-	-	0	-
5302 COMPUTER SUPPLIES	7,766	11,400	11,400	0	0.00%
5304 PRINTER SUPPLIES/REPAIRS	-	-	-	0	-
5305 SOFTWARE MAINTENANCE	131,025	174,450	268,950	94,500	54.17%
5350 COURIER SERVICE	-	-	-	0	-
5353 MUNIS SOFTWARE SUPPORT	273,292	283,000	283,000	0	0.00%
0115482 INFORMATION TECHNOLOGY EXPENSES	629,111	678,813	773,713	94,900	13.98%
INFORMATION TECHNOLOGY APPROPRIATION TOTAL	1,198,276	1,411,684	1,511,617	99,933	7.08%
OFFSETS	(239,628)	(244,855)	(255,664)	(10,809)	4.41%
INFORMATION TECHNOLOGY TAXATION TOTAL	958,648	1,166,829	1,255,953	89,124	7.64%

Christine Deshler <cdeshler@town.arlington.ma.us>

Fri 2/2/2024 12:32 PM

To:Tara Bradley <tbradley@town.arlington.ma.us>;jtremy90@gmail.com <jtremy90@gmail.com>;jennifer.susse@gmail.com <jennifer.susse@gmail.com>;sophiemigliazzo@yahoo.com <sophiemigliazzo@yahoo.com>;bsbcpa@aol.com <bsbcpa@aol.com>;Carolyn White <cawhitema@gmail.com>;rebeccayounkin@gmail.com <rebeccayounkin@gmail.com>;Josh Lobel <josh.lobel@gmail.com>;grantgibian@gmail.com <grantgibian@gmail.com>;Charlie Foskett <charlie.foskett@foskettco.com>;j_cgriff@verizon.net <j_cgriff@verizon.net>;darrel.harmer@gmail.com <darrel.harmer@gmail.com>;annie@lacourt.net <annie@lacourt.net>;Alan Jones <jones@carr-jones.com>;cheigham@comcast.net <cheigham@comcast.net>;peggy.bliss99@gmail.com <peggy.bliss99@gmail.com>;Allan and Barbara Tosti <abtosti@outlook.com>; dean.carman@verizon.net <dean.carman@verizon.net>;dmckenna077@gmail.com <dmckenna077@gmail.com>;tarawbradley@gmail.com <tarawbradley@gmail.com>

All,

See below regarding cyber security.

Christine

From: Jim Feeney <jfeeney@town.arlington.ma.us>
Sent: Thursday, February 1, 2024 8:54 AM
To: Alan Jones <jones@carr-jones.com>
Cc: Alex Magee <amagee@town.arlington.ma.us>; Christine Deshler <cdeshler@town.arlington.ma.us>
Subject: Fw: Municipal Cybersecurity Awareness Grant 2024 follow up

Good morning Alan,

In follow up to last night's meeting, I just wanted to share this notice of Arlington's award of a CyberSecurity Awareness grant from the Commonwealth that will provide for employee training.

Best,

Jim



James Feeney

Town Manager

Town of Arlington, MA

781-316-3010

jfeeney@town.arlington.ma.us

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: Brown, Stephanie (EOTSS) <Stephanie.Brown5@mass.gov>
Sent: Tuesday, January 30, 2024 4:15 PM
To: abisiewicz@abschools.org <abisiewicz@abschools.org>; Murch, Robert (EXT) <Bobm@actonwater.com>; Patricia Sheppard <psheppard@town.arlington.ma.us>; mgarofano@bpsdk12.org <mgarofano@bpsdk12.org>; rhoran@belmontretirement.org <rhoran@belmontretirement.org>; dspadola@belmontschools.net <dspadola@belmontschools.net>; DeSousa, Jose (EXT) <jose.desousa@burlington.org>; DeSousa, Jose (EXT) <jose.desousa@bpsk12.org>; SOFTWARE@BPSK12.ORG <SOFTWARE@BPSK12.ORG>; tlutter@chelmsfordHA.com <tlutter@chelmsfordHA.com>; mharradon@chelmsfordlibrary.org <mharradon@chelmsfordlibrary.org>; Lutter, Ted <tlutter@chelmsfordma.gov>; lboucher@concordretirement.org <lboucher@concordretirement.org>; Bulger, Jason (EXT) <jbulger@concordma.gov>; Guilmette, Nathan (EXT) <nguilmette@dracutma.gov>; Sue Fayne <sfayne@dunstable-ma.gov>; cp <cp@framinghamma.gov>; Callahan, Luke (EXT) <lcallahan@gdrsd.org>; Meo, Chris (EXT) <meoc@holliston.k12.ma.us>; eschuck@hudson.k12.ma.us <eschuck@hudson.k12.ma.us>; Richards, Bob (EXT) <brichards@lowellma.gov>; arodrigues@cityofmalden.org <arodrigues@cityofmalden.org>; jsarty@marlborough-ma.gov <jsarty@marlborough-ma.gov>; Nace, Steve (EXT) <snace@accept.org>; droche@natickps.org <droche@natickps.org>; Daly, Patrick (EXT) <pdaly@nrpsk12.org>; technology@northreadingma.gov <technology@northreadingma.gov>; Cadek, Martin (EXT) <mcadek@town.pepperell.ma.us>; kullmann@sherbornma.org <kullmann@sherbornma.org>; dgoodridge@somervillema.gov <dgoodridge@somervillema.gov>; procurement@stow-ma.gov <procurement@stow-ma.gov>; Steven Sadwick <ssadwick@tewksbury-ma.gov>; Cheryl Ann Bomal <cbomal@gltech.org>; Aucoin, Donald (EXT) <daucoin@city.waltham.ma.us>; tlaflamme@tyngsboroughma.gov <tlaflamme@tyngsboroughma.gov>; McClure, Christopher (EXT) <cmclure@watertown-ma.gov>; mccannel@weston.org <mccannel@weston.org>; Sullivan, Tracy (EXT) <sullivan.t@westonma.gov>; ONeil, John (EXT) <JONEIL@WILMINGTONMA.GOV>; Griffin, Matthew <mgriffin@winchester.us>
Subject: Municipal Cybersecurity Awareness Grant 2024 follow up

Good afternoon, I'm sending this email as a follow up to either a conversation or a voice mail from earlier letting you know that you have been identified as a recipient of the Municipal Cybersecurity Awareness Grant for 2024. Congratulations!

We will be holding an orientation as well as two separate information systems led by our new vendor, KnowBe4 and our Customer Success Manager. We are targeting next week or the following week for each of these sessions and will send out an email with Zoom registration links as soon as we have that finalized. Attendance at both is highly recommended to give yourself a chance to get familiarized with the new platform as well as learn about the overall management of the program for your organization. Additionally, emails will go out with invitations to join our Municipal Cybersecurity Training SharePoint site and to the Signatory on your application containing the Award Letter as well as the Program Agreement. Please note that if you were a participant in the 2023 Cybersecurity Awareness Grant program that we will be utilizing the same SharePoint site as last year. We are actively populating our 2024 data so if you don't see your organization in there yet you will over the next several days. If you should have any questions or concerns about the grant program please feel free to email or call myself, or you can reach the group at cyberawarenessgrant@mass.gov.

Additionally, I will be taking over as your account manager and will serve as your new point of contact for any grants or programs offered and coordinated through OMST. Over the next month I will be calling each of you to get a better sense of your current IT structure and start to identify any gaps or opportunities that we can address through our office. In the meantime, if you have any questions or concerns that you would like my help with immediately please don't hesitate to reach out either via email or phone.

Looking forward to working with all of you, and congratulations on your grant award!

Sincerely,

Stephanie Brown, Sect, CEH | Municipal & School IT Manager, EOTSS

Commonwealth of Massachusetts

One Ashburton Place, 8th Floor, Boston, MA 02108

Office: 617.626.4410 | FAX: 617.889.7834

| Mobile: 603.978.1553 |

stephanie.brown5@mass.gov | www.mass.gov/eotss

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