



Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

Meeting Minutes

Tuesday, February 2, 2021

Finance Committee Vice-Chairman, Theresa M. Manganelli called the meeting to order at 7:00 pm. Members present via video conferencing on ZOOM were, Michele Kincaid, Secretary; Jonathan Dugas, Marianne Gallezzo, Leigh Martinson, Bernard P. Nally and Kevin Stokes. Chairman John F. Doherty III was excused.

To begin the meeting Ms. Manganelli read a statement regarding Open Meeting Law and public access to the meeting via technological means, then took a verbal roll call of the attendees.

FY 22 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager; Bryan Perry, Finance Director

DEPARTMENT OF PUBLIC WORKS (non- Water & Sewer)

PRESENT IN INTEREST: Michael Woods, Director of Public Works; Jamie Magaldi, Operations Manager/Tree Warden; Joseph Lobao, Business and Utility Manager

DOCUMENTS: Budget Narrative – Proposed FY 2022 Budget dated February 2, 2021

Mr. Woods presented the budget for FY 2022. The department consists of six divisions that are responsible for the design, operation, maintenance and inspection of the Town's infrastructure. Their responsibilities also include the Wildwood Cemetery and the yard-waste recycle center, and managing residential and town building trash and recycling, maintenance of Town vehicles and equipment and construction oversight and conformance of town permitted site work.

Mr. Woods stated that the proposed Fiscal Year 2022 Public Works (non-Water and Sewer) budget was again prepared to maintain the level of service the residents of Wilmington have grown accustomed to, while being fiscally aware of the economic times related to Covid19. He also stated that the budget request seeks to satisfy two goals, to prepare a budget that maintains or improves upon current services without overall increases of more than 1% and to begin to increase public awareness of Public Works' role as First Responders and the "Third Arm of Public Safety" to create a change in the Departments' traditionally accepted culture as non-critical maintenance personnel.

The total budget is reduced by 2.4% or -\$176,294 from FY21. Personnel Services has a slight decrease of \$4,954 (-.1%) primarily due to salary reductions resulting from retirements and resignations in the department and the effect of salary step increases. Recently negotiated COLA of 1.5% for personnel covered under the AFSCME Local 1703 Unit 2 Agreement has not been factored into this budget. No new personnel are proposed.

Contractual Services is essentially level-funded with the exception of Trash Collection and Disposal and Public Street Lights for which there is a savings from the change to Town-wide LED energy efficient lighting. Overall, this category is -6% to LY for a total of \$2,858,870. Mr. Woods explained the adjustments that led to this total and the anticipated funding of the barrel payoff from the change of service provider last year, should the Town vote to fund this payoff at the May 2021 Town Meeting.

Materials & Supplies is slightly reduced due to a downward trend in fuel costs and usage during the Spring 2020 COVID-19 work restrictions. Part of this savings in fuel costs is attributed to the phasing out of the Crown Victoria police interceptor vehicles and the introduction of more fuel efficient vehicles.

Furnishings & Equipment will increase \$14,300 (+28.4%) from FY21 for a total of \$64,600. Items being requested are \$13,300 for the partial replacement of chain link fencing along the north property line of the Boutwell School, \$4,700 to replace the line painter/traffic lane striper used by the Highway Division, \$16,500 for the purchase of a second solar-powered electronic message board for use by DPW Operations, \$11,500 to replace a commercial leaf vacuum for the Parks & Grounds Division, \$4,000 to replace the existing 30- gallon fresh motor oil storage tank with two 400-gallon tanks to hold different viscosities, \$10,300 to replace existing stump grinder with a skid steer mounted stump grinder attachment and \$4,300 to purchase a sod cutter for the Parks & Grounds Division to be used for athletic natural turf field maintenance.

Mr. Woods then reviewed the Capital Outlay expenditures for FY2022. There are 12 items being requested: \$85,000 for one (1) Heavy Duty One-Ton Dump Truck w/Plow (H5) to replace the existing one that has over 108,000 miles and is increasingly costly to maintain, \$235,000 for one (1) Heavy Duty Rubber Tired Excavator (H39) to replace existing H39 main excavator that is 20 years old, \$175,000 for one (1) Heavy Duty Sidewalk Plow /V-Plow and Blower Attachment to replace existing H17 Holder Tractor with new sidewalk plow, \$25,500 for one (1) Robotic Total Station for Engineering Department to replace the existing 15-year old instrument that is the main property survey tool and will allow for more efficient, one-man operation that would normally require two staff members, \$42,000 for one (1) Asphalt Hot Box Trailer to minimize waste and increase safety, \$365,000 for the Trash/Recycling Barrel Loan Payoff to pay off the remaining portion of the automated trash and recycle barrel loan, \$50,000 for NPDES General Permit Services to comply with mandatory stormwater regulations, \$20,000 for the installation of Traffic Signal Camera Detection at the intersection of Salem Street (Route 62) and Woburn Street, \$25,000 for Intersection Design – Shawsheen Ave/Hopkins St/Lake St for the preparation of plans and specifications as well as bid assistance for new traffic signalization equipment and minor curbing modifications at this intersection, \$40,000 for Design Services to Replace Frank Kelley Track at High School, to cover the cost of engineering design services to replace the existing track and failing track base that is 16 years old, \$15,000 for Phased Cemetery Development, and \$350,000 for the Reconstruction of Shawsheen Tennis Courts at the Shawsheen School due to a failed sub-base. This is Phase 2 of a project that had engineering services funded in FY21.

Ms. Gallezzo asked how much overtime will be saved by adding the additional sidewalk plow. Mr. Woods answered that it would not cut back on overtime but would support the efficient process of snow removal as well as serve as a backup so that snow removal will continue even when one of the existing vehicles is down for service. Both existing vehicles are increasing in age. Mr. Dugas asked if the Town plows every sidewalk and Mr. Woods stated that it is only the main corridors. There was a brief discussion of the requirements of snow removal on commercial and private property and the experiences of other towns and cities that have different requirements. Mr. Nally asked if the vehicles are snow-blower style. Mr. Woods said the two vehicles can have either the V-Plows attached or be used as snow blowers. The V-Plows are far quicker but a lot messier and can block driveways that have already been cleared so the snow blowers can be used to avoid that happening.

WATER AND SEWER DEPARTMENT

Mr. Woods presented the budget for the Water Division. Personnel Services is decreasing -1% due to the retirement of a longtime employee and the related personnel reassignments within the Water Division.

Contractual obligations for salary step adjustments is included however the recently negotiated COLA of 1.5% for personnel covered under the AFSCME Local 1703 Unit 2 Agreement has not been factored into this budget. Contractual Services is increasing 50% due to MWRA Assessment that is based on usage. Factors such as more residents working from home due to COVID-19 and the drought that occurred in 2020, water usage throughout the Town increased substantially. To meet the increased water demand, the Town purchased MWRA supplied water and that is reflected in the account increasing by \$550,800 or 69.7%. The DEP Assessment decreased 7.5% or \$575. This is an annual regulatory expense based on the amount of water that is distributed. Utilities is level-funded. Materials & Supplies is increasing 5%, a large portion of this increase is due to the cost to dispose of water treatment plant residuals. Furnishings & Equipment is decreasing -1% for a total ask of \$49,00 to cover six items. The Water Division is asking for \$8,000 to replace the Hillside Way Water Storage Tank Mixer; \$8,000 for the purchase of a ProPress Style Tool Kit for the Water Treatment Plants; \$10,000 for the replacement of the finish water PH Meter at the Butter Row Water Treatment Plant; \$15,000 for the replacement of Ammonium Sulfate tank level recorder used for MADEP required statistical information; \$4,000 for the purchase of a new trench box to safely protect personnel during excavation projects; and \$4,000 for the purchase of a walk behind saw to be used for safely and effectively cutting roadway.

Mr. Woods then reviewed Capital Outlay for the Water Division. \$100,000 will be used to continue the longstanding practice of replacing undersized water mains and associated infrastructure each year. \$55,000 will be used for the redevelopment of the Shawsheen Ave. and Salem St. Wells; \$125,000 to fund the replacement of water main at Lowell St./Woburn St. intersection as part of the State of MA TIP (Transportation Improvement Program); \$35,000 to fund Federal EPA requirement to complete a Risk and Resilience Assessment of the water system and then update the Emergency Response Plan; \$130,000 to redevelop Brown's Crossing Wellfield; \$20,000 for a required system-wide lead detection survey; \$25,000 to replace a rapid mixer at the Butters Row Water Treatment Plant; \$45,000 to replace electrical control panel at the Butters Row Water Treatment Plant; and \$20,000 to fund exterior cleaning of the Hillside Way Water Storage Tank.

Mr. Stokes asked if the work being done at the Lowell St./Woburn St. line is contingent upon or in conjunction with TIP. Mr. Woods stated that the work on that water main would be with the intersection project.

Mr. Woods reviewed the budget for the Sewer division. In Personnel Services there is a reduction of \$11,663 or -11.9% related to a 10-year employee being promoted to the water division budget. The recently negotiated COLA of 1.5% for personnel covered under the AFSCME Local 1703 Unit 2 Agreement has not been factored into this proposed budget. Materials & Supplies is level-funded apart from the MWRA Sewer Assessment which is decreasing -0.8% or \$24,365.

Mr. Woods then reviewed Capital Outlay for the Sewer Division for which there are two items: \$40,000 for the relocation of the Main Street Sewer Pump Station Panel and \$25,000 to replace one of the two pumps at the Shawsheen Commons Pump Station.

Ms. Manganelli asked about the "Third Arm of Public Safety" campaign and specifically any concerns he might have and what the approach will be to increase awareness. Mr. Woods invited Mr. Magaldi to speak to this question. Mr. Magaldi stated that the department has been working to spread awareness over the past two years. Most recently, in the spring of 2020, the Department held a Public Works First Responder team-building exercise at the garage and raised the Public Works' First Responder flag. The flag is recognized by the American Public Works Association as a universal symbol for First Responders. This flag-raising was done in conjunction with an appreciation ceremony put on by the Son's of Italy for

Public Works staff. Mr. Magaldi stated this was done to bring to light the efforts of department staff, especially during COVID-19, and to recognize that critical utility work must still get done no matter the circumstances. Mr. Magaldi went on to speak about the recognition the department received from the American Public Works Association, being featured in a national article that showcased the department as First Responders. He also noted that the focus is on the importance of safety and increasing safety for crews.

Ms. Manganelli agreed that the service provided to the community is critical and in her opinion, first rate, and that it is often overlooked until needed. She asked about additional campaigns to raise public awareness. Mr. Woods noted that Town Manager Hull has included articles about Public Works in the Town Topics newsletters and that Mr. Magaldi has written several pieces in various publications.

Ms. Gallezzo asked if there had been any social media campaigns. Mr. Magaldi said that the national article that included the flag raising was Tweeted. He also stated that really the goal is to make the public more aware of the importance of safety and the critical services provided. He gave an example of the need for understanding noting that, for instance, a public works vehicle with flashing lights might be unable to move through traffic to get to the scene of a fallen tree, which has caused the backup, and if the public were more aware then they might be able to provide the service faster.

Ms. Kincaid commended the department for an event that took place that morning and noted it is an example of why awareness is important. She stated that a vehicle was stuck in the road while clearing snow and two other public works vehicles, with flashing lights, came through the traffic and worked quickly to remove the truck and get the road clear. Ms. Kincaid noted that luckily people were paying attention and allowed the vehicles to get through so that the situation could be resolved.

PUBLIC COMMENTS

There were no public comments.

OTHER BUSINESS

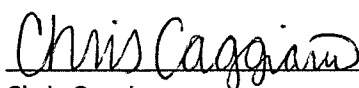
Ms. Gallezzo asked how the recycling program is going with the new company, Casella. Mr. Woods said that it is going very well, there have been no surprises, everything is getting done and the company is very responsive. He said the only complaint is that the world market is causing recycling to be more expensive than trash removal but that is just the state of the market today.

At the conclusion of the discussion, there being no further business to come before the Committee, a motion was made by Ms. Gallezzo and seconded by Ms. Kincaid, it was unanimously and by roll call:

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:53 pm

Respectfully Submitted,


Chris Caggiano
Recording Secretary