



Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

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TOWN OF WILMINGTON, MA

Finance Committee Meeting

Tuesday, February 13, 2024

Finance Committee Chairman, John F. Doherty III called the meeting to order at 7:00 pm. Members present were Theresa Manganello, Vice-Chairman, Marianne Gallezzo, Secretary, Chris DiOrio, Brad Jackson, Andrew Levigne, Joseph Lavino, Scott Neville, and David Tamang.

Present in interest: Louis Cimaglia IV, Temporary Town Manager, Michael Frotten and Patti Meehan of Veterans Services, Terri Marciello, Director of Elderly Services, John O'Neil, Director of Information Technology, and Elizabeth Lawrenson, Town Clerk.

Mr. Doherty informed the audience that where the meeting was being conducted via remote participation and no in-person meeting, members of the public would be permitted to participate in the meeting. Mr. Doherty provided the dial-in directions as well as the link for members of the public to connect. Mr. Doherty noted that a recording of the meeting would be posted on the town's website for the public to view.

PLANNING AND CONSERVATION

Valerie Gingrich, Director of Planning and Conservation introduced herself to the committee. Ms. Gingrich informed the committee that the budget for Personnel Services had increased due to step increases within the department. Ms. Gingrich added that Contractual Services, Miscellaneous, Subscriptions, Advertising and Printing, training and conference, and office all will be level-funded concerning previous years' budgets. Ms. Gingrich requested that the \$2,000, which had been previously removed be returned to the Furnishing and Equipment budget, to help with equipment replacement. Ms. Gingrich summarized the budget to increase by less than \$10,000 from FY 23.

Ms. Gingrich provided an overview of items not covered in the budget. Ms. Gingrich informed the committee that the department helps fund the Housing Services Office, shared with Reading, North Reading, Saugus, and Woburn; Wilmington's funding is capped at \$14,500 yearly. Ms. Gingrich noted that historically, the town has not met the cap. Ms. Gingrich noted that the town had received an ARPA Earmark for designing a pedestrian bridge at the town park, which will cross the Maple Meadowbrook aqueduct. Ms. Gingrich stated that the department was wrapping up the Façade Improvement Program, with over \$200,000 being awarded to local businesses.

Ms. Gingrich shared that the department had been working diligently on the proposed 3A Development project. Mr. Doherty asked where the state stands on the MBTA housing project. Ms. Gingrich explained that the town is required to have zoning in place before the end of the year. The department will be proposing a zoning district at the Town Meeting in May to meet the state requirements. Ms. Gingrich informed the committee that the state would not allow for a mixed-use property on Main Street, which had been previously discussed. Ms. Gingrich added that the department will be looking at areas with already have similar housing.

Mr. DiOrio asked when the project for the pedestrian bridge would begin, and would the town be looking at a multiyear cost for the project. Ms. Gingrich informed the committee that \$150,000 for the design and

permitting phase, construction funding has not been identified; and the department will plan on seeking grants to help fund the project.

The Finance Committee thanked Ms. Gingrich for her presentation.

BUILDING INSPECTOR

Al Spaulding introduced himself to the committee, noting that the budget had been level-funded in comparison to last year's budget. Mr. Spaulding added that the number of building permits was stable and is expected to remain at the historical range of 2,000-2,300. Mr. Doherty asked if the two warehouses on Route 62, were both in Wilmington. Mr. Spaulding confirmed this was correct.

BOARD OF HEALTH

Shelly Newhouse, Director of Public Health introduced herself to the committee, acknowledging that her budget is level-funded, and the same as FY 24. Ms. Newhouse provided statistical information to the committee, since February 1, 2024, there have been 18 cases of Covid, and 19 cases of the Flu. Mr. Doherty asked how the department was doing with vaccination clinics. Ms. Newhouse informed the committee that the department had completed the scheduled clinics, and are now referring citizens to CVS. Mr. Doherty asked if the town nurse had been conducting home visits. Ms. Newhouse informed the committee that home visits had started back up in 2023, and the nurse has regular residents that she sees.

Mr. DiOrio referenced page 44 of the budget book and questioned the drop in home visits and phone calls. Ms. Newhouse explained that there was residual apprehension post Covid, about having company in their home. Phone calls have dropped, as telehealth visits have become more attainable, and residents are not utilizing services offered by the town as much.

Mr. Doherty asked why the collection of fees had taken a huge drop. Ms. Newhouse explained that this was driven by the decrease in animal permits, for chickens' goats, and horses. Ms. Newhouse also explained that the Tobacco Control Grant had shifted to Burlington and that Wilmington is no longer the fiscal agent. Ms. Newhouse clarified that the town still receives the same services, the town is just not responsible for the funds.

HISTORICAL COMMISSION

Bonny Smith, Historical Commission Chair, introduced herself and Matthew Beres, Museum Curator. Ms. Smith explained the challenges with staffing, and the dedication and assistance of Terry McDermott to help keep the museum up and running before Mr. Beres joined the town. Ms. Smith expressed her gratitude to commission members and recording secretaries Emily Lam and Anthony Accardi.

Ms. Smith informed the committee that the Harnden Tavern had structural issues, which resulted in the relocation of collections to the first floor of the building. The Public Buildings Department has since addressed the structural issues, and with the help of Mr. Beres, the Museum has been reorganized. Ms. Smith also noted that Mr. Beres has made a tremendous effort to develop a social media presence for the tavern. Ms. Smith informed the committee that in FY 23 the museum had 500 or so visitors, and this year's goal is to reach 1,000. Ms. Smith expressed her interest in extending invitations to the schools, Girl Scouts, Boy Scouts, the Recreation Department, WCTV, and the Women's Club. Ms. Smith also noted that the museum had hosted a

veteran's coffee open house, which was successful. Ms. Smith also noted the museum's 50th anniversary of acquisition, where a barbeque was held.

Ms. Smith provided an update regarding the roof replacement project for the museum, stating that the bids came in higher than expected. The plan is to bid the main house and the carriage house separately. Ms. Smith believed the windows had been out to bid. Ms. Smith noted that the Public Buildings Department frequents the museum and that the Historical Commission is grateful for their continued efforts to fix leaks and other issues.

Ms. Smith expressed her interest in requesting additional hours for Mr. Beres in the future, as the 19 hours a week has been extremely trying. Mr. Beres noted that he is pursuing a grant opportunity to help offset the cost of the roof replacement. He also added that his goal is to professionalize the museum, concerning community outreach. Ms. Gallezzo asked what type of grant was being pursued. Mr. Beres confirmed that the grant is a matching preservation grant, which would be provided to the organization to be used towards a preservation project. The town was able to apply for the grant because funds for the project had already been allocated. Ms. Smith acknowledged Assistant Town Clerk, Meghan Jones for her assistance with the grant process.

Ms. Manganelli questioned the antique truck located in the carriage house, as the vehicle is a liability for being on the property, especially considering the vehicle is not a town property. Ms. Smith informed the committee that she had been in contact with the vehicle owner, Mr. Neilson. Ms. Smith noted that the paperwork to sign over the vehicle is ready for signatures. Ms. Manganelli emphasized her point, that every day that goes by, the town is on the line for any incident related to the vehicle. Ms. Smith assured the committee that the carriage house had not been opened in months, and would not be open until the situation with the vehicle had been wrapped up.

OTHER BUSINESS

Mr. DiOrio expressed his interest in hearing the solution for the Munis Implementation. Mr. Cimaglia stated that the meeting with IT Director John O'Neil had gone well, and he will provide the committee with an update.

APPROVAL OF MINUTES

The Finance Committee Reviewed the Minutes from January 30, 2024. A motion was made By Ms. Manganelli, seconded by Mr. Neville, and unanimously:

VOTED BY VERBAL ROLE CALL: To approve the minutes from January 30, 2024

The Finance Committee Reviewed the Minutes from February 1, 2024. A motion was made By Ms. Manganelli, seconded by Mr. Neville, and unanimously:

VOTED BY VERBAL ROLE CALL: To approve the minutes from February 1, 2024

PUBLIC COMMENTS

There were no public comments

ADJOURN

At the conclusion of the discussion, being no further business, a motion was made by Ms. Gallezzo for the Finance Committee to adjourn, seconded by Mr. Neville and unanimously:

VOTED BY VERBAL ROLE CALL: That the Finance Committee adjourn.

The meeting adjourned at 7:46 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tom Donahue", is written over a horizontal line.

Thomas F. Donahue

Recording Secretary