

## Finance Committee Meeting Tuesday, February 11, 2016

Chairman Theresa M. Manganelli called the meeting to order at 7:00 p.m. Members present were John F. Doherty, Marianne Gallezzo, Michele Kincaid, Robert P. Palmer, Bernard P. Nally, Jonathan R. Eaton, Kevin Stokes, Leigh Martinson.

PRESENT IN INTEREST: Jeff Hull, Town Manager, Kendra Amaral, Assistant Town Manager

### **Recreation Department:**

Person of Interest: Deborah Cipriani, Director

Ms. Cipriani – Reviewed the proposed budget. The part-time employee is funded through program fees. Training request is increased. Printing supplies are decreased due to more online communications.

Reviewed Recreation Revolving Fund 2015 Report. The Revolving funds were used to replace the mat at Silver Lake with matching grant funds from Wilmington Rotary; to replace the canopy at Boutwell, and to replace pole pads at the Shawsheen School and Town Hall.

Online registration began in 2016. Reviewed popular programs. Silver Lake rules have been carried over from the previous year and feedback has been great. The complaints are on daily fees for out-of-towners. Reviewed quarterly flier.

Mr. Hull – Reviewed monthly balances report for the Recreation Revolving fund.

Ms. Cipriani – Explained that final payments are due for the Hawaii trip at the end of the month and are not reflected in monthly totals.

Reviewed projects planned for this year including the new dog park, and benches for Town Hall and Silver Lake playground areas. Recreation Revolving funds will also be used for installation of A/C at Shawsheen School for summer playground group.

Ms. Manganelli – Regarding monthly report, asked if everything was paid and obligations were met, what the balance would be. Mr. Hull – Based on obligations, roughly \$400,000 to \$410,000.

### **Elderly Services:**

Person of interest: Terri Marciello, Director

Ms. Marciello – Provided a history of Elderly Services and discussed how it has evolved since 1986 from a Senior Center to a full service department. The department is fortunate to have a Case Manager/Social Worker. The Assistant Clerk salary is covered through a grant. The van service provides transportation within a 13-mile radius. The department provides home delivered meals. Approximately 75 to 80 meals are delivered per day. Described other programs and services offered through Elderly Services.

The 2010 census showed Wilmington had 4,045 elders. That continues to grow. The Census for 2020 is expected to show around 5,500-6,000 elders are in town. It is the highest growing population, and social services in the future may need to be further enhanced to meet the growing need.

Monthly newsletters are developed in-house. Due to the website, they have been able to cut down on mailers. Case manager does a lot of driving 32-45 home visits per month. She uses her own car, and takes seniors to medical appointments at times.

The Executive Office of Elder Affairs awards the town \$32,000, based on 2010 census of seniors and a formula.

Ms. Manganello – Asked how meal service is handled in the summer. Ms. Marciello – The town is fortunate to have the program throughout the summer with the exception of 2 weeks.

**Library:**

Person of Interest – Tina Stewart, Director

Ms. Stewart – Provide a presentation on the Library department and services. Reviewed the Library's mission statement and identified six area of focus, staff, technology and training, lifelong learning, facility, marketing and community. Explained the shift in focus on community libraries; they are no longer a warehouse for things, but a place for people and groups to meet. Reviewed library programs currently offered. The Library is a meeting place. The staff collaborate with other groups in town on programs such as the Welcome to Wilmington Receptions, Teen Job Fair and town-wide yard sale. The Library is collaborating with Reading Library for social book clubs that meet at restaurants. Explained reading theme this year: Every Hero Has a Story. There were 780 registered summer readers. There is a 38% increase in story time programs. Literacy kits can be checked out.

Friends of Library fund several programs based on lifelong learning. The Library is circulating more than books, there are telescopes, board games, memory kits, and ereaders.

There is a focus on technology and training. The Library plays important role for people to learn technology through one-on-one tech sections, STEM learning kits, Lego robotics, 3D printer. Patrons can even check out mobile hot spots.

The facility is important. Reviewed improvements and limitations. The department is waiting for the results of the Facility Master Plan.

Acknowledged and thanked the Book Store Next Door and Friends of the Library which serve as great resources.

Reviewed marketing and promotions for the library. The challenge is spreading the word. 46% of respondents to a survey said they know some of what their library offered and 31% know not much or nothing at all.

Displayed the new website launched February 1, and encouraged Finance Committee members to participate in the feedback survey.

Reviewed proposed budget. Salary increases are contractual or to address minimum wage. Explained the required expenditure for books and materials established by the State. Technology is not currently included in the State calculation but that may change. Furniture and Equipment includes replacement of computers, bar code scanners, installation of a smart TV, and replacement of the copier on the 1<sup>st</sup> floor. The budget will also cover replacement of 4 chairs, the dry erase boards, and 2 tables for large meeting room.

Mr. Eaton – Asked if Brad, the Technology Librarian, interacts with Kendra from IT. Ms. Stewart – Yes.

Brief discussion on job well done by the library and continued support by town administration and staff.

Other business:

Mr. Hull – Reviewed report on Miscellaneous Facilities budget expenditures.

Reviewed the status of the High School gym floor. It was buckling. The floor has leveled out, there is a little cupping and water has gotten in. The project team is trying to dry the area out. Brief discussion on the bleachers being bolted to the floor, contractions and expansion with these floors, and other identified causes of the issue.

Ms. Manganelli – Asked what Capco Energy is. Ms. Amaral – That is the plumbing and heating parts supplier.

Mr. Hull – Reviewed Finance Committee Reserve Transfer report.

Mr. Doherty – Asked about thoughts on last night's Board of Appeals meeting. Mr. Hull – The vote was disappointing. He is waiting for the 4<sup>th</sup> of July Committee to decide where they will go from here. Explained that the \$25,000 budgeted for FY16 can also be used to support events or programs as well as the fireworks, depending on what is needed. Brief discussion on the process for special permit, voting, conflict of interest. Discussion on alternatives. Described the plan to shoot fireworks off in paved area off Wildwood Avenue.

Mr. Nally – Asked if the Town would be able to pick up cost of fireworks. Praised Scott Garrant and the Committee for all their time and work.

There being no further business, a motion was made by John Doherty, seconded by Jonathan Eaton and by the affirmative vote of all, the Finance Committee meeting was adjourned.

Meeting adjourned at 9:05 p.m. The next meeting of the Finance Committee is scheduled for Tuesday, February 16, 2016.

Finance Committee  
Meeting Minutes – February 11, 2016  
Page 4  
DRAFT

Respectfully submitted,

Recording secretary