



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

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TOWN OF WILMINGTON, MA

Meeting Minutes Tuesday, February 7, 2023

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

Present in interest: Jeffrey M. Hull, Town Manager, Susan L. Inman, Assistant Town Manager Valerie Gingrich, Planning and Conservation Director, Jamie Magaldi, DPW Director, and Joseph Lobao, Deputy DPW Director.

Ms. Gingrich introduced herself to the Finance Committee Members and provided a summary of what the Planning & Conservation Department has been working on throughout the year. The Department has worked on Zoning Initiatives, Sign by-laws, Multifamily requirements for MBTA Communities, and Open Space Plans. Ms. Gingrich informed the group that the department has been searching for grant opportunities further to establish walking trails and even a pedestrian bridge.

Ms. Gingrich stated that she is the town's designee for the Metropolitan Planning Organization. This group allocates state and federal funding for transportation-related projects; in the spring the Woburn/ Lowell intersection and in the future, the main street corridor. Mitigation funds are also used for like projects.

Ms. Gingrich informed the group that Economic Development Committee has been working on a façade improvement program. Local businesses will have the opportunity to apply for storefront and signage improvements. This project is expected to be advertised in the spring, and funds are expected to be distributed in the summer.

Ms. Manganelli asked what the expected completion date would be for the Woburn/ Lowell Street intersection. Ms. Gingrich informed that the project would be completed possibly next spring. Mr. Magaldi added that the recent delays in materials and supplies may possibly push the project into the next construction season.

Ms. Manganelli asked if the façade improvement program would encourage businesses in shopping centers to choose similar or uniform designs. Ms. Gingrich stated that the program wouldn't force such a thing, but it would be encouraged.

Ms. Gallezzo asked if the Economic Development Committee had considered having overlay districts to attract more businesses to the area. Burlington's recent construction projects' successes were referenced. Ms. Gingrich stated that they haven't considered overlay districts

yet, however, the industrial areas in town are very hot now. New interests of up-and-coming companies have been prevalent.

Mr. Neville asked how the façade program would determine who receives funding. Ms. Gingrich stated that there would be a committee established to look at applications, and a set evaluation criterion would be created.

Mr. Hull noted that the salary portion of the Planning & Conservation Department had increased; a community had been seeking Ms. Gingrich's services, and in turn, a salary study was completed by Ms. Inman. The other category reflected the salary of the Conservation Agent, Economic Development Planner, and two Senior Clerks. Ms. Gingrich added that she has a full office and a great staff.

Ms. Gingrich stated that her Miscellaneous and Contractual Services Budget had remained the same from the previous year. Dues and Subscriptions, Printing and Advertising, Office Supplies, and Training and Conference budgets had remained the same as well. Ms. Gingrich informed the group that the department is looking to purchase more filing cabinets, although the department does digitize some filing.

DEPARTMENT OF PUBLIC WORKS

Mr. Magaldi and Mr. Lobao distributed packets to the Finance Committee Members, which detailed the Proposed FY 24 Department of Public Works budget and the Proposed FY 24 Water and Sewer budget. Mr. Magaldi expressed his thankfulness for the Finance Committees' continued support.

Mr. Magaldi stated that the DPW is responsible for the horizontal public infrastructure. The department consists of six divisions, including Highway, Parks and Grounds, Tree, Wildwood Cemetery, Water and Sewer, and Engineering. The DPW also oversees curbside trash and recycling collections and the maintenance of the town's vehicles and construction equipment. Mr. Magaldi also informed the group that the DPW has established a Twitter account that allows them to distribute helpful information to the public. The DPW participated in the First Responders event at the library, in which they donated a big wheel and raised \$1,300, which was distributed to 13 local families to assist with their costs of holiday meals.

Mr. Magaldi noted that there would be unavoidable increases to the Contractual Services and Materials and Supplies due to contractual increases in Rubbish Collection, and increased costs of energy, fuel, and salt.

Mr. Magaldi noted that Personnel Services had decreased by .04%; Contractual Services has increased by 3.74%; Materials and Supplies has increased by 9.52%, and Furnishings and

Equipment had decreased by 34.35%. The proposed Department of Public Works FY 24 budget totals \$7,787,674, which reflects a \$191,558 or 2.52% increase from FY 23.

Mr. Magaldi detailed that the Personnel Services decreased due to the recent retirements of employees at maximum salary steps, including former DPW Director Mike Woods.

Mr. Magaldi stated that the Contractual Services budget increased due to the town entering year 4 of a 5-year agreement with Wheelabrator North Andover and Casella Waste, experiencing a 4.1% or \$92,000 increase. Mr. Magaldi noted that the Public Street Lights line item is expected to increase by 8.1% or \$11,220. Also proposed are modest increases for the Parks & Grounds Miscellaneous Contractual Services and Snow & Ice Repair and Maintenance and Equipment to accommodate the rising costs of parts and materials associated with repairs.

Mr. Magaldi stated that there is a proposed 9.5% increase in Materials and Supplies to increased costs of materials, including sand and salt. A similar increase would be caused by the drastically increased costs of highway fuel, oil, and tires.

Mr. Magaldi reviewed the Furnishing and Equipment budget, which has decreased by 34.35% from FY 23. Items included (1) AC Recharge machine for vehicle AC units, \$8,500. (2) Air Cooler Fan for Mechanics Bay, \$5,500. (3) Belt Sander for Shop, \$5,000. (4) Auto Lube System for Volvo Excavator, \$11,500.

Mr. Doherty asked if the town has received many complaints with Casella. Mr. Magaldi stated there had been far less complaints received in comparison to previous vendors. Mr. Magaldi noted that he had performed spot-checking.

Mr. Magaldi noted the Capital Outlay requests for FY 24. Items included ITEM NO. 1: One (1) Heavy Duty Winged Field Mower (P&G 347), \$142,000. ITEM NO. 2: One (1) Heavy Duty 3/4 - Ton Pickup Truck (C202). ITEM NO. 3: One (1) Heavy Duty 6-Wheel Dump Truck w/ Plow and Swappable Dump/ Flatbed/ Sander (H15), \$300,000. ITEM NO. 4: NPDES General Permit Services, \$50,000. ITEM NO. 5: Phased Cemetery Development, \$80,000. ITEM NO. 6: Resurface Boutwell School Tennis Courts, \$40,000. ITEM NO. 7: Engineering Services to Replace Turf Carpet at Alumni Field, \$40,000. ITEM NO. 8: Playground Replacement at Boutwell School, \$120,000. ITEM NO. 9: Laser Grader Attachment for Skid Steer. \$25,000. ITEM NO. 10: Salter for Highway 8, \$36,000. ITEM NO. 11: Replace Existing Chain Link Fence at Wilmington Memorial Library, \$20,000. ITEM NO. 12: Leaf Box Attachment for Parks and Grounds Truck, \$19,250.

DEPARTMENT OF PUBLIC WORKS WATER

Mr. Lobao stated that the Personnel Services budget had increased by 7.0%, Contractual Services had increased by 34.3%, Utilities had increased by 12.0%, Materials and Supplies had increased by 9.2%, Furnishings and Equipment had decreased by 53.3%, Capital Outlay had increased 70.3%, and Transfers had increased 0.4%.

Public Works Water and Sewer Budget FY 24 budget totaling \$7,457,005, an increase of \$1,297,851 or 21.%.

Mr. Lobao stated that the increased Personnel Services budget was driven by step increases and COLA adjustments.

Mr. Lobao informed the group that Contractual Services increased overall to \$446,600. This is due to the MWRA Assessment and the increased Town wide water usage driven by the drought which occurred in 2022; the account has increased by 43.6% or \$427,200. Professional and Technical Services increased by 9.5% or \$20,000 due to costs related to laboratory supplies and services. The DEP assessment cost had decreased by 7.3% or \$600.00.

Mr. Lobao stated that the Utilities budget had increased by 15% or \$41,250. Increases reflect the ongoing increase of energy costs as well as other economic factors.

Mr. Lobao stated that the Materials and Supplies budget had seen an overall increase of 9.2% or \$62,360. For Facility- Maintenance and Supplies, being requested is a 12% or \$24,000 increase to offset rising costs of disposal and parts of water treatment pumps. The Vehicle-Maintenance and Supplies account has seen an increase of 12.6% or \$8,360 due to increasing fuel costs. The Chemicals account increased by 11% or \$30,000; the account is used for products that safely treat drinking water.

Mr. Lobao reviewed the Furnishing and Equipment budget which has decreased by 53.3% from FY 23. Items listed include (1) Replace SCADA Unit Sargent Water Treatment Plant, \$9,000. (2) Hach Lab Water Sample Analyzers, \$14,000. (3) Tapping Machine, \$5,000. (4) Water Line Locator, \$3,200. (5) Leak Survey Equipment, \$3,200.

Mr. Lobao noted the Capital Outlay requests for FY 24. Items included ITEM NO. 1: One (1) In-house Water Infrastructure Upgrade Program, \$100,000. ITEM NO. 2: Redevelop Shawsheen Ave. and Salem St. Wells, \$55,000. ITEM NO. 3: Granular Activated Carbon Replacement, \$250,000. ITEM NO. 4: Distribution System Leak Detection Survey, \$20,000. ITEM NO. 5: Rebuild/ Replace Backwash Pumps – Sargent Water Treatment Plant, \$100,000. ITEM NO. 6: Water Storage Tanks Inspections and Cleanings, \$75,000. ITEM NO. 7: Water Main Rehabilitation – Forest St., \$1,000,000. ITEM NO. 8: Aeration Tank Repair – Sargent WTP, \$120,000.

Mr. Doherty asked if there were many leaks within the water system and how old the system was. Mr. Lobao informed the Finance Committee that the water system was constructed in 1928 and has had some leaks, although not major. Mr. Hull added that the \$5,000,000 of ARPA Funds would be used to replace and upgrade the pipe diameter, on Woburn St., from the school down to Lowell St. Mr. Lobao noted that this project had been part of the towns water management plan.

Ms. Manganelli asked how frequently the Water Tank Inspections and Cleanings take place. Mr. Lobao stated that the water tanks are inspected annually. However, the line item is a more involved, comprehensive inspection, and moving forward, this service will be completed every 6-7 years.

Mr. DiOrio asked what the expected expenditures would be in the coming years and if the town could expect to see costs go down. Mr. Lobao stated he would be shocked to see a significant decrease. Mr. Hull noted expenses listed in the town's 5-Year Capital Plan and expected costs.

DEPARTMENT OF PUBLIC WORKS SEWER

Mr. Lobao stated that the proposed Public Works Water and Sewer Budget FY 24 budget had increased to \$3,702,484, an increase of \$101,194 or 2.8.% since FY 23.

Mr. Lobao noted that the Personnel Services account had increased by 7.4%, Materials and Supplies had increased by 3.3%, and Capital & Debt had decreased by 8.7%.

Mr. Lobao stated there were no Furnishings and Equipment Requests for FY 24.

Mr. Lobao informed the Finance Committee that the Capital Outlay Summary included ITEM NO. 1: Replace Pump at Pilcher Drive Pump Station, \$30,000.

APPROVAL OF MINUTES

The Finance Committee Reviewed the Minutes from January 31, 2023. A motion was made By Ms. Manganelli, seconded by Ms. Gallezzo, and unanimously:

VOTED: To approve the minutes from January 31, 2023

The Finance Committee Reviewed the Minutes from February 2, 2023. A motion was made By Ms. Gallezzo, seconded by Mr. Neville, and unanimously:

VOTED: To approve the minutes from February 2, 2023

OTHER BUSINESS

Mr. Doherty informed the Finance Committee that they have been invited to tour the Harnden Tavern and Carriage House on Thursday at 11:00 am.

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

VOTED: That the Finance Committee adjourn.

The meeting adjourned at 8:29 pm.

Respectfully submitted,

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

Thomas F. Donahue

Recording Secretary