



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

RECEIVED
TOWN CLERK

2023 NOV 16 AM 8:53

TOWN OF WILMINGTON, MA

Meeting Minutes
Tuesday, February 14, 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, Dr. Brad Jackson, Joseph Lavino, and Scott Neville.

Present in interest: Building Inspector Al Spauling, Health Inspector Shelly Newhouse, Superintendent of Public Buildings George Hooper, Town Manager Jeffrey M. Hull, and Assistant Town Manager Susan L. Inman.

BUILDING INSPECTOR

Building Inspector Al Spaulding introduced himself to the Finance Committee. Mr. Spaulding explained the Personnel Budget Consisted of a full-time clerk, himself, art time Plumbing and Gas Inspector, part-time Electrical Inspector, as well as alternates. Mr. Hull noted that the Miscellaneous and Contractual Services budget included a mileage stipend for the part time Plumbing and Gas Inspectors, \$250 a month for both employees using their own vehicles. Mr. Spaulding informed the committee that the Training and Conference Budget had increased, where the budget is responsible for certifications and continuing education seminars. Mr. Doherty asked if these costs were being covered from the part time employees who could be conducting work in other communities. Mr. Spaulding clarified that the part time employees typically do not conduct work in other communities on a part time or full-time basis, however, are able to conduct work on an on call basis. Mr. Spaulding overviewed the Materials and Supplies Budget. Mr. Spaulding informed the Finance Committee that the department had not purchased any items under the Furnishings and Equipment Budget, as this is on hold until the new Town Hall/ School Administration Building is constructed.

Mr. Spaulding informed the committee that his department had seen larger projects during the year, including 168 Lowell Street, 278 Lowell Street, 635 Main Street, Textron's warehouse, 353 Middlesex Ave, and renovations to Analog Devices. Mr. Spaulding complimented the teamwork of the Electrical Inspector and Deputy Fire Chief Posey and their efficiency in inspecting solar elements, including lithium battery components.

Ms. Gallezzo asked if there had been a downtick in building permits. Mr. Spaulding informed the committee that building permits have remained steady despite the fluctuation in costs. Mr. Tamang acknowledged an increase in fees collected over the years. Mr. Spaulding credited this increase to larger commercial projects costing anywhere from two-million to twenty million dollars. Mr. Tamang asked where the collected fees were deposited. Mr. Hull informed Mr. Tamang that these fees are deposited into the general fund. Mr. Doherty asked how about the IT Department assisting with the Building Department moving to a more automated and online

service. Mr. Spaulding explained that the office preferred the in person contact with contractors and developers but is anticipating moving with the times. Mr. Lavino asked about the four thousand appropriated for stipends last year, and the four thousand appropriated for the stipends this year. Mr. Spaulding explained that alternate employees do not receive the \$250 stipend, but they do receive a day rate and that is what the fund is for.

BOARD OF HEALTH

Health Inspector Shelly Newhouse introduced herself to the Finance Committee. Ms. Newhouse stated that the budget remained the same, as it had for quite a few years. Mr. Hull informed the committee that there were changes in the salary portion of the budget due to the resignation of the Public Health Nurse and clerk, who was at a top step; the position had been filled with a lower step. Ms. Newhouse entertained questions regarding the budget.

Mr. Neville asked what happened to the Sealer of Weights and Measures. Mr. Hull informed the committee that this issue had been discussed in the Town Managers Budget Presentation; the town received notice from the state that they would no longer be providing the service, the budget for the Sealer of Weights and Measures is now included in the Town Manager's Budget. Ms. Gallezzo asked about services at the Buzzell Center. Ms. Newhouse explained that the numbers were down due to Covid, and services not being offered at the Buzzell Center. Ms. Gallezzo asked if the Health Department had seen increases in costs to vaccines. Ms. Newhouse noted that costs had increased, especially for high-dose flu and shingles vaccines. Ms. Newhouse informed the committee that she had used up her budget for vaccines however she would have enough supplies to last through July.

Mr. Doherty asked if the department was seeking out any grant opportunities. Mr. Hull noted that Ms. Newhouse is part of a regional grant program. Ms. Newhouse informed the committee that Wilmington had just received the Public Excellence Grant for the next three years. The grant is for shared services for Burlington, Lexington, and Wilmington; the usage of funds is still being determined. Ms. Newhouse added that Tobacco Control Officer is paid through a Tobacco Control Grant, but once funds run out, the Public Excellence Grant will be used. Mr. Jackson asked if there was any availability for mental health services. Ms. Newhouse stated that the department has been utilizing the services of Health and Recovery Coach Samantha Cavanaugh through the Police Department.

PUBLIC BUILDINGS DEPARTMENT

Mr. Hooper introduced himself to the Finance Committee. Mr. Doherty thanked Mr. Hooper and Mr. Hull for visiting the Harnden Tavern to evaluate the condition of the building.

Mr. Hooper informed the committee that the Personnel Services Budget included one Superintendent, and 47 other full-time employees. There has been a slight increase in the budget due to contractual increases of just over 5%. Mr. Hull noted that this 5% included step

raises under the AFSCME I contract, and COLA. Mr. Hooper informed the committee that seasonal help consisting of students and college aged individuals had been level funded. The Utilities Budget had increased, caused by increase in fuel costs. Heating oil has increased by an estimated \$744,000 and natural gas had increased by \$480,000. Mr. Hooper informed the committee that the new buildings will be more energy efficient. Mr. Hooper noted that the cost of electricity had increased by 10% at an estimated cost of \$242,000. Utilities in the Public Buildings Department had decreased. Mr. Hooper stated there was an increase of 10% in HVAC under the Maintenance and Expenses Budget due to supply chain issues and aging systems. Mr. Hooper stated that the budget for School Expenses had remained level funded at \$250,000. Mr. Hooper noted that the Town Building Expenses was decreased in the last fiscal budget, but with supply chain issues the budget has been increased back to \$225,000. The Miscellaneous Facilities Repair Budget had remained level funded at \$125,000. The Roof Repairs Budget, and Training and Conference Budgets had also remained level funded.

Mr. Hooper summarized the budget, increasing by 8.2%, from \$5,351,000 in FY23 to \$5,791,000 in FY24, mostly due to the increased costs in heating.

Mr. Doherty asked what the temperature the Wildwood School is being kept since it was empty. Mr. Hooper informed the committee that the building had been winterized, and the space is being used as storage. He also added that the supplies budget had remained the same since the town still had the same number of staff and students despite the location not being in use. Mr. Neville stated at another meeting he had heard that the Wildwood School had saved 52,000 gallons in fuel and asked if this information was accurate. Mr. Hooper added that the fuel budget had been calculated with this number in consideration. Mr. Neville asked about the \$21,000 allocated for a new mobile oil tank at the Wildwood School. Mr. Hooper informed that the mobile oil tank purchased is currently being used at the Town Hall.

Ms. Gallezzo asked if the budget had funds available for repairs of the Morse Barn. Mr. Hooper noted that this building is sometimes referred to as the Moth House and is worked on with the town budget and used by the DPW. Mr. Hooper asked if there were any specific repairs. Ms. Gallezzo stated that the building is on a main street, and deuteriation is visible. Mr. Hooper informed the committee that the building is structurally sound, but the Public Buildings Department can investigate repairs.

Mr. Hooper presented the Capital Outlay Items. The first capital project consists of replacing 19,100 sq ft of roofing at the West Intermediate School, budgeted for \$675,000. The second capital item is the replacement of 13,800 sq ft of windows at the West Intermediate School \$170,000. The third capital item is the design and scope of work for replacing windows at the Harnden Tavern, budgeted for \$15,000.

Mr. Doherty asked if the third capital item would include both interior and exterior windows. Mr. Hooper informed the committee that this would be determined in the design process with the help of the historical commission. The cedar shake roof of the buildings at Harnden Tavern

will also be looked at. with supply issues and getting contractors to respond, have not made work on the tavern easy, however they are working diligently. Mr. DiOrio asked about the lifespan of cedar shake roofs. Mr. Hooper informed the committee that typically the roofs last 20 years or so.

Mr. Neville asked about the appropriated \$80,000 for the design phase for the replacement of boilers at the Woburn Street School and that the project was expected to be completed this year. Mr. Hooper informed the committee that the town is working with the MSBA, and the town is possibly looking at a different grade configuration or consolidation and the boiler project would depend on this decision. Mr. Hooper explained his opinion in the efficiencies of consolidating buildings.

OTHER BUSINESS

Mr. Hull informed the committee that a draft of warrant articles would be going to the Select Board on February 27 and signing the warrant at the Select Board meeting on March 13. Mr. Hull expressed his concern about entering fixed amounts in the warrant in March for the possibility of interim cost increases, which would cause issues such as having to defer a project. Mr. Hull clarified that his concern did not include finite costs.

Mr. Hull stated that the Select Board Meeting discussed a petition article of moving \$1,500,000 from the Town Hall/ School Administration Building project and to raise and appropriate \$1,500,000 of free cash to use towards the middle school. Mr. Hull added that the town is proceeding down the road to complete that project. The amount of 1,100,000 is budgeted. Currently, the town is awaiting revised estimates from the architect. Mr. Hull expressed his interest in lessening the impact on the building.

Ms. Manganelli asked if the articles would be ruled out of order where the funds were already in the budget to accomplish the same thing. Mr. Hull noted that he didn't want to speak for the Moderator and that if he did rule the article out of order, it would most likely be due to technicalities.

APPROVAL OF MINUTES

The Finance Committee Reviewed the Minutes from February 7, 2023 as amended. A motion was made By Mr. Neville, seconded by Ms. Gallezzo, and unanimously:

VOTED: To approve the minutes from February 7, 2023 as amended


ADJOURN

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 8:28 pm.

Respectfully submitted,



Thomas F. Donahue

Recording Secretary