



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

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Meeting Minutes
Thursday, January 27, 2022

TOWN OF WILMINGTON, MA

Finance Committee Chairman, John F. Doherty III, called the meeting to order at 7:00 pm. Members present via video conferencing on ZOOM were Theresa M. Manganelli, Vice Chairman; Marianne Gallezzo, Secretary; Jonathan Dugas, Scott Neville, David Tamang, Joseph Lavino and Andrew Lavigne. Leigh Martinson was absent.

To begin the meeting Mr. Doherty 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.

PLANNING AND CONSERVATION

PRESENT IN INTEREST: Valerie Gingrich, Director of Planning and Conservation

In FY2022 Planning and Conservation completed 4 different plans. An Open Space Plan update that was completed and weeks ago we received conditional approval from the state. There are a few follow up items to complete but we are now eligible for grants. In cooperation with the Economic Development Committee, we have completed a Rapid Recovery Plan for the town that will aim to kickstart the local economy. We completed the towns first Municipal Vulnerability Preparedness Plan. This a plan outlines hazard mitigation for climate change and projects that can be done for that. It's basically a plan that prepares you for grant applications We updated the hazard mitigation plan which talks about natural hazards and received approval of those plans this fall. We are currently working on an RFP for a branding and marketing project. We will use ARPA funding for that. We are a working with the Planning Board to come up with a zoning plan to submit for the spring town meeting.

Looking at FY2023 our goals are working with the Economic Development Committee to advance a branding and marketing initiative. With the Economic Development Committee, we hope to establish and facilitate a storefront improvement grant program for local businesses effected by Covid. This is utilizing ARPA funding. On the zoning side we are working with the planning board to create a zoning district that complies with the 2020 Housing Choice Act. On the Open Space side, we are looking to develop a sign plan for the town's trails. And to apply for a Mass Trails grant. At least for the design and engineering services for a pedestrian trail bridge over Maple Meadow Aqueduct at the town park. This will link the Middlesex Canal path to create a 2.5-mile trail network. The grants do require matching funds which you will see in the proposed budget.

Contractual Services in FY2023. In Miscellaneous Contractual services we have matching grant funds and consultant services. Dues and Subscriptions, Printing, Advertising and Binding. Training and Conference, those all just staying the same. Office Supplies stays the same. Furnishing and Equipment, we don't have enough space to store all of the applications we have for the Planning Board and Conservation Commission. We have been replacing the 4 drawers with 5 drawer file cabinets to create a little more storage. So those numbers go up.

Then we have personnel services. Right now, our Planner and Economic Development Coordinator position is open. That is the overview so if there are any questions I can answer.

Mr. Doherty asks is this position a new hire or a replacement? Ms. Gingrich answers that this is a replacement. The title was Assistant Planner recently, but we changed that. Mr. Doherty asks Mr. Hull; Valerie's salary went up? This response was that situation was that Valerie was recruited by another community and she came to him to discuss. I didn't want to lose her and took a look at some of the surrounding communities and what they pay their Planning & Conservation Directors. I think we needed to be competitive and on 7/1 I made an adjustment in her salary grade.

Chair asks if the committee has any questions for Valerie.

Ms. Gallezzo asks if you could send the committee copies of the plans mentioned earlier. Ms. Gingrich responds yes, I believe that most if not all the plans are on the website under planning. Ms. Gallezzo asks besides multi-family zoning changes, what other zoning changes are you working on? We are proposing, these are not finalized we are just discussing, adding design standards to the bylaw for mixed use developing. The other is rezoning North Wilmington. The 2003 Master Plan envisioned a mixed used village type of setting. Mr. Tamang asks a question about the trail. Is the grant you are applying for cover the full cost of the bridge to link the trails and is that project contingent on getting the grant? This will happen in two phases. The first grant is for the design of the bridge. The second grant is for construction. Ms. Manganelli says that she is happy to hear that you are applying for grants. About how much money in grants do you receive in a year? Mr. Gingrich responds the Hazard Mitigation grant was about \$31,000. In the next year the Mass trails grant will be for \$50,000 and there is ARPA funding. Mr. Neville asks the areas of residential rezoning, like the Salem Street area near the Tewksbury line. Do we have a plan for that this year? Ms. Gingrich answers not this year, we are focusing on North Wilmington. Mr. Neville asks about the 40B proposal on West Street. Jefferson Avenue, is it on hold because of the appeal to the Conservation Commission. Ms. Gingrich answers, yes. There is a brief discussion about the proposals on West Street and Jefferson Avenue.

Ms. Gallezzo asks is there was any thought to rezoning the industry side of town to add medical/industrial, like Burlington? Ms. Gingrich replies there is some medical but we haven't specifically thought about it.

Chair asks if there are any other questions for Valerie.

BUILDING INSPECTOR/BOARD OF APPEALS

PRESENT IN INTEREST: Al Spaulding, Building Inspector

The Building Inspector and the Board of Health are in the same office. We have two clerks who have been cross trained and through the pandemic it has been unbelievable what the Board of Health has done. On the Building Inspection side of things, I like to say ask me questions instead of telling you how good of a job I'm doing.

Chair asks if anyone has any questions for Al. Chair asks could you run through the numbers?

Going through the statistical data we had 21 new single family dwellings in comparison to last year which was 68. Green Meadow, McKenzie and McDonald which was pretty big last year. The residential additions went down a little.

Mr. Doherty asks is Monogram finished? Mr. Spaulding responds they are always saying they are finished but there always seems to be something else going on or asking about something new.

Paul Raffi the Plumbing Inspector retired and we hired a new Plumbing Inspector, Shawn Inman. Kelly Malatesta and Kim Mytch are the Clerks. Shelly Newhouse is the Board of Health Director. It hasn't been an easy couple of years for her. The phones just keep on ringing a lot of general Covid questions.

Mr. Doherty asks you have a big increase in Miscellaneous Contractual Services. What is that due to? We are looking for some gas/mileage reimbursement for the Plumbing/Gas Inspector and the Electrical Inspector. They use their own vehicles. Ms. Gallezzo asks are the Inspectors paid employees of the town? Yes, they are. Do they get benefits? No, they do not, they are part time employees. Mr. Lavino asks in regards to the Plumbing/Gas and Electrical Inspectors using their own vehicles. Were they using their vehicles in previous years and just not getting reimbursed for gas and mileage? Mr. Spaulding answers yes, I have always wanted to bring it up with the gas prices going up. When Shawn Inman applied for the job he requested we take a peek at it. I thought it only fair to him and to the town to bring it up. Mr. Doherty asks if we get copies of their insurance policies? Mr. Spaulding replies that they only have the regular car policies. Mr. Doherty asks do we know how much coverage they have? No. Mr. Doherty asks Mr. Hull what is the towns policy do we have non-owned and hired coverage? Mr. Hull responds that I believe we do. But I would have to confirm with Kerry.

Chair asks if there are any other questions for AI.

BOARD OF HEALTH

PRESENT IN INTEREST: Shelly Newhouse, Director of Public Health

The budget is pretty much the same as last year. I don't know if you have any questions in specific questions about line items I have. Mr. Doherty asks for Miscellaneous Contractual Services, what are those items. That is the Silver Lake Water testing we do during the swimming season. A Sharps kiosk we have at the Police Station. The Food Inspector. This used to be under salaries but is now in miscellaneous contractual services. We also have a Rabies Clinic in the spring and Mercury Pickup/Recycling.

Mr. Doherty asks about the Clinical Expenses, that should have gone up this year. Ms. Newhouse replies that we use for Clinic money to buy vaccinations for the flu, shingles, pneumonia, and the supplies that we need to run the clinics. We do get reimbursed from some of the residents through their insurance. We don't require it but if they have it we can get reimbursed. Mr. Doherty says so nothing for Covid came out of that budget? Ms. Newhouse responds no, nothing came from that budget. Everything was given to us by the state. Mr. Doherty asks, how is that fund doing? We were speaking a short while ago and said if you needed any additional funding we would use the reserve fund. Mr. Newhouse replies that we were sending everything through the cares act up until the 31st. Now we are taking it from the Miscellaneous Contractual Services and Jeff will eventually take some from the ARPA funds. That pays our contract tracers and the nurses who help us out. Up until last week it has been crazy. I thought it was busy last winter but this topped it. Slowly the cases have been going down. Ms. Gallezzo asks is there any indication from the state when they might stop doing the contract tracing? Ms. Newhouse responds contract tracing is winding down but are still focusing on high-risk groups and kids K-12. The state is adopting newer policies focusing on these groups. We see our numbers going down but I am not sure if it is a true number since home tests generally are not reported.

Mr. Doherty asks have you been in touch with Shriners? Ms. Newhouse responds I was up at Shriners the other day. We are looking to do a vaccination site. Sort of a regional site for the surrounding communities. When we are mentioning a big facility/function people are going to start to have to

manage their own health. Mr. Neville, I unfortunately tested positive the other day, it has been running through my house. I wanted to say the Heath Department has been great and very helpful, thank you! My question is on the budget, in the permits section. Was there an increase in rates? Ms. Newhouse responds no we didn't increase any rates. I think it's the type of permits.

Chair asks if there are any other questions for Shelly.

OTHER BUSINESS

Ms. Gallezzo asks Mr. Hull a follow up question from the last meeting. We budgeted last year at \$900,000. How much did you use and how many contracts were settled with that money? We are in the process of settling a contract with the Fire. We had two AFSCME groups that we entered into one-year agreements with. Typically, when we engage in negotiations for three-year contracts. Each group we had conversations and suggested to do a one-year contract and have a 1.5% COLA. There was probably about \$250,000-\$400,000 taken and transferred to the various groups to cover the salary adjustment for FY21. Ms. Gallezzo replies so that leaves us with \$500,000 in that account. Mr. Perry responds that there were other charges in that account for the hiring; like physicals/testing and other items such associated with hiring. But there was a decent amount that was turned back last year. I am sorry I do not have the exact number offhand. For the current FY22 we have Fire contract and the two AFSCME contracts which will eventually will come out of the FY22 budget. We don't have the exact number for FY22 since we are still in negotiations.

Chair asks if there are any further questions.

PUBLIC COMMENTS

There were no public comments.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:50 pm.

Respectfully Submitted,



Jennifer Swanson
Recording Secretary