



## Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

RECEIVED  
TOWN CLERK  
2022 FEB -2 AM 11:48  
TOWN OF WILMINGTON, MA

### Meeting Minutes

Tuesday November 17, 2021

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

Also Present: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager/Director of Human Resources, Bryan Perry, Finance Director, Chief William Cavanaugh, Wilmington Fire Department, Chief Joseph Desmond and Deputy Chief Brian Pupa, Wilmington Police Department.

Mr. Hull starts by saying that they would like to do the agenda items a little out of order and start with the WPD and WFD staffing updates.

#### POLICE DEPARTMENT STAFFING UPDATED

*Person in interest; Chief Joseph Desmond and Deputy Chief Brian Pupa, Wilmington Police Department*

Chief starts by introducing himself to the new members and the new members introduced themselves. He goes on to say there are currently 6 open positions, 5 Patrol positions and 1 Sargent position. we are looking to fill those hopefully in this fiscal year. We have 3 candidates in que, 1 will be starting the academy in December and the others right behind them in January. We are anticipating another retirement in January. The plan for the fall is to get 8 permanent intermittent on the list. Which means we will have 8 on deck and will not have to start the process from scratch. Mr. Hull adds as a background on that for the newer members of the committee that we are a civil service community for the WPD and WFD. We must select candidates from a pool of candidates who take the civil service exam, and they are ranked upon score, veterans' status, and several other categories. When that list comes out the community can draw from that list. Then begin the process of interviewing, background checks, physicals, and the academy. It is a challenging process, especially since there are other communities looking for academy spots. Chief goes on to say that we are on the right track to fill the positions.

Ms. Gallezzo asks is there a cost to add people to an intermittent list? Mr. Hull answers that there is some cost for the vetting process. Ms. Gallezzo asks do they have the option to go to another town if they are just on a list? Chief responds we don't usually have an issue losing the candidates to other civil service towns. It's usually losing them to non-civil service towns. At this point we have only paid for the background and physicals. We have not paid for their training.

Ms. Manganelli asks Chief what does your retirement picture look like for the next 5 years. We only have one scheduled for this year and I think that getting back to the permanent intermittent list is a good idea since we could have 8-10 over the next 5 years.

Mr. Lavino asks have we done this in the past and does it work? Chief answers by saying that it did. The previous Chief was concerned that we weren't hiring as quickly, and the people were languishing on the list. What we have been finding now that the turnover is so quick, we don't anticipate anyone being on a list for longer than a year.

Chair asks if there are any more questions for the Chief.

#### FIRE & CENRAL DISPATCH DEPARTMENT STAFFING UPDATE

*Person in interest; Chief William Cavanaugh, Wilmington Fire Department*

Chief Cavanaugh starts with his update of the FD staff. The Fire department is in a significantly better place that we have been. The WPD is unfortunately going through what the WFD had gone through the past few years. Right now, we have one member that is indicated his intention to retire next year in September. And we have another one who is in the process of a medical retirement. I have 2 people in permanent intermittent status, ready to come in once the jobs open. I have 4 spots open right now and those candidates are going to the academy in December. They will be back in early March and are currently getting experience on the ambulance.

Chair asks if there are any questions for the Chief.

Mr. Tamang asks is there anything specific that you have done in the last year that led to that improvement? Chief says one of the biggest issues we had last year was not recruitment, but it was covid. The SAFER grant came at a good time. We had a candidate ready for the academy and it shut down dues to covid. It was problematic and other members that we couldn't call firefighters because they were not yet certified until the academy opened back up.

Ms. Gallezzo asks how are we doing with dispatch? Chief responds that in dispatch there is one opening. We currently have 11, which includes 1 supervisor. Dispatch recruitment is at a national low. Everyone around us has openings to fill so we are competing with that. The PayScale is difficult we are on the lower end. We have been trying to bring it up, but it has been difficult. Some towns are doing \$50-60K and bonuses. We should be in bargaining soon when the contract is up in July. We have streamlined the hiring process to about 1 month and we still can't seem to move fast enough. Ms. Gallezzo asks what is our salary? \$43-44. Mr. Doherty asks what is the salary in Tewksbury? Chief says he would have to look, they are close to \$50. Ms., Manganelli asks if you manage to raise the dispatch will you then raise the salaries of the existing dispatch? Chief responds absolutely. The core group we currently have we need to keep. If we lose 1 or 2, we will be in trouble. Ms. Manganelli asks which percentage of Firefighters are vaccinated. The Chief responds that he didn't ask, he left it as a personal choice for them.

Chair asks Mr. Hull what is the towns vaccination policy? Mr., Hull responds that we are not mandating it. As you know we have 6 unions in town and with a change in work conditions we would be subject to bargaining. It is not something that I felt was something we needed to engage in. Mr. Doherty asks what number has some in for employees who have gotten covid? Ms. Colburn-Dion responds I don't know the exact number off hand but its only employees (or employees family member) who have our health plan what those numbers are. Mr. Perry adds in that people not on our plan wouldn't be counted in that number.

Chair asks if there are any further questions for the Chief.

#### OVERVIEW OF THE BUDGET PROCESS

*Person in interest; Bryan Perry, Finance Director*

Mr. Perry begins by saying that he will be going through what we are going to be looking at for the next few months for the budget process. The fiscal year runs from July 1 through June 30<sup>th</sup> and the new budget is presented in January. Finance committee starts meetings Tuesday and Thursdays late January to Mid-March. The DOR recommends projections for revenues conservatively, we have adopted that. The biggest piece is the Tax Levy, it's about 3/4 of our projected revenue. Local receipts, Excise tax, Meal tax and permits are other

components of the TOWs revenue. Water and Sewer revenues are their own entity. Other ways we receive revenue is with local aid, through the state. We have the ability to supplement this with the availability of free cash which is certified from the DOR. And the last of these are transfers or indirect cost. Mr. Perry goes on to discuss these items in more detail to give the new members more information on each of these parts of the TOWs revenue and budget books that are distributed yearly. These docs are the budget and salary books along with the Capital Improvement Plan. The budget calendar is presented to the Board in January. Mr. Doherty asks is the free cash that is in Sewer, does it stay in sewer? Yes, it is an Enterprise Fund. Ms. Manganelli asks what is in the Stabilization Fund? Mr. Perry responds about 16 million. Mass general law allows local cities and towns to have stabilization funds. There is a brief discussion on Stabilization funds.

Chair asks if anyone has questions for Mr. Perry.

Mr. Lavino asks given that Congress passed an infrastructure bill, can the Town of Wilmington obtain some of this funding? Mr. Hull responds that it is certainly possible. We haven't heard anything from our legislation delegation about the distribution of the funding or the timing. I will say that with the ARPA funding the town is set to receive about \$7 million and there are two elements of this. One is funding based upon the town's population which is about \$2.4 million, and the other is based on the population as a percent of the Middlesex County. We have made a recommendation to the BOS that we use \$5.5 million on an infrastructure project. From Woburn Street school to the intersection of Lowell Street there is a 10-inch water main, about 11,000 linear feet of pipe that needs to be upgraded. Long term projects we are looking at is to tie into the MWRA. We are looking at \$1 million to address a catch basin project. About \$300,000 to assist businesses that were impacted by Covid-19. Basically, bolster businesses with grants to provide facelifts and marketing campaigns. We will have used \$50,000 for contract tracing efforts and about \$100,000 for grant administration fees.

Mr. Neville asks are any of those items on the Capital Investment Plan? Mr. Hull responds that the water main project is a couple years out and the catch basin has been an ongoing project with the DPW and Engineering.

Chair asks if there are any further questions.

#### UPDATE ON THE SENIOR CENTER & TOWN HALL/SCHOOL ADMINISTRATION BUILDING

*Person in interest; Jeff Hull, Town Manager*

The Senior Center Building Committee and Town Hall/School Admin Committee which consists of George Hooper(chair-TOWs Public Buildings Superintendent) and representatives from other town boards, i.e., Board of Selectmen, School Committee, FinCom, etc. There were 4 sites that were identified as possible locations of the two buildings. The Joint Committees has recommended the Swain Green Site (Middlesex Ave) as location for the Town Hall/School Admin Building and the Town Hall Site (121 Glenn Road) for the Senior Center Building. The Senior Center is currently operating with 8000 square feet and need about 18,000 square feet in a new building space. The Town Hall is currently about 20,000 square feet and Roman House is 5000 square feet. The recommended square footage will be about 42,000 feet. We are looking at finalizing the sites and square footage in the buildings along with the layouts. Once we get to that point then we can cost out the projects out. We are looking at a Fall 2022 Special Town Meeting.

Charis asks if there are any questions for Mr. Hull.

## REORGANIZATION OF THE FINANCE COMMITTEE

*Person in interest; John F. Doherty, Chair Finance Committee*

Mr. Doherty stated he would entertain a motion to nominate a Chairperson. A motion to nominate Mr. Doherty for Chairman was made by Ms. Manganelli and seconded by Ms. Gallezzo, it was unanimously and by roll call:

VOTED: To elect Mr. Doherty as Chairman of the Committee

Mr. Doherty stated he would entertain a motion to nominate a Vice-Chairperson. A motion to nominate Ms. Manganelli for Vice-Chair was made by Ms. Gallezzo and seconded by Mr. Doherty, it was unanimously and by roll call:

VOTED: To elect Ms. Manganelli as Vice-Chair of the Committee

Mr. Doherty stated he would entertain a motion to nominate a Secretary. A motion to nominate Ms. Gallezzo for Secretary was made by Ms. Manganelli and seconded by Mr. Doherty, it was unanimously and by roll call:

*COMMENTS: Mr. Tamang noted that the information for the voting decision in the reorganization of the Finance Committee for the nomination of Marianne Gallezzo to Secretary of the Finance Committee is missing from the minutes and needed to be amended.*

*A motion was made by Ms. Tamang, seconded by Ms. Gallezzo, and by the affirmative vote of all others it was:*

VOTED: To amend the minutes of November 17, 2021

VOTED: To elect Ms. Gallezzo as Secretary of the Committee

## APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from March 11, 2021. A motion was made by Mr. Doherty, seconded by Theresa Manganelli, and by the affirmative vote of all others it was:

VOTED: To approve the minutes from March 11, 2021.

The Finance Committee reviewed the Minutes from March 16, 2021. A motion was made by Mr. Doherty, seconded by Theresa Manganelli, and by the affirmative vote of all others it was:

VOTED: To approve the minutes from March 16, 2021.

The Finance Committee reviewed the Minutes from March 18, 2021. A motion was made by Mr. Doherty, seconded by Theresa Manganelli, and by the affirmative vote of all others it was:

VOTED: To approve the minutes from March 18, 2021.

The Finance Committee reviewed the Minutes from April 21, 2021. A motion was made by Mr. Doherty, seconded by Theresa Manganelli, and by the affirmative vote of all others it was:

VOTED: To approve the minutes from April 21, 2021.

The Finance Committee reviewed the Minutes from July 13, 2021. A motion was made by Mr. Doherty, seconded by Theresa Manganelli, and by the affirmative vote of all others it was:

VOTED: To approve the minutes from July 13, 2021.

#### OTHER BUSINESS

Ms. Manganelli asks about the enrollments at the High School. She goes on to talk about their concerns of the school tends they have been seeing for the past few years. And asks if they could request an update of a detailed summary report of the school departments enrollments by school. We would also like a report of the average class size by grade in the High School by subject, including electives. The Finance Committee really needs a better understanding of what is going on at the schools and the budget. How are we budgeting at the same level with such a decline in enrollments? Ms. Gallezzo adds, to follow on that thought, we know that Shawsheen Techs Enrollments are through the roof. I am hearing that the Tech applications are out pacing every community and another decrease in the High School. If you look at other towns that attend the tech their numbers are increasing while ours are decreasing so there is a problem we are facing, and it needs to be addressed. There is a brief discussion about the surrounding towns and their enrollment numbers. They would like to have a meeting with the School Administration to see the new budget and would like more details of what the school has planned for the upcoming year.

Mr. Hull adds that they were looking to have a Special Town Meeting either March 7<sup>th</sup> or 8<sup>th</sup>, the BOS leaning towards the 8<sup>th</sup>. It is party of the eligibility period with the MSBA to appropriate funding for a feasibility study of options to consolidate elementary schools in town. We have 6 in town and would be consolidating to 4. We initially filed applications with MSBA for all 6 schools. The age range of the buildings are 1955 (Wildwood)-1970 (Shawsheen). This feasibility study will look at some options whether there is consolidation or possibly making an addition or modification to a school, for example the Woburn Street School. We will have to have the Special Town Meeting before the end of the eligibility period which is March 28<sup>th</sup>.

Chair asks if there are any further questions.

#### PUBLIC COMMENTS

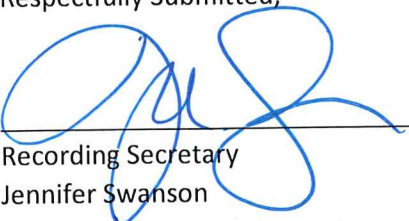
There were no public comments.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 9:11 pm

Respectfully Submitted,



---

Recording Secretary  
Jennifer Swanson