



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

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TOWN OF WILMINGTON, MA

Meeting Minutes Tuesday, February 1, 2022

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, and Andrew Lavigne. Joseph Lavino and Leigh Martinson were 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.

Also Present: Jeffrey Hull, Town Manager; Susan Inman, Assistant Town Manager; Bryan Perry, Finance Director and John O'Neil, Director of Information Technology.

DEPARTMENT OF PUBLIC WORKS

PRESENT IN INTEREST: Michael Woods, Director of Public Works; Jamie Magaldi, Operations Manager/Tree Warden; Joseph Lobao, Business and Utility Manager

DOCUMENTS: Budget Narrative – Proposed FY 2023 Budget dated February 1, 2022

Public Works Budget (Non-Water/Sewer Summary) The DPW is responsible for the horizontal infrastructure for the Town of Wilmington. DPW has 6 divisions, Highway Parks & Grounds, Tree, Wildwood Cemetery, Water & Sewer and Engineering. The department also manages the trash and recycling collection, maintain the towns vehicles/equipment and oversight of any town permitted construction projects. The breakdown of the FY 2023 DPW budget is as follows. Personnel services has increased by 1.53%. Contractual services increased by 3.29%. Materials and Supplies has increased by 15.5% and Furnishings and equipment has decreased by 29.26%. In personnel services there was an increase of \$53,720.40. The increases are mainly due to step increases for several employees. The tree and cemetery overtime accounts have been increased. Our mechanic of 37 years, Ken Roberts retired in January of 2022. Contractual services budget was increased \$93,955.00. This will include the cost of licensing, OSHA training and outside contractor/assistance for equipment such as a crane to help remove compromised trees. The contract we have with Wheelabrator North Andover/Casella Waste, rubbish collection and disposal will increase 4.13%. We will see some cost savings in the public streetlights account with converting over to LED streetlights. In materials and supplies we have an increase of \$138,178.00. The changes in M&S are in 4 main areas. Two smaller of those categories are in the Tree department. For tools, equipment, and tree replacements throughout town. The other is in Cemetery, care of the grounds. We are planning to implement a new turf management plan. The two bigger categories which saw the biggest increases are in the cost of salt & sand at about \$88,000. A 33% increase. The other is in the Gas, oil, and tires line item. There was an increase per gallon which is an overall increase of 15%. In furnishings and equipment, we decreased the budget by \$19,000. The total budget for this is \$45,700 which is broken down further into 8 different line items on page 4 of the DPW budget handout. This includes a new mower and leaf blowers for the cemetery division. Skate Park ramp repairs and some professional field rehabilitation of the HS baseball field.

Capital Outlay Plan There are 10 items being requested for FY2023. (1) Heavy duty 6-wheel dump truck with plow and sander to replace an existing H6. (1) Heavy duty one ton dump truck to replace an

existing P&G 326. (1) Heavy duty 10-wheel dump truck with plow to replace H8. Intersection signal improvements to Shawsheen Ave/Hopkins St/Lake St. NPDES general permit services. This is mandatory stormwater regulations to maintain and operate its stormwater collection system. The reconstruction of the Frank Kelley Track at WHS. Demolition at 64 Wildwood St, for cemetery expansion. A phased cemetery development. Resurfacing the municipal parking lots, starting with Wilmington Middle School. Drainage system improvements. This would use ARPA grant funding to execute water quality-based improvements to the towns drainage system.

Chair asks if there are any questions for Mr. Magaldi.

Mr. Lavigne asks how long will it take to reconstruct the track, and will it affect the fall sports? Mr. Magaldi responds that they are looking to make the improvements in the summer, but it could get delayed. Ms. Gallezzo asks if the trucks can be sold or reused. There is a brief discussion about the truck lifespans and selling at auction or repurposing them. Mr. Neville asks what the lifespan of a track would be. Mr. Magaldi says that they are about 15 years. Ms. Gallezzo asks does the track come with a warranty? Mr. Magaldi responds that it's probably a 5-year warranty. There is a brief discussion about the track reconstruction and process. Ms. Manganelli asks if the lot for cemetery expansion has been purchased. Mr. Hull replied that the imminent domain filing was the previous night and there is some discussion regarding the property on Wildwood St.

Water Budget for FY2023 These budgets are created with the goal of minimizing the financial impact to the Wilmington residents while providing clean safe drinking water and safe sanitary sewer disposal services. Overall, the total budget is \$6,159,154. It is up \$267,142 which is about 4.5% increase. In personnel services was a decrease of 1.5% and that was due to a new hire who was replacing someone who was at the top step of the classification. For contractual services there are 3 adjustments that make up for an overall 21.1% decrease. The major adjustment is the MWRA assessment which has decreased by \$360,200. The others are professional & technical services, this is for water laboratory testing. And a DEP assessment, which is a regulatory requirement. For material and supplies we have an increase of 6.5% here, this increase is primarily due to the lack of supply of items. In this category we have admin and office supplies, vehicle maintenance supplies, and chemicals to safely treat the drinking water. For furnishings and equipment, we have an increase of \$24,700 from the FY2022 budget. We are requesting to purchase or repair the following. Replace the altitude valve at the Nassau Ave tank. Replace the rotten drain pump at Butters Row. Purchase a trailer for the trench box. Replace the SCADA2 computer and replace the post lime pump for the Sargent water treatment plan. And last to purchase a pipe saw.

Capital Outlay Plan for Water There are 11 items being requested for FY2023. We are looking to upgrade the water infrastructure in town. This work would be done in most cases by department personnel. Redevelopment of the Shawsheen Ave and Salem Street wells. Woburn Street water main replacement which will use ARPA grant funding. Purchasing (1) utility truck with plow. This will replace and existing truck, W7. Barrows wellfield cleaning. Purchase (1) small pick-up truck to replace W9. Replacement of the granular activated carbon at the Butters Row and Sargent treatment plants. Rebuild and replace the water pumps at the Sargent water treatment plant. Rebuild and replace the backwash pumps at the Sargent water treatment plan. And replacing a section of roof at the Butters Row treatment plant.

Sewer Budget for FY2023 For personnel services we had an increase of 8.9% which is attributed to a step increase in salary and hourly wage increase for part time workers. For Materials and supplies we have an increase of 3.5%. The bulk of this increase is due to the MWRA sewer assessment. And for

contractual services we have an increase of 11.% and this is due to the proposed sewer pump station on Jefferson Road.

Capital Outlay Plan for Sewer we are looking to Relocated the Main Street Sewer Pump station which was approved in FY22. We are looking for an additional \$45,000 to supplement the costs.

Chair asks if there are any questions for Mr. Lobao.

PUBLIC BUILDINGS

PRESENT IN INTEREST: George W. Hooper II, Superintendent, Public Buildings

FY2023 Budget. In personnel services we have 48 employees in our department. Of that in the department 45 are AFSCME I. That contract is expiring June 30th of this year. Our overtime is level funded and we also have seasonal student employees. In Utilities we have has an increase in the heating fuel. \$2.50/gas per gallon and 1.15/natural gas and the total budget is \$999,150. Mr. Hull asks Mr. Hooper w if he could let the committee know how many of the towns building are on oil or natural gas. He replies that there are 10 buildings on natural gas and 12 on oil. Mr. Doherty asks of the buildings not on natural gas which have access to it? We work with National Grid, and have a couple of schools where the lines are not readily available. The electric and utilities are level funded for the town buildings. In Maintenance Expenses those are all level funded. We have in this category our HVAC repairs, School Building expenses such as cleaning and sanitizing equipment. Asbestos, roof, and miscellaneous facility repairs. Ms. Gallezzo asks why the Miscellaneous Facility repairs is at \$25,000. Mr. Hooper replies that the bulk of that is related to fuel costs.

Capital Outlay Plan. We have 5 items listed. Roof replacement at Shawsheen school. A truck replacement, for #364. Woburn Street boiler design. Ms. Gallezzo asks how old is this boiler? He replies that its original, 1964. There is a brief discussion about the MSBA and rebuilding or remodeling/consolidation of the school.

Chair asks if there are any questions for Mr. Hooper.

PUBLIC COMMENTS

There were no public comments.

OTHER BUSINESS

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from January 25, 2022. A motion was made by Ms. Gallezzo, seconded by Mr. Neville, and by the affirmative roll call vote of all it was:

VOTED: To approve the minutes from January 25, 2022.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 8:34 pm

Respectfully Submitted,



Jennifer Swanson
Recording Secretary