



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

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TOWN OF WILMINGTON, MA

Meeting Minutes Thursday, February 17, 2022

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, Jonathan Dugas, Joseph Lavino, Scott Neville and David Tamang. Members present via video conferencing on ZOOM were Andrew Lavine. Leigh Martinson was absent.

Also Present: Jeffrey Hull, Town Manager; Susan Inman, Assistant Town Manager/Director of Human Resources

HISTORICAL COMMISSION

PRESENT IN INTEREST: Cienna Lyon, Curator of Town Museum; Bonny Smith, Chairperson of Historical Commission

Ms. Smith introduced the towns new curator, Cienna Lyon and started a summary of Historical Commission. In the past year they continued replacing informational plaques on historical properties throughout town. They conducted site visits of the Boutell-Hathorn and Butters-Avery Houses. The commission participated in a WWII drive by event and were able to open the museum for a limited number of tours. Due to Covid they had cancelled the Museums Holiday Social. Ms. Smith goes on to discuss some historical organizations/memberships the commission is a part of and the changes to the Historical Commission.

Ms. Lyon starts by discussing some of the upcoming projects they have coming up in 2022. The Historical Commission is currently in the process of digitizing the inventory of towns artifacts and have new exhibits/programs with the local schools, library and senior visits. They are looking forward to bringing back events such as the Harvest Festival and Haunted Woods. There are several new projects they are looking to do in the coming year to repair and restore the museum. They are also looking to boost the museums social media presence and rotating exhibits at the library.

Chair asks if there are any questions for Ms. Smith or Ms. Lyon.

Mr. Tamang asks about the artifact presentation project. Ms. Lyon responds that we have at least about 110 labeled boxes and 50 unlabeled boxes with various number of items in each box and I label the items individually by year and donated year. They have some objects that take priority depending upon age and wear. The museum is looking to purchase the right type of paper and museum boxes (archival box) which are different than regular paper/boxes. Everything is stored on the property. Mr. Tamang asks are you planning on putting some of these items online for people? Ms. Lyon replies yes, we are. The library has also started adding the town crier and town advocate newspapers online. Our ultimate goal is to have our digitized library online for people to see. Mr. Lavino asks about some of the line items that Ms. Lyon mentions for projects. How do you reconcile the numbers for projects such as the roof repairs? Ms. Smith replies that we are prioritizing some of

the items like the roof and windows. She goes on to discuss the windows restoration project and the public building department fixing the roof.

Chair asks if there are any questions for Ms. Smith or Ms. Lyon.

TOWN CLERK

PRESENT IN INTEREST: Elizabeth Lawrenson, Town Clerk

Town Clerks budget for the upcoming fiscal year. For Miscellaneous Contractual Services, in here we have our Time Clock. It will need some service and repairs. This will be our busy year and we wanted to see what was needed for the year. We will need to evaluate whether we can keep repairing it. We have not priced out a new one but we can for next years budget. For training and conferences, the entire office is new in their positions. We will all need some training and attending conferences, so this was increased a little. We are researching some grants to maintain some of the towns vital records. Some of the documents are deteriorating and need to be moved to protective sleeves. Mr. Doherty asks if the clerks fees are comparable to other towns. Ms. Lawrenson responds yes, towns like Tewksbury and North Reading are comparable.

Elections budget for the upcoming fiscal year. There are a number of elections this year. And in election years our budget will go up. Mr. Doherty asks how the new voting machines are? Ms. Lawrenson responds that they are excellent and goes on to talk about an upcoming class for the election workers and features of the new machines. There was not much of a change in Printing, Advertising and Binding for ballot printing. In Miscellaneous Contractual Services whenever there is a special meeting held anywhere besides the high school, we will need to have a sounds system during the meeting I have budgeted for this, but we may not need it. The software we use had an increase in pricing. The General Code looks for inconsistencies in state law, errors and conflicts in this. They charge us a fee for this service, they recommended \$4,900 if we need it. If not, it goes back into the general fund. There is also an ECode software fee, regarding the 3 article changes. There is a brief discussion about the town Bylaws and making them more easily accessible to people using the software and making the changes.

Registrars of Voters budget for the upcoming fiscal year. A lot of this is the Census mailing and postage, which has gone up, 6% for paper and postage. We are now starting to scan all our records. The office is running out of space, and it is making it easier to access records and documents. We are putting a lot more of these documents into storage one we digitize them. Other changes we are talking about is in legislations and the state requiring early voting. There is a brief discussion about early voting and state requirements.

Chair asks if there are any questions for Ms. Lawrenson

INFORMATION TECHNOLOGY

PRESENT IN INTEREST: John O'Neil, Director of IT

Mr. Hull starts by talking about the Cyber Security Grant Program that the town participates in with the State. He also handles all of the towns social media and we have added a media manager to his salary. Mr. O'Neil gives a brief overview of the Department, when it was started and who the department supports in the town.

Review for fiscal year 2022. IT replaced all the main town servers, changed over to Office 365 and an email migration. They are also upgrading a to a new phone system in the town. For the 2nd year the town has received the Governor's award for being a Cyber Community. Mr. Doherty asks if he designed the towns new

website. Mr. O'Neil replies that they used Civic Plus and they have templates that you use. Ms. Gallezzo asks if there is anything we can do going forward to make sure the community is seeing news and updates on social media like a flyer in your water bill or something? Mr. O'Neil responds that yes, we do have some info in the town topics. We should stress what we have available for social media for the town. For the website, we have been up with page visits especially with Covid. We have been seeing a lot of usage online and we should be able to expand our online presence with more services available online.

Fiscal Year 2023 budget. There is a 4.41% increase since the FY2022 budget. Software pricing has gone up across the board for all department software. There is a brief discussion of the various software used throughout the town and the increases. We are looking to add field cell phones for the Planning & Conservation and Engineering departments. We are updating the antivirus software on the server. For Salaries we have added \$19,000 in increases for the department including \$5000 for media management to keep the Director salary in line with other communities. For furnishing and Equipment we are looking to replace 20% of the devices per fiscal year.

For Capital Planning we are replacing our phone system to Avaya. We will be going live in the next 30 days for the town hall then moving the Public Safety Building. Ms. Manganelli asks if we could have a Munis update? Mr. O'Neil replies that the project is Mr. Perry's. Ms. Manganelli asks Mr. Hull if they could get an update? Mr. Hull responds that he could have an update for this sent over to the committee. Mr. Tamang for Cybersecurity, I am interested in the financial risk of a security breach. Mr. O'Neil replies that if we are hit with Ransomware, our payroll and water billing systems would be down for over a week. Our insurance company, MIIA would have to connect us to a subcontractor for investigation. There is more of a discussion regarding Cybersecurity for the town, recovering data and the importance of having protocols in place to protect the town.

Chair asks if there are any further questions for Mr. O'Neil.

PUBLIC COMMENTS

There were no public comments.

OTHER BUSINESS

Mr. Doherty asks Mr. Hull when the Chiefs were in to discuss the Fire, Police and Dispatch budgets we did not discuss Animal Control. Mr. Hull responds that it looks like for the department there was only a modest increase, probably a step increases in salary or cola increase. And that he was unsure of what was listed in the Miscellaneous Contractual Services for items.

APPROVAL OF MINUTES

The Finance Committee reviewed the minutes from February 3, 2022. Mr. Neville noticed an error in the amount of meals the Elderly Services serves. It should read 70-72 meals not 7072 meals. A motion was made by Ms. Manganelli to accept the amended minutes seconded by Mr. Neville, and by the affirmative roll call vote of all it was:

VOTED: To approve the amended minutes from February 3, 2021.

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 Mr. Neville, it was unanimously and by roll call:

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 8:39 pm

Respectfully Submitted,



Jennifer Swanson

Recording Secretary