



Town of Wilmington

Finance Committee

Meeting Minutes
Tuesday, October 17, 2017

Chairman Theresa M. Manganelli called the meeting to order at 7:02 pm in Room 9 of Wilmington Town Hall. Members present were John F. Doherty, Jonathan Eaton, Marianne Gallezzo, Michele Kincaid, Bernard P. Nally, and Kevin Stokes. Excused: Neal Couture and Leigh Martinson.

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from July 25, 2017. A motion was made by Ms. Gallezzo, seconded by Mr. Eaton, and by the affirmative vote of all it was:

VOTED: To approve the minutes from July 25, 2017.

REQUEST TO TRANSFER FUNDS FROM THE RESERVE ACCOUNT TO IT MISCELLANEOUS CONTRACTUAL SERVICES

Present in Interest: Jeffrey Hull, Town Manager, Denise Casey, Assistant Town Manager, Michael Morris, Town Accountant, Michael Begonis, Police Chief, John O'Neil, IT Director.

Mr. Hull stated that in March of 2016, the manufacturer of the fingerprint machine at the Police Station notified the Police Department that it would no longer service the machine. Lt. Fiore notified then IT Director, Kendra Rozett. Ms. Rozett issued a purchase order in August of 2016 for the FY17 budget to cover the cost of the machine. However, the contact at the manufacturer had left, and there had been no follow up by either the Town or the manufacturer. In August 2017, the machine was no longer operable and an immediate replacement was needed. Mr. Hull stated that in August of 2016 he authorized \$19,200 for a new fingerprinting machine from the IT Miscellaneous Contract budget with the intent of transferring the funds from the reserve account.

A motion was made by Mr. Doherty to approve the transfer the sum or \$19,200, seconded by Mr. Nally, and by the affirmative vote of all it was:

VOTED: To approve the transfer of \$19,200 from the reserve account to the IT Miscellaneous Contract account.

BUDGET UPDATES – STATUS OF FISCAL YEAR 2019 BUDGET ACCOUNTS

Mr. Morris stated that budget revenues equal or exceed estimates. The final assessment is underway to ensure figures are consistent with what was budgeted last year. Expenditures for the Fire Department are tight as injuries and a military deployment have required coverage with overtime. Police overtime is also being watched as the department is down 4 officers due to retirements and injury, and coverage is being paid with overtime. Mr. Morris stated that a transfer may be needed to cover Police salaries in June. New officers are in the academy and will be graduating soon which should alleviate the need for so much overtime.

Mr. Morris noted that the IT department budget is also being watched. Some items in the budget may be deferred.

Mr. Doherty asked about the state of health insurance.

Mr. Morris stated that the health insurance account last year finished a couple million dollars in the black. A surplus is also expected this year.

Mr. Nally asked how the budget finished last year.

Mr. Morris noted that the figures are in the process of being certified with the Department of Revenue, but the expectation is positive.

REVIEW FY2019 BUDGET SCHEDULE AND DISCUSSION REGARDING FORMAT AND DETAIL OF INFORMATION TO BE PRESENTED DURING BUDGET MEETINGS

Mr. Hull stated that the budget presentation will be made on January 29, 2018, 90 days prior to the annual Town Meeting on May 5th, and provided an overview of the budget process. He then asked the Committee for feedback on how the members would like the information presented.

Requests from the Finance Committee included: a breakdown of miscellaneous contractual services, particularly for Police, Fire, IT, and DPW; a more timely report of salaries from Shawsheen Valley Technical High School; complete school budget including personnel salaries; breakdown of Town versus School IT expenditures and services; receiving monthly reports quarterly as opposed to annually; receiving the budget information sooner than one week prior to the start of budget meetings; and having meetings minutes ready for approval in a more timely manner.

Mr. Doherty asked about the status of monthly reports.

Mr. Hull stated that efforts to improve the reports are still on the radar, and the intent is to provide a more narrative report with a statistical summary.

There was a brief discussion of the tax presentation planned for the Board of Selectmen meeting on October 23rd. Mr. Hull stated that information to be outlined includes the use of free cash, the escalation of property tax, a breakdown of expenditures such as salaries, health insurance and contractual increases. At the suggestion of Committee members, Mr. Hull stated that this information, as well as comparisons to previous years' tax information, and comparisons to other communities, could also be disseminated via the Town Topics newsletter, which residents receive with their tax bills.

Ms. Gallezzo asked about the possibility of a Special Town Meeting relative to a detox center, and Ms. Mangnelli asked about the current state of the project.

Mr. Hull stated that a Special Town Meeting is likely, though a petition article has yet to be received. He then provided a status of the proposal noting that one proponent, Mr. David Ray, had detached himself from the project, while another proponent, Mr. Paul Kneeland, was still considering whether or not to pursue a detox center at the 362 Middlesex Avenue location or elsewhere. The anticipated objective of the Special Town Meeting petition article is to restrict such facilities to areas zoned as industrial. The current zoning bylaws can allow detox centers in residential or general business zones by a special permit issued by the Board of Appeals. However, as individuals who struggle with substance abuse are a protected class, the Attorney General's office could determine a bylaw that relegates a population to a

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certain part of town discriminatory, and not accept the bylaw even if it passes at a Special Town Meeting.

At the conclusion of the discussion, and there being no further business to come before the Committee, a motion was made by Mr. Doherty, seconded by Mr. Nally, and by the affirmative vote of all, it was

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 8:20 pm.

Respectfully submitted,

Recording Secretary