



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

Meeting Minutes Thursday, January 28, 2021

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; Michele Kincaid, Secretary; Jonathan Dugas, Marianne Gallezzo, Bernard P. Nally and Kevin Stokes. 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.

FY 22 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager; Bryan Perry, Finance Director

PLANNING AND CONSERVATION

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

Ms. Gingrich presented her FY2022 budget. Contractual Services is level funded. Ms. Gallezzo asked for a breakdown of the items covered by Misc. Contractual Services. Ms. Gingrich explained that this fund is used in conjunction with various projects. The fund supplements a \$31,000 State grant given for a consultant if needed. This line item covers a remaining \$9,000 portion that is not covered by the grant and gives a small amount of flexibility with an additional \$1,000. Ms. Manganelli would like this labelled differently to show specific intentional use and Ms. Gingrich noted that the funds need to be set aside in the expectation that they will be needed if a project comes up. Mr. Hull noted that this fund has been used in the past for the economic development study for the Main Street sidewalk project. Ms. Kincaid explained that these services must be labelled this way for accounting requirements.

BUILDING INSPECTOR/BOARD OF APPEALS

PRESENT IN INTEREST: Al Spaulding, Building Inspector

Mr. Spaulding presented the FY2022 budget. The budget has been level funded. Mr. Spaulding noted that Misc. Contractual Services will remain at \$2,000 for an alternate inspector to cover the department when Mr. Spaulding is on vacation. Ms. Gallezzo asked if permits were down for the year. Mr. Spaulding noted that the number of permits has reduced but the revenue is up. There are fewer new homes being constructed as there is a limit to available land and the focus for residents has been on remodeling older homes. Ms. Kincaid asked about commercial property permits, specifically if there has been increased interest in lab space. Mr. Spaulding answered that residential and retail is reduced and that R&D and warehouse space is what is selling so there could be rehabbing of those types of spaces coming down the line.

Mr. Dugas asked about the increase in Residential Miscellaneous statistics. Mr. Spaulding answered that a lot of the permits in this category are for items like sheds or wood stoves, although the number of permits has increased the revenue is generated is not significant.

Mr. Hull believes residents are pulling more permits for pools and Mr. Spaulding said that the department has seen a growth of 200% and they are still receiving permit requests for both in ground and above ground construction. Mr. Nally asked about upcoming commercial construction projects and Mr. Spaulding listed the Amazon facility on Fordham Road and the undertaking at Analog Devices which is not yet complete. He expects more projects to come but they have not reached the department yet.

BOARD OF HEALTH

PRESENT IN INTEREST: Shelly Newhouse, Director of Public Health

Before beginning her FY22 budget overview, Mr. Doherty thanked Ms. Newhouse for the update she provided at the previous meeting on January 26, 2021 regarding COVID-19. Ms. Newhouse stated that nothing had changed in the two days, the Town had still not received any vaccines. She believes they are being reserved for mass vaccination sites.

Ms. Gallezzo asked if Ms. Newhouse is concerned that this will have an effect the Town's ability to receive the second doses for those who had already received dose one. Ms. Newhouse was not concerned, she noted that both doses are received together and one is held in reserve until it is time to be administered. Ms. Manganelli asked if needles are delivered with the doses. Ms. Newhouse answered that all supplies come with the doses, needles and gloves included. Ms. Gallezzo asked if there is the possibility that the Town might not receive any more doses if they are all sent to mass vaccination sites and Ms. Newhouse agreed that it is appearing that local health departments may not receive more doses if things continue the way they have been.

Mr. Doherty inquired about the budget. Ms. Newhouse said that although COVID related expenses are difficult to guess, the daily operating budget is the same. There was a brief discussion of the pursuit of CARES Act reimbursements. Ms. Newhouse described some of the differences over the last year, because of the pandemic there was no rabies clinic, no wellness visits and no home flu vaccine visits which has made the statistical data very untypical.

The Committee members expressed appreciation to Ms. Newhouse and her team for all that they have done and for the long hours worked.

Mr. Dugas asked about the confidence in CARES reimbursements. Mr. Hull expressed that it has been helpful that the Act was extended to December 31, 2021. Ms. Gallezzo asked if this would cover staff as well and Mr. Hull said yes but that the Town needs to be careful to stay within the changing qualifications for reimbursable expenses.

OTHER BUSINESS

Mr. Doherty asked Mr. Hull if he had anything further for the Committee. Mr. Hull noted that he had the recording secretary forward the follow up items from Tuesday night's meeting to the Committee. Ms. Colburn-Dion had one follow up from the previous night regarding worker's compensation figures. The Town currently has only one employee on worker's compensation, since March, and is in litigation and just one employee on 111F, for 2 ½ years. Ms. Colburn-Dion said that both cases are being actively worked with the Town's providers for insurance and they are hopeful for resolutions as soon as possible.

PUBLIC COMMENTS

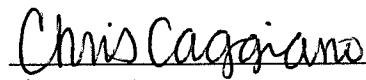
There were no public comments.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:28 pm

Respectfully Submitted,

A handwritten signature in cursive script, reading "Chris Caggiano", is written over a horizontal line.

Chris Caggiano
Recording Secretary