



## **Town of Wilmington**

Finance Committee

121 Glen Road Wilmington, 01887

### **Meeting Minutes**

Thursday, January 30, 2020

Finance Committee Chairman, John F. Doherty III, called the meeting to order at 7:00 pm in Room 9 of Town Hall. Members present were Theresa M. Manganelli, Vice Chairman; Michele Kincaid, Secretary; Jonathan Dugas, Marianne Gallezzo, Bernard P. Nally and Kevin Stokes. Hirak Shah and Leigh Martinson were absent.

#### **FY 21 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 reviewed some of the projects the Planning and Conservation Department has been working on in the current fiscal year, including updating sub-division regulations as the document was forty years old and required an overhaul of outdated language, re-organization to chronological order and changes which make it easier to read. The Planning Board adopted the new regulations in the fall of 2019. Another project was to begin updating the Open Space Plan which expires this fall and drafting some zoning and by-law changes, including the stormwater by-law to respond to the new EPA MS4 permit. In the remainder of the fiscal year Ms. Gingrich is developing a concept plan for streetscape improvements for Ballardvale Street, to provide pedestrian connectivity and advocating for the town's transportation projects, that are on the State's list of construction projects, at Woburn and Lowell streets. For fiscal year 2021 Ms. Gingrich presented her goal to create a sidewalk plan that would prioritize focus for sidewalk installation in tiers, starting with commuter rail and school areas. A planning consultant would be hired to analyze and present the data at a cost of approximately \$11,000. The Open Space Plan will be completed in FY2021 with no additional costs as it will be done in-house. The department will be applying for a state grant to cover costs associated with creating a Municipal Vulnerability Preparedness Plan (MVP Plan) as well as an update of the town's Hazard Mitigation Plan, which will be expiring in 2021.

Ms. Manganelli asked whether the sidewalk plan could be done in-house. Ms. Gingrich stated that it could, however, not all projects could be done simultaneously and thus the sidewalk plan would have to wait if a consultant could not be hired. Mr. Hull stated that over the years the town has been adding sidewalks and identifying additional needs and it is his request for there to be a formalized plan in place. Ms. Manganelli requested an update on the Ballardvale Street project, which was discussed during last year's budget meeting. Ms. Gingrich stated that there is a consultant hired to do the work over the next few months and the project will be completed by the end of the current fiscal year. Mr. Doherty asked if the intersection between Rt. 125 and Ballardvale St. is being considered and Ms. Gingrich answered that as part of this study they are not looking at changes to the intersection itself, but with existing conditions where could pedestrian improvements be made.

In the budget for FY2021 Misc. Contractual Services are \$21,000. Of that, \$11,000 is for the consulting services mentioned for the sidewalk plan and the remaining \$10,000 would be reserved to afford flexibility for other projects that could come up as a necessity. The remainder of Contractual Services, Materials and Supplies and Furnishing and Equipment are level funded.

### BUILDING INSPECTOR/BOARD OF APPEALS

PRESENT IN INTEREST: Al Spaulding, Building Inspector

Mr. Spaulding presented the FY2021 budget. Salary increases due to COLA and Miscellaneous Contractual Services, for the alternate building inspector, are the only expenditures changing. The remainder of the budget has been level funded. There was a discussion regarding the residential building activity in the current year being low due to fewer homeowners requesting permits for renovations and additions. Mr. Spaulding noted however that although they are issuing fewer permits, there had been an increase in customer service-focused phone calls in the department as they answered more questions about permits and zoning than in the past. Mr. Spaulding reviewed the zoning process with the Committee.

### BOARD OF HEALTH

PRESENT IN INTEREST: Shelly Newhouse, Director of Public Health

Ms. Newhouse noted one change in the classification of the part time food inspector whose pay had been under Personnel Services and is now correctly accounted for under Contractual Services. Spending for the department is level funded except for slight COLA increases. Ms. Newhouse reviewed some of the items that she was able to purchase and services she was able to offer so far with money appropriated last year for clinical expenses: shingles vaccines, high dose and regular flu vaccines, EPI pens and syringes. There remains about \$9,000 which she would like to use to purchase vaccines for hepatitis, pneumonia and more shingles. Mr. Nally asked about flu vaccines. So far, the department has administered 270 regular flu shots, 50 high-dose flu shots and about 150 to those under 18 years of age. The flu vaccine season has ended. In December there were 22 confirmed cases of the flu in Wilmington, according to reports received by nurse Traci Mello, RN. Office visits have decreased as home visits to home-bound residents have increased. Nurse Mello also makes weekly visits on Mondays to the Buzzell Senior Center for general wellness consultations and to answer any questions that the seniors may have. In addition to consults, Nurse Mello offers general wellness assistance. For instance, the coming Monday she will be holding a healthy-cooking seminar for diabetics focused on diabetic-friendly sweet treats.

Mr. Doherty asked about the process for and different aspects of inspecting a restaurant. Ms. Newhouse explained the process, state forms and food codes that she uses for compliance. There was a discussion about the coronavirus. Ms. Newhouse stated that two cases in New Hampshire turned out not to be coronavirus. She expressed the importance of washing your hands with soap and water, frequently, as a best practice to prevent the spread of viruses.

### OTHER BUSINESS

Mr. Doherty opened the discussion of other business to Mr. Hull who stated that he would be following up on a question asked previously about an item in the Assessor's department expenditure in FY2019. There was also a follow-up to a question asked about salary in the IT department. Ms. Colburn-Dion explained that in FY19, FY18 salary tables were used and then in FY20 the tables for FY20 were used, resulting in the FY19 salary tables never being used. Two years of step increases and two years of COLA, plus longevity for FY21, make up the difference.

### APPROVAL OF MINUTES

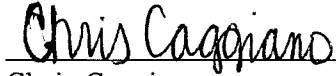
Minutes from the January 28, 2020 meeting were unavailable and will be considered for approval at the meeting on Tuesday, February 4, 2020.

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 Ms. Gallezzo, it was unanimously:

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:50 pm

Respectfully Submitted,

A handwritten signature in cursive script that reads "Chris Caggiano". The signature is written in black ink and is positioned above a horizontal line.

Chris Caggiano  
Recording Secretary