



Town of Wilmington

Finance Committee

Meeting Minutes

Thursday, February 1, 2018

Finance Committee Chairman, Theresa M. Manganeli, called the meeting to order at 6:58 pm in Town Hall, Room 9. Members present were John F. Doherty, Jonathan Eaton, Marianne Gallezzo, Michele Kincaid, Bernard P. Nally and Kevin Stokes. Excused: Neal Couture and Leigh Martinson.

Also present were Jeffrey Hull, Town Manager, and Denise Casey, Assistant Town Manager.

PLANNING & CONSERVATION

PRESENT IN INTEREST: Valerie Gingrich, Director of Planning & Conservation.

Ms. Gingrich provided an overview of the Planning & Conservation Department staff and their functions, the department's mission, recent accomplishments and plans for future projects. A significant staff change last summer was the retirement of Winifred McGowan, who was replaced by Ryan Hale, Conservation Agent.

Ms. Gingrich stated the department's mission is to manage growth in appropriate places while preserving shared natural resources, and to provide great customer service to residents and developers. The department also focuses on planning and zoning, supports the Planning Board and Conservation Commission, and plans for and monitors affordable housing units with support from the Metro North Regional Housing Services Office based out of Reading.

Ms. Gingrich noted that in 2017, the Planning Department saw an increase in industrial site plan applications and commercial renovations, including many on Industrial Way, and approved the Spruce Farm project, which was the first project done with the over 55 zoning. The Conservation Commission acquired 30 acres of open space off Chestnut Street near Green Meadow Drive, where the trails connect to the end of Mill Road, Eleanor Estates, and to Burlington.

Ms. Gingrich noted that accomplishments in FY18 included drafting changes to the sign section of the zoning bylaw, which more clearly define terms and clarify rules on where signs can be located, and how sign allowance is calculated. The drafted changes will be proposed at the 2018 Town Meeting and will provide a starting point from which clearer bylaws can be written. A "New Business Guide" was developed in conjunction with the Wilmington/Tewksbury Chamber of Commerce, which instructs new business owners on whom they should talk to, and what kinds of licenses and permits they may need. Other accomplishments include: Conservation Commission policy updates thanks to the "fresh" perspective of Conservation Agent, Ryan Hale; drafting of recreational marijuana articles; proposed redesign of the Lowell Street intersection; and completion of Facility Master Plan. Other proposed zoning changes include: clarification of which special permits are granted from Planning Board as opposed to Board of Appeals on the zoning special use table; separation of "cosmetic tattooing" from

the body art district; corrections to the pet care section; and correcting the zoning line on 84 Main Street.

Subdivision regulations, because content has not been updated since 1975, are being updated with the help of DPW, Engineering and a consultant. This plan is to build a working group that includes contractors and public comments. Currently, the regulations require many waivers and updates should eliminate that requirement.

Ms. Gingrich stated that FY19 goals include “in-house” activities: drafting of inclusionary zoning bylaws with affordable unit requirements for new projects; redevelopment analysis of North Wilmington business district; stormwater management bylaw changes; and open space tasks such as signage and better access to trails.

Ms. Gingrich noted some FY19 goals that will require the assistance of consultants. The department has budgeted \$15,000 to enlist the Donahue Institute at UMass to conduct an analysis of the retail areas on Main Street surrounding the plazas. The study will review zoning, vacancies, what types of businesses can be supported, what types of retail that may be lacking so the Town will be able to determine what types of businesses it would like to attract, and whether zoning is restrictive to recruiting such businesses.

The department has budgeted \$7,000 to conduct a market study of Ballardvale Street. The study will enlist a traffic engineer who can provide a conceptual idea that has a minimal impact on truck and vehicular traffic and allow pedestrians to safely cross Ballardvale. Applicants of a proposed project at the corner of Ballardvale, as part of their permitting process, have agreed to contribute \$5,000 toward the study when they obtain a building permit.

Ms. Gingrich provided a brief overview of the Planning & Conservation Department budget. She noted the consultant services, which account for the increase in contractual services, and that all other budget line items remain the same.

BUILDING INSPECTOR & BOARD OF APPEALS

PRESENT IN INTEREST: Al Spaulding, C.B.O., Building Inspector and Zoning Officer.

Mr. Spaulding provided an overview of the Building Department’s mission, responsibilities and its functions. He noted the full department budget is \$215,261. Certifications and trainings are budgeted at \$2,800 as there was a cost increase in annual certifications required of inspectors including plumbing and wiring. Mr. Spaulding then noted department statistics from 2017 and provided a step-by-step process the department follows when conducting inspections. He noted trends from the past year including the increase of solar installations, changes in insulation laws, and an increase in commercial renovations.

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from October 17, 2017. A motion was made by Mr. Doherty, seconded by Mr. Eaton, and by the affirmative vote of all it was:

VOTED: To approve the minutes from October 17, 2017.

NEW BUSINESS

Mr. Hull stated that Analog Devices is seeking a Tax Increment Financing (TIF) agreement with the Town and noted that representatives from the company will be appearing before the Board of Selectmen on Monday, February 5th. Mr. Hull asked if the Finance Committee was seeking to schedule a separate meeting with Analog Devices. Following discussion, the Committee decided to attend the Board of Selectmen meeting and to schedule a meeting for Wednesday or Thursday, or at their convenience next week.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 8:54pm.

Respectfully submitted,

Recording Secretary