

Finance Committee Meeting  
Tuesday, February 12, 2015  
Minutes

Chairman John F. Doherty called the meeting to order at 7:00 p.m. Members present were Theresa M. Manganelli, Jonathan R. Eaton, Richard K. Hayden, Bernard P. Nally Jr., Robert P. Palmer, William Wallace

Also Present: Jeffery Hull, Town Manager, Kendra Amaral, Assistant Town Manager

Recreation Department:

PERSON IN INTEREST: Deborah Cipriani, Director

Ms. Cipriani – Reviewed budget. Personnel Services are increased due to contractual, longevity raises. Training and Conferences increased \$400 for 2 people to attend MRPA annual conference. Material and Supplies are staying the same.

Mr. Doherty – Asked how many hours per week the part-time staff person works. 25 hours per week.

Ms. Cipriani - Reviewed capital outlay. Last year paid to have Shawsheen courts resurfaced, added fencing and replaced fencing along Silver Lake resurfaced North Intermediate courts. This year Rotary approached the Town to help with handicap access to the beach, by installing matting. There was a grant available, the Rotary would match and Recreation Department would pick up balance. Boutwell needs new awning which was previously donated by Textron cost is \$2,800.

Ms. Cipriani - Brief discussion on what the part-time employee does and how she gets paid out of the recreation revenues. Asked if she is eligible for benefits. She is.

Ms. Cipriani – Reviewed basketball program, Punta Cana trip did well. Easter Egg Hunt does well. There have been rave reviews from students and teachers about the BOK program which is funded by Rebok; summer concerts are free and a great annual program.

The beach changes went extremely well. Costs did increase with the lifeguards hours being extended to 8:00PM. There were 66% less complaints and problems this past summer due to the various changes made. Brief discussion on fees for Silver Lake which increased from \$5 to \$10 for non-residents. Explained the number of non-residents visiting the beach were down; if last summer's weather was warmer, may have had more people. Other Towns are charging similar rates.

Mr. Wallace- Sought clarification that incidents were down for the police. Incidents were down 66%. There was great feedback from residents that the beach was safer and cleaner. Mr. Hull – explained the positive effects of closing Baby Beach.

Ms. Cipriani – Reviewed the Fall events. We used to have Foxwoods trips once a month but need to fill bus; approx 34 people would go which was not enough to pay for the bus, bus prices would go up and up. Continue to do a lot of day and overnight trips, still go out to bid, Pacific Coast Cruise went well, Quebec City coming up. New flyer coming out in a couple of days, adding a page.

Mr. Doherty – Asked if resident will be able to sign up on line. We are looking into programs that we feel will fit the needs of the department.

#### Public Library

PERSONS IN INTEREST: Christine Stewart, Library Director and James Lemay, Chairman of the Board of Trustees.

Ms. Stewart – Explained that the FY16 budget reflects a modest increase over FY15, personnel down slightly due to retirements; 13 full-time and 12 part-time employees. Small decrease Miscellaneous Contractual due to shifting. Material & Supplies up 4% due to the cost of library materials. Furnishing & Equipment is up due to technology, \$22,068 to purchase 10 training laptops, two laptops, four barcode scanners and printers, also need to update self check out, as the operating system, Vista, will be outdated next year. Furniture purchasing \$3,400 for a display unit for first floor and in-between shelving for 2<sup>nd</sup> floor.

Mr. Eaton – Asked if the computer purchase would be handled through Library or IT. The Library is a separate entity relative to IT. The IT department and Library will work together.

Ms. Stewart – Is working to update the Strategic Plan as was mentioned last year, asks if you or anyone you know asks the question: Why does a community need a library in the digital age and why does Wilmington need a better facility, if Tina and her staff, does such a good job revitalizing the current building? There are 13 community members serving on the strategic plan committee, which meets four times over eight months to provide feedback, advice and support for the plan. In addition we have had input from staff, Trustees, focus groups, community forums and a survey. The strategic plan provided six areas of focus: literacy and lifelong learning, technology, community, marketing, staff and facility. Brief highlight of activities the Library has done in the past year and what the department will be doing, that demonstrate how the public library is working to better serve the community. Explained that they had begun a facility makeover, since 2005 when the community rejected the proposal to build a new library. However about 65% of the survey responses from the Strategic Plan had agreed the library's physical condition needs improvement, many commented on the buildings inadequate size, layout, dated appearance, etc. Even though the staff has repurposed the space to accommodate for services and make the building more user friendly, some challenges are structural and cannot be changed, including not being able to provide complete handicap accessibility. This 5 year planning cycle doesn't include anything about expanding or building a new

facility. Although the Library will continue to use our space creatively as best we can, this 46 year old building limits us for the kind of services we can provide to the community for the 21<sup>st</sup> century. She encouraged the Finance Committee to support the Town Facilities study that Jeff has proposed for FY16, so we can begin a discussion of the future of the library and how an improved facility can better serve the Town. In addition one of the top mission statement that came from the Strategic Planning committee, was identifying the ideal Wilmington, and focused on addressing the quality of all our public buildings. In closing why does a community need a new library in the digital age? At 1% of the municipal budget, \$48/capita, I think you would agree the public library does offer a better value to the community.

Mr. Wallace – Commented on the need to change rules for use of state funds so they are not only used for purchase of books. Brief discussion on how to change the legislative to use funds on other items than books. Brief discussion on support from the library to the school.

Mr. Eaton – Thinking they are doing a terrific job, library is not just a library anymore it's a community center, and each year there are more programs.

Ms. Stewart – Believes the Friends should get a lot of recognition. Brief discussion on how the Friends of the Library works.

Mr. Lemay – Friends are strictly volunteers, 90% of funds raised per year goes to library.

Elderly Services (pg 54):

PERSON IN INTEREST: Terri Marciello, Director

Ms. Marciello – Reviewed budget. Nothing has truly changed for FY16. The lunch program has increased due to mileage change from 40 cents per mile to 45 cents per mile. Two drivers deliver 80-85 meals per day. The Department of Public Buildings refurbished the floors. After approval at Annual Town Meeting, Department of Public Works was able to improve our parking lot, added 5 spaces which we are fortunate for. In August we hired Kristen as the new clerk. She has proven to be a major asset; she has updated our website, pictures are being put on website, the newsletter is now on website and keeps them more informative. Newsletter has also been improved due to Kristen, as the format needed a few changes.

The Department provides information about statewide scams. Five tax preparers are still coming in handling 22 appointments once a week through April 14<sup>th</sup>. Computer program "My Senior Center", people just automatically use it and it shows staff who is coming in and using the exercise programs etc. Initially we thought people of ages 60-70 were using the exercise programs, we have found out through the login that it's the older people. My Senior Center annual cost does not come from the Town, it comes from State funds.

New case manager from a few years ago, working on men's group 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month. Attendance has increased 50%. When we first started there was about 15 men now it's approximately 35 men.

This is the first year we will not be getting a grant from Lahey Clinic. We will use savings from previous grant awards to continue the programs. Due to the merger of Lahey and Winchester Hospital there was a change in grants. Does not affect budget as of now. Lahey is not ignoring the communities still doing programs, disabilities efforts, eating pyramid, heart healthy etc. usually a 6-8 week program.

Crisis cases that occur in Town we are receiving more calls. Case Manager is an important piece of Elderly Services. We try to get out and check on elderly. We perform about 30-35 home visits per month, not including case conferences. Miscellaneous funds have gone up a bit for mileage and hot lunch program went up due to mileage. Overall maintained budget.

Mr. Hull – Reclassification is recommended for the Director position. The Elderly Service Director is one of the lowest on the management pay scale. 15-20 years ago the position was more about recreation/social activities; providing a place people could gather and get involved in activities. Now they will get called during and after hours dealing with a number of social service issues. The change in responsibilities warrants an increase in grade from MS8 to MS9. FY 15-16 budget reflexes increase. Brief discussion on longevity and Wilmington pay for department heads not being in the upper scale, and the need to pay a reasonable rate to get and keep quality people.

Mr. Doherty – Stated that if there was a study done on similar towns he feels Wilmington would be on the low end.

Mr. Nally – Agrees with Mr. Hull's decision on the Director's grade increase.

Ms. Marciello – Explains how they call each person who receives meals and needs to be checked on due to the storms. Elderly Services staff and herself have been shoveling them out, shoveling pathways so seniors can get out. To get through the rough January, February, and March weather, they have started a program, "Spring Into Happiness". Program includes humor week, Mardi Gras week, love week, beach week, give back week, each week has a theme. Was not sure how this was going to go, people have really got into it, it is working. In September the Senior Center is having a reunion for anyone who graduated at the Buzzell School. It is important not only to provide services, reach out to the community with education and crisis intervention, but to have a lighter side, have people get out and socialize.

Other business:

Ms. Amaral – Responding to the request of the Finance Committee for what is left in water reserve fund, there is \$1,988,000.

James Lemay – Would like to ask the Finance Committee to support capital improvement plan. Supports having outside independent analysis of current facilities and future needs.

There being no further business, a motion was made by Jonathan Eaton, seconded by William Wallace. Approved unanimously.

Meeting adjourned at 8:55 p.m.

The next meeting of the Finance Committee is scheduled for Tuesday February 24, 2015.

Respectfully submitted,

Recording secretary