

## Finance Committee Meeting Thursday, February 2, 2017

Chairman Theresa M. Manganelli called the meeting to order at 7:00 p.m. Members present were John F. Doherty, Marianne Gallezzo, Michele Kincaid, Robert P. Palmer, Bernard P. Nally, Jonathan R. Eaton, Leigh Martinson, Kevin Stokes. Excused: None

PRESENT IN INTEREST: Jeff Hull, Town Manager, Denise Casey, Assistant Town Manager, Valerie Gingrich, Director of Planning & Conservation.

Mr. Hull started the meeting by reviewing the Planning and Conservation budget on page 46. He stated the current staffing level consists of three (3) individuals in the department. There are two (2) non-union positions, and one (1) administrative union.

Ms. Gingrich explained that due to change in administrative staff, the new employee was brought in at a lower salary. She stated a goal for fiscal year 2018 is to look at subdivision regulations, which have not been revised since 1975. She stated references are outdated in writing and design, for example, changes to sidewalks, changes to grass strips, and re-zoning. Ms. Gingrich would like to hire someone to take a look at them. She stated that for office supplies in fiscal year 2018, she is hoping to change out file cabinets to vertical files, which provide more space. Ms. Gingrich stated another goal for fiscal year 2018 is working on clarifying zoning bylaw, for example, allowing research and development use in areas zoned as highway industrial. She stated there has been discussion on mixed use in North Wilmington to utilize vacant land and buildings. Ms. Gingrich has previously met with and spoken to residents in the area. She is looking into Mass. Works Grants. Ms. Gingrich gave an update on the Lowell and Woburn Street intersection project. She has reached out to traffic engineers. She is waiting to hear back and is hoping to start the process soon. Ms. Gingrich stated the department has money to start the design phase for that project. There was a brief discussion on potential new buildings and businesses. Ms. Gingrich reported the New Boston Street Bridge design is 25% completed. She reported there was a meeting in Woburn last night, and this project has been going on for 10 years. She explained Woburn is willing to support a truck exclusion for the bridge. There was a discussion on having the Woburn & Lowell St intersection work completed in conjunction with opening through New Bedford St. in Woburn.

PRESENT IN INTEREST: Al Spaulding, Building Inspector, Jeff Hull, Town Manager

Mr. Hull reviewed the Building Department's operating budget on page 48, which includes the Personnel Services, Contractual Services, and Materials and Supplies.

Mr. Spaulding discussed foreclosures and permits issued around the Silver Lake area. There was a discussion on the need to have permits available to residents and contractors online. Mr. Spaulding stated he prefers interaction with people. He reviewed the activity for the upcoming year. He stated older homes are being sold and knocked down. Mr. Spaulding stated MacDonald and McGrane Roads are under construction and Eleanor Estate is heading into phase II. A member asked if the Facility Master Plan includes all the new construction. Mr. Spaulding replied "yes, it was taken into account". He stated there is not much available for commercial rent.

PRESENT IN INTEREST: Shelly Newhouse, Director of Public Health, Jeff Hull, Town Manager

Mr. Hull reviewed the Personnel Services for the Health Department found on page 44.

Ms. Newhouse stated that Contractual Services are staying the same as last year, except for clinical expense. She stated the department may need to purchase vaccine that the state previously funded. Ms. Newhouse stated that the Town has to purchase high dose for seniors. She stated the State does not provide Shingles shots as it is too expensive, so the Town has to charge. Ms. Newhouse stated that wellness visits down are down because the nurse spends more time at the Senior Center, which means fewer home visits. A member asked about the number of drug overdoses. She stated there is \$80,000 in the fiscal year 2018 budget that will help. Mr. Hull stated a Request for Proposals was done by the Chief of Police for social services, where the Town is hoping to hire a consultant. There was a brief discussion on overdoses and mental health. He stated the programs are a group effort between Board of Health, Police and Veterans. Mr. Hull believes that having a social worker to bring all departments together would be a benefit. He stated there are a few surrounding towns that have a person in place. Mr. Hull commented he personally would like to hire an employee verses using a clinic or institution. He stated staff went to speak with Lahey, who did a survey and found all towns are lacking mental health support.

Other business:

Mr. Hull stated he would like to mention page 51 in budget book regarding the salary for George Hooper. In FY15, the salary was \$114,067, rose to \$122,247, then goes to \$124,108. Mr. Hull explained department heads who have use of Town vehicles have to be included in salary. If vehicle pulled out Mr. Hooper's FY 16 salary would be \$119,619.

Mr. Hull stated on page 68, regarding Retirement Contributions, there is an early payment provision of a 2% discount if paid within a certain time. He stated presuming it is paid early, the amount would be \$6,110,627.

Next meeting is Tuesday, February 7, 2017. There will be no meeting on the following Thursday or the following Tuesday, due to conflicts.

There being no further business, a motion was made by John Doherty, seconded by Jonathan Eaton and by the affirmative vote of all, the Finance Committee meeting was adjourned.

Meeting adjourned at 8:25 p.m. The next meeting of the Finance Committee is scheduled for Tuesday, February 7, 2017.

Respectfully submitted,

Recording secretary