

## Finance Committee Meeting Tuesday, February 28, 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, and Kevin Stokes. Excused: None

Present in Interest: Karen Campbell, Recreation Director, Jeff Hull, Town Manager

Mr. Hull explained the personnel budget, which is page 55 of the budget book. Ms. Campbell noted the conferences that she will be attending this year to keep up with trends. She stated Silver Lake Beach costs are mostly covered by Recreation program fees. She reported that non-residents who are age three or older are charged to use the beach. Ms. Campbell stated the Program Coordinator salary and benefits are in Recreation line item. She stated the balance of the revolving account was \$570,000 as of December 2016. Ms. Campbell reported the resurfacing of the Woburn Street School tennis courts will come out of the Recreation revolving account. Ms. Campbell explained the "Year in Review" handout, which outlined this year's net decrease in capital projects. Mr. Hull explained capital improvements for Recreation revolving account pay for larger trips or programs, and is replenished when final payment is made. Ms. Campbell stated the budget surplus went up \$25,000 due to the success of cruise to Hawaii trip.

There was discussion of having movies and concerts on the common funded by the budget.

Ms. Campbell stated there are only two (2) programs that require health forms. Ms. Campbell's second handout explained "New Offerings 2016". She reported the online registration program has been successful, and the Recreation Facebook page is up to 2,676 followers.

There was a brief discussion on marketing and the staff capacity.

Ms. Campbell stated the Recreation Department will be responsible for scheduling the turf field and concession stand at the Yentile Farm Recreational Facility. She explained a priority list and policies have been established for obtaining a permit for Yentile Farm, along with the ability to request permits and the policy.

There was a brief discussion on charging for the use of Yentile Farm, Massachusetts' recreation laws, and liability when charging a fee to use the facility.

Ms. Campbell stated there are no full-time staff on location and DPW Parks and Grounds staff will maintain the park. She reported there will be a "carry in, carry out" trash policy.

Ms. Linda Buckley asked if all parks are going to have carry in, carry out policy.

Mr. Hull replied, "no."

Ms. Campbell stated that all the walking trails are complete at Yentile Farm and the Cross Street paving is not yet done, as a sewer connection issue first needs to be resolved. She stated the work is scheduled to be completed in early April.

Ms. Campbell stated the "carry in, carry out" policy at the Dog Park is not doing as well as at Silver Lake Beach. She commented the "Friends of the Dog Park" are getting the word out.

Ms. Linda Buckley asked if there are \$24,000 in fees, why not have trash disposal.

Mr. Hull explained that the “carry in, carry out” approach is manageable. Ms. Campbell explained the Dog Park was a donation from the recreation department and was not funded by the taxpayers.

Present in Interest: Tina Stewart, Library Director

Ms. Stewart thanked Ms. Campbell for the Friends of the Library and for how much she has done for the Library.

Ms. Stewart began with a presentation that outlined the cost of the Library (budget book page 54) was only 1% of Town’s budget, which translated into a cost of \$47.58 per capita. She stated the building and grounds needs are supported by DPW and Public Buildings. Ms. Stewart stated that measuring the Library’s value is hard to capture. She explained the difference between traditional and non-traditional items: Ebooks are borrowed, subscription digital, music cd and downloadable hoopla. Ms. Stewart stated the museum passes are paid for by community groups. She stated that physical circulation has decreased 23% and though digital use is increasing, they are not able to decrease physical items as of yet. Ms. Stewart reported the Internet sessions have seen a 40% decrease from 2011 to 2016, due to the increase in personal portable devices. She stated patrons are looking for space to use tablets and smartphones. Ms. Stewart stated the trend for Information service is patrons getting tech help and questions answered. She stated the website is an extension of the Library. Ms. Stewart explains the number of hits increased from 2011, but have gone down from last year. She stated that Library programs have increased almost \$20,000 per year from Friends of the Library funding. Ms. Stewart state there is an average of 400 patron visits per day. She explained the programs offered by various groups: employment hosting networking group, learning groups, technology help, literacy and a place for reflection.

Ms. Linda Buckley stated Ms. Stewart gave a great presentation.

Ms. Stewart reviewed the budget book page 54. She reported that contractual services decreased due to the transfer of technology into the IT budget. Ms. Stewart stated the office and material expenses decreased as printer cartridge costs were reassigned to IT. She reported that postage also decreased, as there are fewer mailings. Ms. Stewart explained the State is allowing the use of technology expenditures for furniture and equipment, as long the items are used by patrons. She reported some public computers that were purchased last year will be moved to staff. Ms. Stewart explained the need for updating technology, and purchasing seating for the children’s room.

Questions:

There was a brief discussion on the Community Fair held two (2) years ago, and why it was not held last year.

Ms. Stewart explained the reasons were the Farmers Market moving to Sunday and the light staffing on Sunday.

Ms. Stewart noted that it is still valuable to be a part of the Merrimack Valley Library Consortium (MVLIC). She stated the integrated library system is well managed and will be upgraded in April.

Present in Interest – Terri Marciello, Director of Elderly Services

Ms. Marciello began by reviewing expenditure detail (page 56 of the budget book) and noted that not much has changed from fiscal year 2017. She stated there is a drop in personnel services due to the retirement of the Van Driver. Ms. Marciello stated the hot lunch program increase is due to higher mileage reimbursement. She reported the current van has 107,000 miles, and there is a need for a new, wheelchair accessible van. She also explained the way new wheelchair accessible vans are made, and the need for the ability to lift a scooter, which the current van cannot. Ms. Marciello stated the Department was approved for \$26,000 in grants last year, and \$40,000 this year. Ms. Marciello explained the increase in grant funding was due to State legislation.

There was a brief discussion regarding the part-time employee who works 30 hours per week and is paid from grants. Ms. Marciello stated the employee's hourly rate is increasing from \$10.53 per hour to \$11.00 per hour.

Ms. Marciello further explained the successful fire prevention and fall programs, which was funded by a grant. She also explained what programs are offered for elderly and human services and that an intergenerational piece is matching up volunteers. Ms. Marciello explained the Live, Laugh and Learn theme for this year, which includes a TV show and art program. She explained the Tufts Health Plan foundation statistics for Wilmington and what makes a community age-friendly. Ms. Marciello stated she hopes Wilmington can say that it is an age-friendly community in the future. She says the Elderly Services Department is not just a center people come to, but also provides services at their home, safety, and crisis help. She continues to work closely with the Police and Fire Departments and the Library.

#### Questions:

Ms. Manganelli stated it is time to focus on the elderly population and we appreciate the effort put in.

Ms. Marciello responded the western part of Massachusetts has communities which are age-friendly.

Ms. Linda Buckley stated that elder services are very important and asked how the Department engages folks to come in?

Ms. Marciello explained the difficulties with getting men to utilize the center. She stated the men's group is successful and currently has 32 active members who come for breakfast.

#### Other business:

Mr. Hull reported that the Taser program has \$32,500 in the budget for FY 18. He stated the vendor provides equipment and contract. Mr. Hull reviewed a letter from Deputy Chief Robert Richter, dated February 12, 2017, which outlined the cost being spread out over four (4) years. He stated the cost of the Taser has gone up, and he proposed a five (5) year program to purchase Tasers. Mr. Hull reported the equipment is updated with the contract for Tasers which also includes software upgrades.

A member asked if there is an annual licensing fee.

Ms. Gallezzo asked if it is more cost effective to provide Tasers for shifts versus for every individual officers.

Mr. Hull stated that each officer should have his/her their own weapons (considers this a weapon).

Mr. Nally commented that people tend to take care of their own equipment and some do not take care of their equipment. He stated a Taser is a weapon.

There was a brief discussion on Tasers: downloading information, concerns if not assigned, how often does download occur, and how much time does it need to be plugged in.

A member asked if overtime for training be avoided.

Mr. Hull stated the Taser is a weapon and appropriate training is needed. He explained the midnight shift cannot be trained while on duty so there is no way to avoid overtime.

There was a brief discussion on the 12 hours of training needed and the defense when a Taser is used.

Mr. Hull provided the school choice information which was \$37,075 for two students to attend Minuteman Vocational. He read a letter from the School Department, which explained if programs are not offered in the district, students can go elsewhere.

Mr. Hull read a letter from Jamie Magaldi, DPW Operations Manager, stating that breaks are offered during snow removal. Mr. Magaldi stated in the letter that the challenge is not being able to pull everyone off the roads at the same time.

There was discussion on a new process for Finance Committee.

Next meeting is Thursday March 2, 2017.

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

Meeting adjourned at 9:05 p.m. The next meeting of the Finance Committee is scheduled for Thursday, March 2, 2017.

Respectfully submitted,

Recording secretary