



Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

Meeting Minutes

Tuesday, February 11, 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 Manganelli, Vice Chairman, Marianne Gallezzo, Leigh Martinson, Bernard P. Nally, Hiram Shah and Kevin Stokes. Jonathan Dugas and Michele Kincaid were absent.

FY 21 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Bryan Perry, Finance Director

PUBLIC BUILDINGS

PRESENT IN INTEREST: George W. Hooper II, Superintendent, Public Buildings

Mr. Hooper presented his FY2021 Budget. The department has 47 employees: 3 non-represented, one administrative and the remainder are custodial and maintenance personnel. There is a slight decrease in Personnel Services due to the retirement of many long-term employees. Overtime and seasonal is level funded.

Utilities are also level funded. Mr. Hooper spoke about the conversion to natural gas and the savings to the Town from this conversion. There were no rate increases from RMLD so electricity is level funded. Mr. Hooper gave statistics on the buildings and schools in town that have been converted to LED lighting and those that are partially converted at this time.

Maintenance Expenses are decreasing overall. HVAC repairs is increasing 5% due to the higher costs associated with new technology. The expenses for school buildings is decreasing approximately 4% over LY. Last year there was \$12,000 included for lining the gym floor at the Woburn Street School to put in a pickleball court. Now completed, that amount has been removed from this line item. Asbestos repairs and training have a 50% reduction. The department is still working to replace many ceiling tiles but this work, due to regulations, will be done by contractors. Town building expenses is increasing by \$7000 to replace the cabinets in the kitchen at the Fire Department. The existing cabinets are original and 20 years old. The new cabinets are being built through a state program with prison inmates and will be installed by department carpenters. This is the same program Mr. Hooper is using to complete the work at the Senior Center. He stated that the product quality is superior while saving about half the cost. The remainder of items in this category, misc. repairs, roof repairs and training and conference, are level funded.

Ms. Manganelli asked about the smaller projects around town that were identified in the Facility Master Plan (FMP) and whether there is a plan in place to prevent some of these buildings going from needing repair to being beyond repair. Mr. Hooper stated that there are a lot of repairs made that falls under the Town's operating budget. He agreed that the FMP identified a lot of projects and he uses that as a guide also to assist in prioritizing. Mr. Hull referenced one example of this, the cemetery office. Mr. Hooper said that this is all part of routine and constant repair. Mr. Doherty asked about the costs and timeline for retrofitting the arts center for school department use, to move student services from the Wildwood School into this space. Mr. Hooper and Mr. Hull gave a breakdown of the process and some of the issues associated with this project. Money and time are limited as this needs to be completed by the start of the next school year.

Capital Outlay improvements include three projects at the West Intermediate School: removal and replacement of ceiling tiles; phase two of the lighting conversion to make the school 100% LED; replacement of the LULA lift which can no longer be repaired and is necessary for student accessibility. These three projects total \$539,000. The remaining two items for this category are \$650,000 for a feasibility study for a new senior center and \$955,000 for a feasibility study for a new combined Town Hall/School Administration building.

Ms. Manganelli asked about the status of the High School Gym Floor replacement project from last year. Mr. Hooper stated it is complete and came out beautiful. It looks better and more than that it is a better product than what was originally installed.

There was a discussion about the Town's general practice for projects, beginning with feasibility study, schematic design and construction and bringing it to vote at Town Meeting. Ms. Manganelli expresses satisfaction with her experience on the Facility Masterplan Committee, having started with varying opinions and coming together at the end to have one unanimous decision. Mr. Hull stated the importance of looking at all town buildings as a whole and not piece by piece. Ms. Manganelli agreed that the Town has options and must look at all the major needs of the community when making decisions. Mr. Hooper concluded that the Town must proceed with foresight and be fiscally responsible.

Mr. Doherty asked about the current state of the Wildwood School. Mr. Hooper said that they are keeping the building going with constant maintenance. It has an old steam-heat system, the façade is aged, the ceiling tiles need replacement, the windows are single-paned metal framed and not energy efficient. The building air quality requires constant monitoring. This building identified as one that needs to be replaced in its' entirety. Mr. Hull stated that the school department does not necessarily agree with the approach recommended by the FMP and is interested in finding alternate plans. Mr. Hooper is submitting Statements of Interest to the Mass School Building Authority. Even if they are invited in it could still take 5-7 years for completion.

Mr. Doherty asked for an update to the work being done in the kitchen at the Buzzell Senior Center. Mr. Hooper stated that demolition work will begin after an event at the center on the 14th. The new cabinets will be delivered and then his department will do the installation for the cabinets, flooring, countertops and sinks. They are also getting a new dishwasher and new French doors leading to the game and arts and crafts rooms. The building now uses 100% LED lighting. The exhaust system in the restrooms has been replaced and the bathroom partitions will be as well. Finally, a new coat of paint will be put up.

OTHER BUSINESS

Mr. Hull distributed an email from Selectman Jonathan Eaton with details on the provisions to the BRAVE Act that will be proposed for adoption on this year's warrant. Mr. Doherty had questions about the ability to stack benefits and the eligibility of houses with apartments. Mr. Nally asked for confirmation on the dollar amounts of the benefits. Mr. Hull will follow up with the Committee once he has had time to gather the answers.

The next item are two petitioned articles to be taken up at the public hearing. Mr. Nally asked for clarification on the two proposed locations for the new senior center. One being the current Town Hall property and the other being the property next to Saint Dorothy's Church.

Ms. Gallezzo asked Mr. Hull if the Town has ever considered hiring a grant writer. She referenced the town of Newton as an example. There was a discussion about the options available for assistance with grant writing and the possible benefits and challenges.

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from February 4, 2020. A motion was made by Mr. Nally, seconded by Mr. Shah, with Ms. Manganelli abstaining, and by the affirmative vote of all it was:

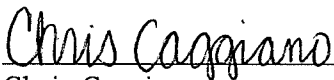
VOTED: To approve the minutes from February 4, 2020.

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 8:08 pm

Respectfully Submitted,



Chris Caggiano
Recording Secretary