



Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

Meeting Minutes

Thursday, February 11, 2021

Finance Committee Vice-Chairman, Theresa M. Manganelli called the meeting to order at 7:00 pm. Members present via video conferencing on ZOOM were, Michele Kincaid, Secretary, Jonathan Dugas, Marianne Gallezzo, Leigh Martinson and Bernard P. Nally. Chairman John F. Doherty III was excused and Kevin Stokes was absent.

To begin the meeting Ms. Manganelli read a statement regarding Open Meeting Law and public access to the meeting via technological means, then took a verbal roll call of the attendees.

FY 22 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager/Director of Human Resources; Bryan Perry, Finance Director

LIBRARY

PRESENT IN INTEREST: Tina Stewart, Director of Wilmington Memorial Library

Ms. Stewart gave an overview of the efforts made by the Library staff during the previous year, in light of the pandemic and various restrictions with COVID-19. As with other Town departments, the Library had closed at the end of March 2020. When staff could return in May 2020, many services were offered to the public while keeping safety for all a priority. Some of the services include curbside pickup, virtual programs, technology support via email, online training and manuals and library on the lawn. The Library's website was also redesigned. Ms. Stewart noted that there was a phased reopening planned and on August 3rd the Library was reopened with limited appointment-only access. Safety procedures were in place at all times including sanitizer stations and protective shields at workspaces. This continued until November and then on December 7, 2020 the Library was once again closed due to the surge of cases of coronavirus. At that time, the Library continued to offer curbside pickup and virtual programs. Some virtual offerings included international author participation and Storytime via Zoom. Outdoor Storytime and walks were offered during mild weather months. Ms. Stewart noted that throughout the year patrons were thankful for programs and services that were available and there was never any instance of an issue with any patron not following safety guidelines.

Ms. Stewart then updated the Committee on the completion of the stairwell renovation, showing pictures of the before and after. The work was completed while the Library was closed to the public. She also shared photographs of the Peggy Kane Reading Garden that was dedicated in late September. Approval for the Garden passed at last year's Town Meeting.

2021 marks the 150th Anniversary of Wilmington Memorial Library and Ms. Stewart showed a digital logo created to commemorate the anniversary before moving into her FY2022 Budget presentation. Personnel Services is reduced due to the retirement of two full-time, top-grade-level employees and the resignation of two full time employees who had served the Library for over five years. The new employees coming into these positions will start at the first grade-level, leading to the decline in Personnel Services expenditures.

Contractual Services is increasing due to the addition of Zoom accounts, which will continue to be used as the Library is able to offer hybrid services and going forward. Curbside services will continue as well, at least on certain days or for specific hours as it has been an added convenience for families with children and the elderly.

The Merrimack Valley Library Consortium is level funded, as are Library Programs. Friends of the Library Next Door had to close due to COVID-19 so that is a revenue source that has declined. Training and Conferences is level-funded. Ms. Stewart would like to continue to offer educational learning opportunities for staff. The remainder of the budget is level-funded. There is no request for Furnishings & Equipment for FY22.

The Library will be looking to replace 10 PCs for staff, one Mac, and the printer/copier on the first floor but these items will be included in the budget for the Information Technology Department.

Ms. Stewart extended a thank you to the Public Buildings department. She also noted that \$3360 in CARES grant funding for educational programming is being used for marketing and technology. There was a brief discussion of the efforts to attain grants.

Ms. Manganelli thanked Ms. Stewart for staying flexible and finding alternate ways to offer great service to the community.

RECREATION

PRESENT IN INTEREST: Karen Campbell, Director of Recreation

Ms. Campbell reviewed the efforts of the department over the past year during the pandemic. She stated that the focus throughout the ever-changing COVID-19 situation has been to “pivot.” She recalled that the first thing to happen was that they were told they had to vacate all programs in the schools, as only school staff would be allowed on premises. The next thing to happen was that Town Hall offices were going to close, at the time it was believed to be, for two weeks. Ms. Campbell had all calls forwarded to her cell so that no calls would be missed to the Recreation department and all resident concerns could be addressed. All trips and larger-gathering events were cancelled, including concerts on the common, sports leagues and the Town Beach. Once back in the office, she noted that the focus shifted to what would still be possible in the pandemic climate. Virtual programs were beginning to be offered in subjects like science and babysitter training.

Ms. Campbell noted that over the past year the Recreation Department issued more frequent newsletters than even before. They worked closely with the Board of Health Director to ensure that they were able to offer outside programming during the warmer months by staying within the proper health guidelines. Once in-person programs could resume outdoors the department offered mountain biking, multiple classes for tennis and golf, as they filled up quickly, flag football, a pass-and-kick competition, pickleball tournament, bocce league, intro to cricket as well as off-site outdoor programs like karate and dance classes. Email and Facebook was used to notify residents at short notice when programs were able to added. Virtual science programs were developed where kits are delivered to homes and participants follow along on the computer. This program continues to be popular, with 31 kits being delivered recently. She stated that she worked with Recreation departments state-wide to share ideas and develop programs throughout the pandemic.

Ms. Campbell stated that for the coming year she is hopeful that Town Beach can be opened to the public and the Tiny Tots and Playground programs can be offered again. She also stated that the department is waiting patiently to be able to get back into the schools to offer indoor programming, as Wilmington does not have a recreation center. She is hopeful that once the department is allowed back into the schools indoor programming can resume.

The Recreation budget is level-funded apart from salary changes. The department took a loss of \$12,500 on the deposit and insurance for a previously planned Mackinaw Island trip. The company closed early during the

pandemic and the deposit will not be refunded. The department will take that as a loss and refund residents. Program revenue will net to \$21,000 after this loss. The Revolving Account will be reduced from \$590,000 to \$515,000 after funding the Program Coordinator salary of \$57,000 and \$40,000 for the engineering and planning of new Shawsheen School courts which had been agreed to before COVID-19.

Ms. Gallezzo asked if they were allowed back into the schools could the department offer indoor programming safely. Ms. Campbell said they absolutely could, by keeping the groups smaller, following procedures outlined by the Health Department, wearing masks and social distancing. Ms. Gallezzo also asked how many programs were being offered at the schools prior to COVID-19, and Ms. Campbell said there had been 15 different programs. Ms. Gallezzo then asked if programming had not resumed because the schools will not allow them access. Ms. Campbell answered yes, and that she had spoken with Superintendent Brand and was hopeful that they would be able to get back in by the end of the school year.

HISTORICAL COMMISSION

PRESENT IN INTEREST: Theresa McDermott, Curator of Town Museum; Bonny Smith, Chairperson of Historical Commission

Ms. McDermott the history and mission of the Harnden Tavern Museum and Historical Commission. In 2020, there were 12 demolition permits issued, which is about half of what is normal. Between January and March of 2020, before the shutdown from the pandemic, there were 40 visitors to the museum. After returning to the museum in May, work was done on the building and grounds including growing historically significant hops plants, painting the carriage house, repairing and staining the railing on the staircase outside the carriage house and maintaining the rose bushes.

During the pandemic, and not being able to be open to the public, the museum started a Twitter account through which Ms. McDermott was able to highlight some of the archives of the museum. Almost daily, the museum would tweet out old photographs, artifacts and historical news stories. Ms. McDermott researched old town newspapers through the library's website. Organizing the archives is something they have been able to do with the museum being closed to the public.

The museum also participated in the Veterans' drive-by parade in September to celebrate the anniversary of the end of WWII by placing signs on the lawn. Originally Ms. McDermott had planned to display the artifacts and photos from the George Spanos collection unfortunately the weather was uncooperative and they could not be placed outside.

Some continuing projects are replacing historical house plaques, registering and getting recognition for five historic districts in town, preserving historic structures like the Roman House, Buzzell Center and Little West Schoolhouse to name a few.

In the coming fiscal year and going forward Ms. McDermott would like to continue her efforts to restore the windows in the museum. Nine out of 45 have been completed but the project was put on hold as no one could be inside the museum to restore them.

Ms. McDermott presented her FY22 budget as level-funded. She stated that her goals for FY22 are to have a historical assessment of the condition of the building, raise awareness of the town's historic districts, continue community outreach on social media and continue museum inventory organization.

Ms. Smith then thanked Ms. McDermott for all that she does and the Finance Committee and Town Manager Hull for support.

PUBLIC COMMENTS

There were no public comments.

OTHER BUSINESS

Ms. Manganelli introduced and welcomed Mr. Andrew Lavigne as the newest member of the Finance Committee.

APPROVAL OF MINUTES

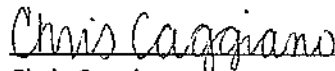
There were no minutes to approve.

At the conclusion of the discussion, there being no further business to come before the Committee, a motion was made by Ms. Kincaid and seconded by Mr. Dugas, it was unanimously and by roll call:

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:59 pm

Respectfully Submitted,

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Chris Caggiano

Recording Secretary