



Town of Wilmington

Finance Committee

121 Glen Road Wilmington, 01887

Meeting Minutes
Thursday, February 13, 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, Michele Kincaid, Secretary, Marianne Gallezzo and Bernard P. Nally. Jonathan Dugas, Leigh Martinson, Hirak Shah and Kevin Stokes were absent.

FY 21 BUDGET OVERVIEW

PRESENT IN INTEREST: Jeffrey Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager

LIBRARY

PRESENT IN INTEREST: Tina Stewart, Director of the Library

Ms. Stewart began by presenting the now completed Five Year Strategic Plan. She introduced the process for forming the Plan at last year's Budget review. After a brief review of the process, Ms. Stewart defined the areas of focus for the library. The two main areas of focus are community and knowledge. These areas of focus are supported by six operational pillars that allow the library to fulfill the long-range planning set by the Strategic Plan. These pillars, staff, facility, collections, marketing, programs and technology, require funding and relate directly to the budget.

Ms. Stewart then presented her FY2021 Budget. Personnel is approximately 80% of the total library budget. There is no increase in staff. Contractual obligations and an increase in the state's minimum wage accounts for the increase in cost for personnel services. Ms. Stewart described some of the improvements being made to the library facility. In 2019 the library celebrated its 50th anniversary at its current site. There have been no significant structural renovations since its dedication on Memorial Day in 1969. Some updates have identified to improve the facility. The Friends of the Library raised money to create an outdoor seating space with two picnic tables and two park benches. It also has a WiFi connection and greenery. It is a popular space that is used by many. The Board of Selectmen have agreed to put a warrant article on this year's Town Meeting to name the seating area "The Peggy Kane Reading Garden," after Margaret Kane who passed away in May 2019 and who's involvement with the library included, among many things, serving on the Friends of Library since 1998 and as its' president from 2009 to 2018. Another project is the stairwell renovation which is being funded by the Barbara Johnson Trust Fund. The front stairwell is being demolished and a new stairwell to the second floor will be erected. The project is expected to be completed open to the public by mid-March. There is an increase of \$10,000 for Materials and Supplies, based on the Massachusetts Board of Library Commissioners (MBLC) formula for state aid, resulting in 12-15% of the library's operating budget being used for books and materials and keeps the library's collections robust. Contractual Services expenditures are increasing slightly to allow for more programs and increasing technology. There were over 1,000 programs offered in 2019 with over 20,000 people in attendance and these programs continue to drive traffic to the library. Technology is a critical part of services. The Merrimack Valley Library Consortium is level funded. The consortium provides technology to the library and has developed a library application for smart phones that allows you to access the library database and reserve books from your phone, among other features. The library will be replacing 10 computers on the first floor and this will be funded from the IT Department's budget.

RECREATION

PRESENT IN INTEREST: Karen Campbell, Director of Recreation

Ms. Campbell presented her FY2021 Budget with a PowerPoint presentation. She stated the mission of the recreation department: The goal of the Wilmington Recreation Department is to offer high quality, relevant and affordable programs and services to the residents of Wilmington. We provide a variety of leisure services that are under constant review, with a focus on evolving offerings to keep pace with local demand and changing trends. We offer classes for all ages, sports and other programs to promote physical health, and day and overnight trips to provide life-long education and entertainment. Our commitment is to excellence in our programming, presented with superior customer service.

There are three full-time employees in the recreation department and the salary for one employee is funded by recreation activities. Contractual Services for trainings and conferences is level funded as are Materials and Supplies for printing and office supplies.

Ms. Campbell gave a review of the programs and services the department offered in 2019. Programming brought in \$99,032, less \$24,837 of community support, for a net income of \$74,195. There were many new programs offered in 2019 for both children and adults, as well as day trips. Programming increased and as a result capacity reduced slightly as some programs were offered that did not garner interest. There are approximately 7,000 households in Wilmington and 4,827 have registered with the recreation department. The department had income of \$938 from cancellation fees in 2019 and \$3,130 in non-resident fees.

Ms. Gallezzo asked how much remains in the revolving account. Ms. Campbell stated that on December 31, 2019 there was \$590,000 in the account. Ms. Manganelli asked about the availability of the pickleball courts, if they were by reservation, and if non-residents are using the courts to the impediment of town residents. Ms. Campbell noted they are first come first serve but with respect to all players, and that there have been rare instances of non-residents preventing town residents from being able to use the courts but not yet to a degree that steps need to be taken at this time. The Woburn Street School now has a permanent layout for pickleball and there are programs offered three nights per week for beginner, novice and intermediary level players. There will also be a program offered for Saturday mornings starting in May for the outdoor courts at Town Hall. Ms. Gallezzo asked if the department is struggling this year with hiring lifeguards, as has happened in the past. Ms. Campbell stated that letters were being sent out the next morning to invite 17 lifeguards and 3 gate attendants back for the season. This should reduce the need for a hiring push as was done last year, depending on the response.

HISTORICAL COMMISSION

PRESENT IN INTEREST: Terry McDermott, Museum Curator; Bonny Smith, Chairperson of the Historical Commission

Ms. McDermott presented her FY2021 Budget. Apart from yearly increases in Personnel Services expenditures are level funded. Ms. McDermott stated that in Contractual Services, professional services covers training and education for herself and other consulting services for the museum. She is currently enrolled in an online class for collections management. Programs and activities, also under this category, accounts for professional memberships and informational materials as well as supplies for exhibits, like stands. Materials and Supplies is to cover office supplies.

Ms. McDermott reviewed some of the projects at the museum in 2019. Four of the 45 windows were restored as part of an ongoing project that is shared with the public buildings department budget. The Historical Commission also restored a light post and converted it to solar power at the cemetery next to Mrs. Hiller's grave. The project costs approximately \$1,500 and was funded entirely by donated money and labor. Also, a sign at the front of the Museum was replaced and the sign pole was refreshed with the help of the Department of Public Works. Property beautification was completed at no cost from Cyrus Rich, for his Eagle Scout project. Mr. Rich replaced fencing along the property and updated landscaping in front of the carriage house and planted hops plants.

Ms. McDermott participated in many presentations over the year, many at the library, including a program about Silver Lake, a cemetery stroll focused on Civil War Veterans, a lecture on Mrs. Hiller, a Holiday Social in December and a Veterans' Day program showcasing the George Spanos panels.

A project the Commission is working on currently is a plan to put signage up indicating the five historic districts in town. They are working with the DPW to find locations for the signs and still comparing different styles to find the best fit for Wilmington.

Ms. Manganelli asked how many windows remain that require restoration. Ms. McDermott believes there are still over 30 windows remaining. The four completed last year were all Marquee windows in the front of the building, they were large and expensive to restore. The windows are all different sizes and will incur different costs which is why they are being done in groups. Some of the windows also have storm windows that also require attention.

OTHER BUSINESS

Mr. Doherty asked if Mr. Hull had any other business for the Committee. Mr. Hull stated that he will have an update of information for the questions asked at the last meeting about the BRAVE Act at the upcoming meeting on Tuesday. Mr. Doherty also asked if Mr. Hull had seen an email he sent earlier and Mr. Hull had not.

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from February 6, 2020. A motion was made by Ms. Gallezzo, seconded by Mr. Nally, and by the affirmative vote of all it was:

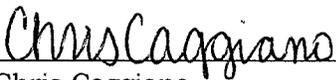
VOTED: To approve the minutes from February 6, 2020.

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 8:12 pm

Respectfully Submitted,



Chris Caggiano
Recording Secretary