



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

Meeting Minutes Tuesday, February 9, 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, Bernard P. Nally and Kevin Stokes. Chairman John F. Doherty III was excused.

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; Bryan Perry, Finance Director

PUBLIC BUILDINGS

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

Mr. Hooper presented his FY2022 Budget. The department has 47 employees and one department head. Three of these employees are non-represented, one is administrative and all others are members of collective bargaining unit AFSCME I. There is a slight increase of 1.9% due to contractual obligations and the addition of one night relief custodian. Overtime and seasonal (summer employment) is level-funded.

Utilities are decreasing by \$106,000 (-2%) to \$839,500. Estimated usage of #2 heating fuel is 250,000 gallons at a price of \$2.06 per gallon for a total of \$515,000 and estimated usage of natural gas is 295,000 therms at a blended cost of \$1.10 per therm for a total of \$324,500. Additional savings come from the conversion of the library from heating fuel to natural gas. Mr. Nally asked about the cost of natural gas. Mr. Hooper stated that the cost is blended because of the conservative energy group that provides the supply. The price of \$1.10 per therm has been stable for two years and Mr. Hooper expects it to remain through next year. Electricity costs are increasing but Mr. Hooper has level-funded this category because of the savings from switching to more energy efficient products. There is also a 1.6% decrease in Utilities – Town Buildings.

Maintenance Expenses are decreasing slightly overall. HVAC repairs has been level-funded. Aging equipment and filter changes are expensive but performing improvements in-house keeps the costs lower. The expense for school buildings is increasing by \$5000 to cover the costs of cleaning, sanitizing and testing all for COVID. Elevator repairs is also covered in this category. Asbestos repairs and training is level as it was decided to make the roof replacement project at Shawsheen Elementary part of the capital account. The funding available in this account would be used for small repairs and leaks, not entire replacements. Town building expenses are decreasing 3.2%. The installation of the new kitchen cabinets at the Fire Department is now complete. Mr. Hooper reminded the committee that he was able to save a significant amount on the high-quality cabinets by partnering with a program through the Department of Corrections to have the cabinets built by inmates and then installed in-house. All other categories are level-funded. Mr. Hooper shared photographs of the kitchen remodels at both the Senior Center and Fire House. He stated that the next projects will be to remodel the Dispatch kitchenette and the Library staff room. Ms. Manganelli asked about the price difference of using the Department of Corrections program. Mr. Hooper noted that the wood is solid, not veneer and all parts are high quality

including the hinges. He also stated that because this program is pre-approved there is no requirement to go out to bid for the vendor.

Capital Outlay improvements slated for FY22 are the roof replacement at Shawsheen Elementary and the Woburn Street School ceiling tile replacement. It was noted by Town Manager Hull that for the roof replacement at Shawsheen this is the design phase and next year the department would be looking for appropriation. The ceiling tile replacement at the Woburn Street school would cover approximately 50,000 square feet of asbestos tiles that are original to the building. Regulations require that the work is done to protocol by certified professionals. Mr. Hooper is asking for funding for \$527,000 to cover the design, monitoring and removal of the tiles to protocol. Mr. Hull noted that the tiles are encapsulated and do not pose any threat to occupants if they stay undisturbed. This work would be conducted while the building is not in use.

Mr. Hooper then updated the Committee on the status of two projects that were funded last year. Quoting the Facilities Master Plan (FMP), he noted that the Town should expect “modest community growth” over the next two decades and that increasing demand for services should be expected to grow at the same pace. At the last Town Meeting the Town voted to approve \$955,000 for the feasibility study and schematic design for a new Town Hall/School Administration building as the first phase of this project. The Town Hall/School Administration Building Committee has identified an Owner’s Project Manager (OPM) for this phase. Mr. Hooper reviewed the process that led to the selection of the OPM. He then spoke to the new Elderly Services Center (“Senior Center”) building project. Once again quoting the FMP, he stated that Wilmington should expect “disproportionate and significant growth in the senior population” in the coming years. Once again, at the last Town Meeting, the Town voted to approve \$650,000 for a feasibility study and schematic design for a new Senior Center. An OPM has been selected and the project is now in the architect selection process. The next steps will be to select a location, develop a design and price out construction costs.

PUBLIC COMMENTS

There were no public comments.

OTHER BUSINESS

Mr. Hull noted that for the \$527,000 expense for the ceiling tile replacement at the Woburn Street school, this Capital project would be funded from Free Cash.

Mr. Hooper expressed his appreciation to the Committee members for their time and dedication as volunteers to serve on the Committee.

APPROVAL OF MINUTES

The Finance Committee reviewed the Minutes from January 26, 2021. A motion was made by Ms. Kincaid, seconded by Ms. Gallezzo, and by the affirmative roll call vote of all it was:

VOTED: To approve the minutes from January 26, 2021.

The Finance Committee reviewed the Minutes from January 28, 2021. A motion was made by Ms. Gallezzo, seconded by Mr. Dugas, and by the affirmative roll call vote of all it was:

VOTED: To approve the minutes from January 28, 2021.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:28 pm

Respectfully Submitted,

A handwritten signature in cursive script that reads "Chris Caggiano". The signature is written in black ink and is positioned above a horizontal line.

Chris Caggiano

Recording Secretary