



# *Town of Wilmington*

## *Finance Committee*

### Meeting Minutes

Thursday, March 1, 2018

Finance Committee Chairman, Theresa M. Manganeli, called the meeting to order at 7:00 pm in the Large Conference Room of Wilmington Memorial Library, 175 Middlesex Avenue. Members present were Neal Couture, John F. Doherty, Jonathan Eaton, Marianne Gallezzo, Michele Kincaid, Bernard P. Nally, and Kevin Stokes. Excused: Leigh Martinson.

PRESENT IN INTEREST: Jeffrey Hull, Town Manager and Denise Casey, Assistant Town Manager.

### **RECREATION DEPARTMENT**

PRESENT IN INTEREST: Karen Campbell, Recreation Director.

Ms. Campbell stated that the mission of the Recreation department is to offer high quality, relevant programs and services to residents. She stated that new challenges the department is facing include: a good economy, so families can afford other avenues of leisure activities; a shortage of instructors, staff, and volunteers to lead programs; children making decisions on activities in which they want to participate; and focus on single sports. Alternatives to Recreation programs include: Wildcat sports clinics; Austin Prep and Shawsheen Tech recreational programs; YouTube video instructions; and social media accessibility for easy referrals, quick judgements, and competing programs. People want flexibility to book activities at the last minute, which makes it difficult to meet minimum enrollments and fill programs.

The department utilizes technology to promote programs through the website's email feature, and Recreation Facebook page. Online registration makes enrollment in programs available to residents during non-business hours.

In an effort to offer attractive trips and programs, the department solicits ideas from customers, scouts other recreation departments' offerings, and attends regional meetings including the annual Massachusetts Recreation and Park Association (MRPA) conference. To make offerings more cost effective, the department makes offerings available regionally, uses volunteers whenever possible, and scrutinizes all costs.

New programs in 2017 include: Saturday Night Lights basketball clinic; knitting; archery; Minecraft; Navigation 101 & geocaching; flower arranging; krav maga; and trips to Mystic, CT and Oktoberfest. Finances generated in 2017 for winter programs amounted to \$16,729; Spring generated \$13,629; Summer programs \$40,289; and Fall programs \$17,840.

Ms. Campbell provided a summary of 2017 finances. Program income was \$88,860 and community supported activities cost \$24,495, which netted \$64,465 for the department. She noted that it was a difficult year for Town Beach with regards to wages and weather. Massachusetts minimum wage is \$11.00 per hour. However, lifeguards need to be paid a higher rate of \$13.00 per hour, as they require



certifications. There was a total of 8 days of inclement weather when the beach had to close for either a partial or full day. The only off-set for beach costs is non-resident fees of \$10 per person per day.

At the end of 2016, the balance of the Recreation revolving account was \$576,851. The account pays the \$48,483 salary of the full-time Program Coordinator. Capital projects funded by Recreation revolving in 2017 included \$18,920 to pave the Woburn Street School tennis and basketball courts, and \$185 for the Dog Park sign.

Ms. Campbell stated the FY 2019 budget request of \$129,758 includes: \$124,843 for personnel salaries; \$1,500 for trainings and conferences; \$1,000 for program supplies; and \$2,775 for office supplies and printing.

Ms. Campbell noted that a warrant article on the 2018 Annual Town Meeting warrant is to construct Pickleball courts behind Town Hall. The total project is estimated to cost \$80,000. \$40,000 will be funded from free cash, while the other \$40,000 will be funded by the Recreation revolving account. She noted that pickleball is the fastest growing sport in the country right now. The Recreation department offered pickleball classes this past fall, which sold out and had a waitlist.

## **PUBLIC LIBRARY**

PRESENT IN INTEREST: Christina Stewart, Library Director.

Ms. Stewart stated that personnel salaries account for 80% of the Library's budget at \$918,927, and provided an overview of the staff members and their many accomplishments.

Miscellaneous Contractual Services are budgeted at \$10,440 which includes: various software licenses; events; wi-fi hotspots; Town Crier digitation fee; and wireless printers. The Merrimack Valley Library Consortium (MVLC) fee is \$38,131 which includes: \$7,293 fixed fee; \$29,776 usage fee; and \$1,062 telecommunications fee. The MVLC provides the operational technology; access to collections for thirty-six member libraries combining over 900,000 unique titles; and shared electronic collections, which are available 24/7.

Training and conference is budgeted at \$4,500. The Library also receives \$3,000 from the Friends of the Library to support training and conferences. Attending national conferences helps keep library ideas and programs up-to-date.

Materials and supplies are budgeted at \$174,660. This includes \$24,600 for office and library including: labels for books and DVD cases; marketing supplies; and swag/promotional materials. Books and library materials are budgeted at \$150,000. To be eligible for state aid, the state requires that 50% of the material budget be spent on physical materials for circulation. The Wilmington Memorial Library spends 75% of the budget on physical items. Ms. Stewart noted the Library's "Library of things" available for check out including: an Amazon Alexa; a bird watching kit; telescopes; and jigsaw puzzles. The Library utilizes surveys to find out what types of "things" to add to the collection. The other 25% of materials is spent on digital collections such as Hoopla.



Furnishings and equipment is budgeted at \$5,700 including: \$1,200 for a digital sign for the Children's Room; \$1,700 for new tables for the Banda Room; and \$2,800 for cabinets for program supplies in the staff room.

Last year, \$15,800 was budgeted to replace ten Banda Room laptops. However, at the time it was determined that it was not cost effective, so the funds were used to replace four staff computers. This year, the Banda Room laptops and four teen laptops are scheduled to be replaced.

The Library offered 390 programs for adults, which had 5,508 attendees. Programs include: performers; lecturers; and experts. Programs can cost approximately \$300-\$500. Funding sources include: \$18,000 from Friends of the Library and Book Store Next Door; and \$5,000 in State Aid.

Ms. Stewart noted some future challenges for the Library. The Facilities Master Plan has the Library last to be addressed in the twenty-year plan in 2030. Space is limited, as there are bookshelves and computers in hallways, tutoring is setup in the stairwell, and office and meeting space is insufficient. The Library will continue to provide optimal service, though there are some things the Library cannot offer due to building constraints.

Ms. Manganelli asked how much of a discount the Library received on materials. Ms. Stewart stated that discounts is usually 30%. Mr. Stokes asked to why the number of registered borrowers had decreased. Ms. Stewart stated the MVLC moved to a new database, and users with no activity or fines were removed. She noted the downward trend with circulation and stated that even though digital had increased, it hadn't offset the total. More people have moved to streaming, which is why the Library has shifted to offer more programs. Mr. Stokes asked what the Library does for outreach. Ms. Stewart noted that users can sign up for the Library newsletter via the website.

## **ELDER SERVICES**

PRESENT IN INTEREST: Terri Marciello, Director of Elderly Services.

Ms. Marciello stated that the population of aging is growing. Ten thousand adults turn 65 in the United States every day, a trend which is expected to continue until 2031. She cited a recent Boston Globe article which stated Massachusetts aging population is expected to grow from 14% in 2010 to 21% in 2030. Cause of death has shifted from infection or acute illness to chronic degenerative disease.

Ms. Marciello stated that Wilmington needs to be an age friendly community. In 1990, 2,388 residents were age fifty or older; in 2000, it was 3,136 residents; and 2010 it was 4,045 residents. By 2030, it is anticipated that 6,014 Wilmington residents will be age fifty and older, an increase of 48%, and the elderly population will outweigh the children population.

Ms. Marciello provided a summary of how Elderly Services helps the community. The department has to be attentive to the needs of baby boomers along with the very old, an age range equivalent to that of kindergarten to high school. Services offered include: case management; referrals; health and wellness; transportation; counseling and family support; financial well-being; and one-on-one case management.



Ms. Marciello noted that the senior center offers attendees activities, exercise, connections, life lines, peer support, and meaningful relationships. The Buzzell Senior Center saw 23,096 participants in 2017, an average of 93.89 people per day.

Ms. Marciello stated that parking is a major issue. The Center is very busy and space is limited space. The center is going to begin to utilize the Fourth of July building in the off season, so they can offer more programs and activities.

The Elderly Services department budget is \$272,049. Personnel services account for \$227,024. Miscellaneous contractual services is budgeted at \$24,500 which includes: \$12,200 for therapeutic socials; \$7,400 for monthly newsletter “The Buzzell Buzz”; \$500 for travel reimbursement; \$2,500 for Minuteman Senior Services; \$850 to support the Men’s group; \$300 for the intergenerational program; and \$750 for yoga. The hot lunch program is budgeted at \$19,125, which provides 65-75 meals per day. Office and kitchen supplies are budgeted at \$1,400.

In 2017, the Senior Center also received funding from the Executive Office of Elder Affairs in the amount of \$36,405. The funds were used to pay the salary of a thirty-hour receptionist position, an aerobics instructor for three hours per week, Zumba instructor, and partial payment for the newsletter posting and printing.

Ms. Marciello noted the need for a new Senior Center and senior housing in Town. A committee has been established, which includes members from the Elderly Services Commission and individuals from the community, to start talking about housing to determine the definition of what constitutes senior housing. Ms. Manganelli asked what changes a new senior center would bring to the programs the center offers. Ms. Marciello stated that the department would be able to offer more programs; would be able to offer computers for people to use; and a new, dedicated and more functional kitchen. Multiple programs would be able to run simultaneously. The proximity to outdoor walking trails, and future pickleball courts would enable programs to be added outdoors. With the elder population growing, more dynamic programs will be needed and wanted.

Mr. Nally stated that Meals on Wheels is a great asset where the drivers are able to meet the people that need them. Ms. Marciello agreed and stated that part of the Meals on Wheels program is a check-in.

## **NEW BUSINESS**

Ms. Manganelli stated that the next meeting on Tuesday, March 6<sup>th</sup> will be the budget presentation for Shawsheen Valley Regional Technical High School, and the following meeting on Thursday, March 8<sup>th</sup> will be the budget presentation for Wilmington Public Schools. Ms. Manganelli asked if Shawsheen would provide personnel budget information in advance of the meeting. Mr. Hull stated that he was promised that the information would be received by Monday, March 5<sup>th</sup>. The Committee expressed displeasure at not receiving Shawsheen Tech’s budget information in a timely manner over the past few years.

Mr. Hull stated that he and Public Works Director, Michael Woods, will be meeting with representatives from Russell Disposal, the Town’s trash and recycling vendor, in the next week. Mr. Woods was



contacted by the vendor who explained that the cost of recycling has increased significantly and wanted to meet with him and the Town Manager to discuss the possibility of renegotiating the contract or adjust the existing price the Town pays for recycling. The Town is currently in the fourth year of a ten-year contract. The cost of the trash and recycling barrels is distributed over the length of the contract. If the contract is terminated, the Town will be responsible for full repayment of the cost of the barrels. There is concern that if the company reaches a breaking point, it could fold and leave the Town without rubbish disposal. A major issue the company is facing is the cost of recycling per ton, and the decrease in recyclable material which China, to where a majority of America's recycling is exported, is willing to accept due to contamination. Ms. Manganelli asked if the DPW could host an informational session for the community to explain what can and cannot be recycled. Mr. Hull noted that this issue may require an adjustment to the DPW budget.

At the conclusion of the discussion, and there being no further business to come before the Committee, a motion was made by Mr. Couture, seconded by Mr. Eaton, and by the affirmative vote of all, it was

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 8:52 pm.

Respectfully submitted,

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Recording Secretary