



# *Town of Wilmington*

## *Finance Committee*

### Meeting Minutes

Thursday, March 22, 2018

Finance Committee Chairman, Theresa M. Manganeli, called the meeting to order at 7:00 pm in Room 9 of Town Hall. Members present were Neal Couture, John F. Doherty, Jonathan Eaton, Marianne Gallezzo, Michele Kincaid, Bernard P. Nally, and Kevin Stokes. Excused: Leigh Martinson.

### **RECOMMENDATION OF WARRANT ARTICLES**

PRESENT IN INTEREST: Jeffrey M. Hull, Town Manager.

**Article 40:** Mr. Hull reviewed the article, which requests authorization for the Board of Selectmen to enter into a Tax Increment Financing (TIF) agreement with Analog Devices, Inc. of 804 Woburn Street. Mr. Hull provided a summary of the current draft of the Tax Increment Finance (TIF) proposal. The Committee discussed the details of the proposal, and concerns regarding the timeline of the project and its coordination with the TIF schedule, the possibility of the company relocating to another community if the Town does not agree to the TIF, and the precedent that may be set if the TIF is granted. The Committee agreed that it would be favorable to allow the Board of Selectmen to enter into a TIF agreement should the company and Town agree on terms, with the exception of Mr. Eaton, who stated that he was not comfortable with recommending approval of the article without the final details in place. A motion was made by Mr. Doherty, seconded by Ms. Gallezzo, and by a vote of 7-1, with Mr. Eaton opposed, it was:

VOTED: to recommend approval of Article 40.

**Articles 1, 2 and 3:** Ms. Manganeli read and reviewed the articles, which required no action by the Committee.

**Article 4:** Mr. Nally read the article which requests authorization for the Town Treasurer/Tax Collector to enter into agreement with banks to conduct Town business. A motion was made by Mr. Doherty, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 4.

**Article 5:** Ms. Gallezzo read the article, which requests funds for salaries for Town Officers and Departments. A motion was made by Mr. Doherty, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 5.

**Article 6:** Ms. Kincaid read the article, which requests funds for procurement of capital equipment: two DPW heavy duty dump trucks (one for \$162,000, the other for \$86,500); and one handicapped accessible student transport van for \$65,000 for the School department. A motion was made by Mr. Doherty, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 6.

**Article 7:** Mr. Eaton read the article which requests \$55,000 to replace forty computer workstations for general government departments. The Committee discussed the benefits of having an integrated Information Technology Department to serve both the Town and Schools, and there is an opportunity to work with the incoming superintendent to bring the departments together. The Committee will emphasize the desire to have one IT department with the Town Manager at the follow up meeting in June. A motion was made by Mr. Eaton, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 7.

**Article 8:** Mr. Stokes read the article which requests \$20,000 to purchase Universal Power Supply units for the Public Safety Building and Town Hall. A motion was made by Mr. Doherty, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 8.

**Article 9:** Mr. Couture read the article which requests \$941,800 to purchase a new Enterprise Software System. The Committee agreed that a more concise presentation would be needed for residents to clearly understand the need for new software at Town Meeting. A motion was made by Mr. Doherty, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 9.

**Article 10:** Mr. Doherty read the article which requests \$370,000 to upgrade to LED lighting fixtures at the Woburn Street School and Shawsheen School. A motion was made by Mr. Doherty, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 10.

**Article 11:** Ms. Manganelli read the article which requests \$75,000 to upgrade light fixtures at the Town Hall football field. A motion was made by Ms. Manganelli, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 11.

**Article 12:** The article, which requested \$45,000 for a study to determine the need for a fire substation, has been withdrawn and required no action by the Committee.

**Article 13:** Mr. Nally read the article which requests \$80,000 to construct pickleball courts at Town Hall. The entire project is budgeted at \$80,000 for site work and paving. The Recreation revolving account will provide \$40,000, while the other \$40,000 will come from appropriation. A motion was made by Mr. Couture, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 13.

**Article 14:** Ms. Gallezzo read the article which requests \$137,000 to repave the North Intermediate School rear parking lot. A motion was made by Mr. Couture, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 14.

**Article 15:** Ms. Kincaid read the article which requests \$20,000 to build a columbarium at Wildwood Cemetery to increase the available number of burial spaces. Funds will be raised through taxation. A motion was made by Ms. Kincaid, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 15.

**Article 16:** Mr. Eaton read the article which requests \$110,000 to continue construction of 1,750 linear feet of sidewalk on Lawrence Street. A motion was made by Mr. Eaton, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 16.

**Article 17:** Mr. Stokes read the article which requests \$35,000 for Pavement Condition Index (PCI) road surface assessment, professional engineering services, and software licensing: \$5,000 is for the software and \$30,000 is for the engineering services and assessment. A motion was made by Mr. Stokes, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 17.

**Article 18:** Mr. Couture read the article which requests \$210,000 to upgrade traffic signals at Middlesex Avenue and Federal Street, and install granite curbing on Middlesex Avenue. Chapter 90 funds will provide \$105,000, and the other \$105,000 will come from appropriation. A motion was made by Mr. Couture, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 18.

**Article 19:** Mr. Doherty read the article which requests \$21,000 for traffic signal detection at the intersection of Burlington Avenue and Chestnut Street/Deming Way/Marion Street. A motion was made by Mr. Doherty, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 19.

**Article 20:** Ms. Manganelli read the article which requests \$150,000 for the design and construction of a grinder system assembly at the Pilcher Drive Sewer Pump Station. The funds will come from free cash. A motion was made by Ms. Manganelli, seconded by Mr. Nally, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 20.

**Article 21:** Mr. Nally read the article which requests \$161,100 to replace seven desktop computers and eighty-six laptop computers for teachers and staff at the middle school. A motion was made by Mr. Nally, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 21.

**Article 22:** Ms. Gallezzo read the article which requests \$135,000 to replace up to fifteen existing projectors and interactive whiteboards at the North Intermediate, West Intermediate, Woburn Street, and Shawsheen Schools. A motion was made by Ms. Gallezzo, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 22.

**Article 23:** Ms. Kincaid read the article which requests \$50,000 for the third phase to purchase and install a Voice over Internet Protocol (VoIP) Phone System for the Wilmington Public Schools. A motion was made by Ms. Kincaid, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 23.

**Article 24:** Mr. Eaton read the article which requests \$50,000 to purchase a new data center at the high school. The data center will service the district, but reside at the high school. A motion was made by Mr. Eaton, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 24.

**Article 25:** Mr. Stokes read the article which requests \$850,000 from free cash to design, construct and reconstruct water mains over Route 93. During sustained cold weather in December 2017, the water line over Route 93 between Woburn Street and Park Street needed a section removed, which needs to be replaced. A motion was made by Mr. Stokes, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 25.

**Article 26:** Mr. Couture read the article which requests borrowing \$2,500,000 to replace the Nassau Avenue water tank. The original plan was to repaint the tank, which was constructed in the early 1900s. However, the painting contractor expressed concern that scraping the rust off the rivets may compromise their condition. A motion was made by Mr. Couture, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 26.

**Article 27:** Mr. Doherty read the article which requests to apply borrowing premiums to project costs. The Committee discussed the benefits of this practice as it brings down borrowing costs and provides better tracking of money. A motion was made by Mr. Doherty, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 27.

**Article 28:** Ms. Manganelli read the article which requests \$1,000,000 to be transferred to the Other Post Employment Benefits (OPEB) Liability Trust Fund. A motion was made by Ms. Manganelli, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 28.

**Article 29:** Mr. Nally read the article which requests to deposit \$4,000,000, with \$3,000,000 from free cash, and \$1,000,000 from appropriation, into the "Capital Stabilization Fund." A motion was made by Mr. Nally, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 29.

**Article 30:** Ms. Gallezzo read the article which requests to transfer \$500,000 into the “Employee Retirement Benefits” stabilization fund. A motion was made by Ms. Gallezzo, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 30.

**Article 31:** Ms. Kincaid read the article which requests payment of \$1,000,000 from appropriation to the Middlesex Retirement System (MRS) in addition to the Town’s annual assessment. A motion was made by Ms. Kincaid, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 31.

**Article 32:** The article, which reviews what sum the Town will vote to transfer into various Fiscal Year 2018 budget line items, will be voted on at the Annual Town Meeting and required no action by the Committee.

**Article 33:** Mr. Eaton read the article which requests \$50,000 for the Town’s Fourth of July celebration. A motion was made by Mr. Eaton, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 33.

**Article 34:** Mr. Stokes read the article which requests \$6,000 for the Town’s observances of Memorial Day and Veterans’ Day. A motion was made by Mr. Stokes, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 34.

**Article 35:** Mr. Couture read the article which requests \$1,500 for the renewal of the Veterans of Foreign Wars Clubhouse and the American Legion Clubhouse. The fee is \$750 for each clubhouse. A motion was made by Mr. Couture, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 35.

**Article 36:** Mr. Doherty read the article which requests to determine the spending limits the Town will establish for Compost Bin and Subsurface Sewage Disposal Upgrade revolving funds. The two revolving accounts include: one for compost bins, where the funds received are used to purchase new compost bins, with a limit of \$4,500; the other for a septic tank replacement loan program, with a limit of \$200,000. A motion was made by Mr. Doherty, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 36.

**Article 37:** Ms. Manganelli read the article which requests \$526,000 for the Town to purchase and operate the Public Rink enterprise. The funds are not appropriated, rather they are reserved to preserve the authorization to purchase the rink. A motion was made by Ms. Manganelli, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 37.

**Article 38:** Mr. Nally read the article which requests to rename the high school auditorium the “Joanne M. Benton Auditorium” in honor of the late Superintendent. A motion was made by Mr. Nally, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 38.

**Article 39:** Ms. Gallezzo read the article which requests to authorize the School Committee and Town Manager as Chief Procurement Officer to award a contract for school bus transportation services for a term exceeding three years. This article would limit the length of a contract to three years, and would allow the School Committee to enter into a contract with a three year time frame with two one year options. A motion was made by Ms. Gallezzo, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 39.

**Article 41:** Ms. Kincaid read the article which requests to amend Zoning By-law Section 3.1 and Table 1 Principal Use Regulations. A motion was made by Ms. Kincaid, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 41.

**Article 42:** Mr. Eaton read the article which requests to amend the Zoning By-law Section 6.6.10.18 relating to Principal Activity. A motion was made by Mr. Eaton, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 42.

**Article 43:** Mr. Stokes read the article which requests to amend the Zoning By-law Section 3.8.14 relating to Pet Care Facilities. A motion was made by Mr. Stokes, seconded by Mr. Couture, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 43.

**Article 44:** Mr. Couture read the article which requests to amend the Zoning By-law by replacing Section 6.3 relating to Signs and Advertising Devices. A motion was made by Mr. Couture, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 44.

**Article 45:** Mr. Doherty read the article which requests to amend the Zoning By-law Section 6.9.3 and Section 3.5.10 to separate Cosmetic Tattooing from Body Art. A motion was made by Mr. Doherty, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 45.

**Article 46:** Ms. Manganelli read the article which requests to rezone 84 Main Street from Neighborhood Business District and Residential 10 to Neighborhood Business District only. A motion was made by Ms. Manganelli, seconded by Mr. Doherty, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 46.

**Article 47:** Mr. Nally read the article which requests the State Legislature to authorize Adam J. Silva to have his 2016 results (and future results, if needed) for the Massachusetts Civil Service Fire Fighter Exam be allowed without regard to his age. The Committee discussed that though there is no guarantee Mr. Silva will be hired, the Fire Department should be given the flexibility to hire whomever they see fit should the article pass. A motion was made by Mr. Nally, seconded by Mr. Eaton, and by the affirmative vote of all, it was:

VOTED: to recommend approval of Article 47.

**Article 48:** Mr. Doherty read the article which requests to amend By-laws Chapter 5 to ban the use of plastic shopping bags in Town stores. The Committee discussed the environmental benefits of such a ban, but were not inclined to recommend approval without a clear policy, timeline, or input from area businesses. A motion was made by Mr. Doherty to disapprove, seconded by Ms. Gallezzo, and by the affirmative vote of all, it was:

VOTED: to recommend disapproval of Article 48.

Ms. Gallezzo recused herself from discussing and voting on articles 49 through 54.

**Article 49:** Ms. Kincaid read the article which requests to rezone Assessor's Map 24 Parcel 120 (960 Main Street) from Residential 20 to Neighborhood Business. A motion was made by Ms. Kincaid, seconded by Mr. Doherty, and by the affirmative vote of all, with Ms. Gallezzo recused, it was:

VOTED: to recommend approval of Article 49.

**Article 50:** Mr. Eaton read the article which requests to rezone Assessor's Map 24 Parcel 120 (960 Main Street) from Residential 20 to General Industrial. A motion was made by Mr. Eaton to disapprove, seconded by Mr. Doherty, and by the affirmative vote of all, with Ms. Gallezzo recused, it was:

VOTED: to recommend disapproval of Article 50.

**Article 51:** Mr. Stokes read the article which requests to rezone Assessor's Map 23 Parcel 6-106 (8 Harold Avenue) from Residential 60 to Residential 20. The Committee discussed their agreement with the Planning Board's recommendation that zoning changes should not be based on individual circumstances, and should be consistent with the other properties in the neighborhood. A motion was made by Mr. Stokes to disapprove, seconded by Mr. Doherty, and by a vote of 6-0, with Ms. Kincaid abstaining and Ms. Gallezzo recused, it was:

VOTED: to recommend disapproval of Article 51.

Mr. Doherty recused himself from discussing and voting on articles 52 and 53.

**Article 52:** Mr. Couture read the article which requests to rezone Assessor's Map 22 Parcels 13, 13A, and 14 (20 Hopkins Street, 18 Hopkins Street, and 14 Hopkins Street) from Residential 60 to Residential 20. The Committee discussed their agreement with the Planning Board's recommendation that zoning changes should not be based on individual circumstances, and should be consistent with the other properties in the neighborhood. A motion was made by Mr. Couture to disapprove, seconded by Mr. Nally, and by a vote of 5-1, with Mr. Eaton in favor, and with Ms. Gallezzo and Mr. Doherty recused, it was:

VOTED: to recommend disapproval of Article 52.

**Article 53:** Ms. Manganelli read the article which requests to rezone Assessor's Map R1 Parcel 21A (333 Andover Street) from Residential 60 to Neighborhood Mixed Use. The Committee discussed their agreement with the Planning Board's recommendation that Neighborhood Mixed Use was intended for commercial areas. The anticipated reason for rezoning this property is for a residential apartment complex, which does not conform to commercial mixed use, and is not an appropriate use of Neighborhood Mixed Use zoning. A motion was made by Ms. Manganelli to disapprove, seconded by Mr. Eaton, and by the affirmative vote of all, with Ms. Gallezzo and Mr. Doherty recused, it was:

VOTED: to recommend disapproval of Article 53.

**Article 54:** Mr. Nally read the article which requests to rezone Assessor's Map 84 Parcels 11, 15, 48, 49, 49B, 49C, 50, 51, and 54 (17 Royal Street, 14 Royal Street, 48 McDonald Street, 50 McDonald Road, 2 Bernstein Road, 22 Pomfret Road, 21 Pomfret Road, 23 Pomfret Road, and 54 McDonald Road). The Committee discussed their agreement with the Planning Board's recommendation that zoning changes should not be based on individual circumstances, and should be consistent with the other properties in the neighborhood. A motion was made by Mr. Nally to disapprove, seconded by Mr. Doherty, and by the affirmative vote of all, with Ms. Gallezzo recused, it was:

VOTED: to recommend disapproval of Article 54.

## **APPROVAL OF MINUTES**

The Finance Committee reviewed the Minutes from November 30, 2017. A motion was made by Mr. Couture, seconded by Mr. Eaton, and by the affirmative vote of all with Mr. Doherty abstaining, it was:

VOTED: To approve the minutes from November 30, 2017.

## **NEW BUSINESS**

Ms. Manganelli shared an email from Paul Ruggiero, Interim Superintendent of Wilmington Public Schools, with answers to questions that arose from the March 15, 2018 meeting.

Ms. Gallezzo asked how much remained in the Finance Committee reserve fund. Ms. Manganelli stated that she did not know, but the amount of snow received over the winter would be a factor.

Ms. Manganelli reminded the Committee that Town Meeting is May 5, 2018, and there will be a follow up Finance Committee meeting in June.

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

VOTED: That the Finance Committee adjourn.



Meeting adjourned at 9:26 pm.

Respectfully submitted,

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Recording Secretary