



Town of Wilmington

Finance Committee
121 Glen Road Wilmington, 01887

Meeting Minutes

March 07, 2019

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 M. Manganelli, Vice Chairman; Neal Couture, Secretary; Marianne Gallezzo, Bernard P. Nally, Michelle Kincaid, Kevin Stokes, Leigh Martinson, and Hirak Shah.

Also present were Jeffrey Hull, Town Manager; and Kerrie Colburn-Dion, Assistant Town Manager

ELDERLY SERVICES

PRESENT IN INTEREST: Terry Marciello, Director of Elderly Services

Ms. Marciello introduced her FY2020 Budget. The Personnel Services have increased due to contractual obligations. In addition to that an additional shared position is going to be added. This position will be shared with the Veterans Services Department. Contractual Services is projected to have very little change. Materials and supplies will increase by \$600.00. This is a result of an increase in the cost of supplies.

Ms. Marciello reviewed the activity of her programs and services. She stated that she is seeing about 80 people coming to her building each day. Mr. Doherty asked if they were all from Wilmington. Ms. Marciello state the about 95% are from Wilmington. This is helpful because regional grants require that you allow people from the surrounding towns to participate in your programs. The meals on wheels has increased as well. They are averaging at about 75 meals a day. Transportation has increased and they have been finding it challenging to keep up with the demand.

The Elderly Services Department has been changing in recent years. It is providing more social work than it has in the past. The elderly population will be increasing at a dramatic rate in the next decade. She anticipates an increase in expenses in the coming years to continue to provide the services and programs that we provide today.

Ms. Galezzo asked about the condition of the building. The Public Building Department has been working with Ms. Marciello to maintain the building and to make it handicap accessible. The size of the building can be challenging due to the amount of elderly that visit the building each day.

LIBRARY

PRESENT IN INTEREST: Tina Stewart, Director of the Library

Tina Stewart updated the Committee on the development of the new Five Year Strategic Plan. They have hired a consultant and her name is Barbra Alevras from Sage Consulting. She has worked with them in the past and she has also facilitated other communities with their plans. They have formed a Strategic Planning Committee. They had their first meeting in January. They are now in the data gathering stage. They have put a community survey online to gather some information from the public. The Committee will meet again in May. After that we draft the plan and present it to the Committee for approval. Once this is completed they will go the

Mass Board of Library Commissioners. They require that Libraries have a five year plan on file with them in order to be eligible for Grants.

Ms. Stewart then introduced the FY2020 budget for her department. The Personnel services have increased due to contractual obligations and an increase in minimum wage. Contractual Services will see only a slight change. Materials and Supplies will increase. The use of email had reduced the postage expense and this resulted in a lower amount in Office Supplies. The Books and Library Materials have increased by 4000. This is due to the state aid requirement that the Library spend 15% of their budget on books. There was a request of \$5,000 to help fund the programs that the Library provides. This has been funded by the friends of the library in the past. The cost of programs have gone up and the number of programs have increased. Ms. Stewart is asking for an increase in Furnishings and Equipment. They need a new cabinet, a book display unit on the first floor, and a new bar code scanner. She would also like to purchase a virtual reality kit.

She briefly reviewed the technology improvements that will be put in the IT department's budget. They will replace 8 desktop computers. A new self-checkout computer will be installed. They have a digital media lab on the first floor. This allows people to convert their old VCR tapes and convert them to digital. The printer copier on the second floor will be replaced.

Friends of the Library are doing fundraisers to build an outdoor seating area. They also had a donation from a women whose parents had passed away. She wanted to do something in their memory. That donation will also be used for this purpose. This area is near the wetlands and required additional permits from the Conservation Department. It is her hope that this will be completed by the summer.

There was a donation to the Library from the estate of Maura Johnson. It was in the amount of \$350,000.00. The Trustees of the Library wanted to do something significant with this money. She had a feasibility study to assist with this project. This study recommended converting one of the front stairwells into two small meeting rooms. One on the first floor and one on the second floor.

OLD BUSINESS

Mr. Doherty updated the committee on the status of the Police and Fire additional staff request. He emailed Mr. Hull to request a copy of the Police and Fire Contract. He also requested a breakdown of the overtime. He was informed that the payroll department only receives amounts and they are not differentiated. Mr. Hull explained that to do this they would have to manually go through last year's overtime slips and this would be time consuming. Ms. Coulburn-Dion stated that the software system is not set up to sort that type of data. Mr. Stokes asked if we could set up the system so that in 5 years we can access this information utilizing the payroll software program. Ms. Coulburn-Dion would look into this. Ms. Manganelli asked if there was any way to separate the detectives and the patrolmen. Ms. Coulburn-Dion stated that they could but her question would be whether Detectives are covering patrolman's shifts when they are covering overtime. Ms. Manganelli would just like to split any overtime that the Detectives work from the Patrolmen. Mr. Nally stated that detectives get overtime quite often it is for patrolling. He stated you can get numbers but it is difficult. Ms. Manganelli stated that she would still like what over time is done by patrolmen. Then we can discuss the overflow between the detectives.

Ms. Galezzo would like to see how much of the Police overtime is from town events. She would like the road races and the Fourth of July taken from the amount. She would like to see what the overtime amount is for shifts and what amount is for events.

There was a discussion regarding Chief Begonis's need for a fourth patrol sector. They are concerned with being able to respond to a call for help, the amount of calls that they now serve and the number of officers that are eligible to retire. Mr. Hull expressed that it is challenging to quantify the needs of the Town today and how this has taxed the Police Department. Mr. Nally explained the sectors in Wilmington. When they were created and how much Wilmington has grown since that time.

Ms. Gallezzo stated that she struggles with the fact that they did not have any previous discussions regarding the Police Departments need for additional personnel. Mr. Doherty expressed concern that a fourth sector would not decrease overtime. Ms. Manganelli stated that she would like more time to collect information to make an informed decision. She would like to see this addressed at a later time. She also asked when they could expect to receive the information that they have requested. Mr. Hull said he would try to get what he could and send it to them by Thursday.

Mr. Hull stated that the town budgeted \$700,000.00 for the Shawsheen Valley Technical High School assessment. The school just notified him that they are receiving more money from the state than anticipated. This leaves the Town of Wilmington with \$318,000.00 that he can transfer to help offset the cost of the additional Firemen. He has to wait until the State Budget is finalized to make this decision.

Kerrie Coulburn-Dion confirmed what the committee wanted from for the next meeting. The Overtime split from Detectives and Patrolmen and the overtime required for various town Events. Mr. Stokes asked if they can get information on the Fire Departments overtime as well. Ms. Coulburn-Dion again expressed that this would have to be done manually. She could set something up going forward but it would be impossible to do the past overtime activity. She stated that she can give data on what positions have been out on leave and for how long. There was a discussion regarding the payroll software and its limitations. Mr. Stokes expressed concern over making a decision without accurate data to support it.

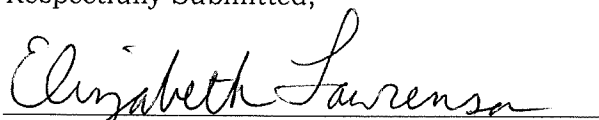
Mr. Doherty asked if there were restraints on how long someone could be out on sick leave. Mr. Hull states that the cases are monitored individually through doctor's notes, and at times the town has requested an independent medical exam.

At the conclusion of the discussion, and 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 10:00 pm

Respectfully Submitted,


Recording Secretary