



## **Town of Wilmington**

Finance Committee

121 Glen Road Wilmington, 01887

### Meeting Minutes

Thursday, September 26, 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. Manganello, Vice Chairman; Marianne Gallezzo, Bernard P. Nally and Jonathan Dugas. Michele Kincaid arrived late. Kevin Stokes, Hirak Shah and Leigh Martinson were absent.

Mr. Doherty welcomed new member of the Finance Committee, Jonathan Dugas, who briefly introduced himself. Mr. Doherty also welcome WCTV who was televising the meeting and will be present at future meetings.

### OLD BUSINESS

#### UPDATE ON HIGH SCHOOL GYM FLOOR

PRESENT IN INTEREST: Jeffrey M. Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager; George Hooper, Superintendent of Public Buildings; Bryan Perry, Finance Director

George Hooper, Superintendent of Buildings began by passing around a sample of the new flooring that is being installed by American Sports Floor at the High School. It is a new interlocking system that allows for expansion. Mr. Hooper explained that although it is pre-sanded, it is finished on site with "lining" and coating. Mr. Hooper gave a brief update of the status of the work being done, and a description of the materials being used. He also described the differences between the old flooring, which failed, and the new flooring. Mr. Hooper offered a quick history of the issues with the High School gym floor and an explained the timeline for the completion of the new floor.

Mr. Doherty asked for an update on the cost associated with this project. Mr. Hooper replied that the bid came in at \$219,200 and the repair on the slab (concrete sub-floor) cost an additional \$29,900 for material and labor, to level off the flooring.

Town Manager Hull reviewed the agreement between the Town and the original installer, Gilbane, to apply \$175,000 toward the repair of the flooring.

Mr. Nally asked for more detail on the issues with the flooring, and specifically the sub-flooring and Mr. Hooper described the conditions of the concrete slab being uneven and the subsequent flexing that occurred in the floor as a result. Mr. Hooper stated that he and his team are on site every day to oversee the contractor, American Sports Floor.

### NEW BUSINESS

#### POLICE DEPARTMENT STAFFING

PRESENT IN INTEREST: Jeffrey M. Hull, Town Manager; Kerry Colburn-Dion, Assistant Town Manager; Joseph Desmond, Police Chief; Brian Pupa, Deputy Chief; Bryan Perry, Finance Director

Chairman Doherty congratulated both Chief Desmond and Deputy Pupa for their recent appointments and stated that the purpose of meeting tonight is to discuss Police staffing needs. Chief Desmond passed around a handout (\*see attached) and stated that Supervisory

Staff levels are not meeting the current needs, especially at night. He proposed a multi-fiscal year approach.

Mr. Doherty asked for the projected salary for fiscal 2021 and 2022.

Ms. Colburn-Dion answered that for fiscal 2021, including holiday pay and with the assumption of a bachelor's degree and uniform allowance the estimated total would be \$148,542 (given that the contract is not yet settled this would be retro). The total for fiscal 2022 would be \$308,208 including increases. This would be cumulative for four people, including uniforms but not equipment, like tasers and firearms.

Ms. Gallezzo asked about the additional cost of equipment. Chief Desmond stated that both tasers and portable radios cost approximately \$2000 each and the firearm is about \$500. Sergeants keep their equipment so they would not need new equipment.

Chief Desmond was asked if there would be a need for additional patrol cars and he stated the department can handle the increase with what they already have in the fleet. Mr. Nally asked if any Lieutenants are running shifts and Chief Desmond answered no. Mr. Doherty asked if there would be a need for any additional gear or equipment beyond the increase in staff, to help the whole force, and both Chief Desmond and Deputy Pupa answered there was nothing at this time beyond the items they carry that would be necessary.

Ms. Gallezzo asked for any new information on call data and Chief Desmond stated that the staffing study was through 2018 and that he could provide more data from that point forward.

Chief Desmond described the current staffing issues in greater detail including military leave, retirement, injuries, and illnesses. He also explained that there are two officers in the academy currently who will be graduating October 17th and will then have a twelve (12) week-long field training before they can be counted as manpower. There are two (2) other officers that have gone through the application process including physicals and psych evaluations and are they scheduled to go to the academy in January. Also, the officer out on military leave is expected to return in March. There are possibly three (3) anticipated retirements for this year as well and an additional seven (7) who would be eligible to retire within five years of the initial three. Chief Desmond said he has talked with Town Manager Hull about the possibility of reinstating intermittent officers to alleviate staffing shortages.

Ms. Gallezzo asked if the issues with overtime data collection has been resolved from last year and Chief Desmond said that the department is using a new overtime slip that is more detailed which has been recently implemented.

Mr. Doherty asked about Public Safety Dispatch and the recently installed tinted film over the window. Chief Desmond recalled that there was a visit to dispatch from an internet video group who had been filming in the building and due to a concern for material (like plate numbers and background checks) being visible on computers the film was installed to protect privacy. Deputy Pupa also stated that whenever necessary and for good customer service the officer on duty will come out from the room to speak to the public. Chairman Doherty how things are going at Dispatch and if the equipment is sufficient and Chief Desmond said that Dispatch is doing a great job but that they also face similar issues with turnover. He also mentioned that they are looking to update the radio systems. Town Manager Hull added that the flooring may also need to be replaced. It was also stated that there are two (2) vacancies in Dispatch that are posted.

Asked if there are any other questions, Ms. Gallezzo requested once more that the Chief provide information on the calls and give a breakdown of the equipment costs as discussed.

#### OTHER BUSINESS

Chairman Doherty asked Town Manager Hull if there was any update on Russell Disposal. Mr. Hull stated that they will continue service until the end of the fiscal year and in the meantime the Town will go out to bid. Mr. Hull gave a brief synopsis of the history of the issue with Russell Disposal and the reasons for the end of their service. He also explained the anticipated process would begin likely in November. There was then a discussion of the issue of hydraulic fluid leaking from a Russell Disposal vehicle onto Dartmouth Ave which resulted in approximately 25 gallons of fluid leaking onto the roadway. Russell Disposal contracted with Deep Harbors to repair the roadway with oversight from the DEP.

Ms. Gallezzo asked Mr. Hull about the Committee receiving quarterly reports of Town finances, which had been previously discussed. Ms. Manganelli added that she would like it to include a list of Capital Expenditures that had been approved at Town Meeting and which ones are being made and which are being carried over.

Ms. Kincaid asked about the implementation of MUNIS. Mr. Perry answered that MUNIS has been on site and the process has started. There is a call on October 3<sup>rd</sup> to coordinate the next steps.

#### APPROVAL OF MINUTES

The Finance Committee reviewed the minutes from the June 25, 2019 meeting.

A motion was made by Ms. Gallezzo, seconded by Ms. Manganelli, it was unanimously:

VOTED: To approve the minutes from June 25, 2019.


As a reminder, Chairman Doherty asked that everyone update their town email addresses for future communication.

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

VOTED: That the Finance Committee adjourn.

Meeting adjourned at 7:48pm

Respectfully Submitted,

A handwritten signature in cursive script, reading "Chris Caggiano", is written over a horizontal line.

Chris Caggiano  
Recording Secretary