



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

October 9, 2020

TO: Board of Selectmen

RE: FY 2022 Budget Schedule

On September 30<sup>th</sup> department heads were provided instructions for the development of the next 5-year Capital Improvement Plan (CIP) which covers fiscal years 2022 through 2026. The deadline for submission of the updated CIP is Monday, November 2, 2020. Instructions for the fiscal year 2022 operating budget will be provided to department heads on November 4<sup>th</sup> with the operating budget submission deadline being December 4, 2020. Meetings with department heads will take place throughout December and into the first week in January. The Town's annual operating budget and 5-year CIP will be presented to Selectmen at your January 25, 2021 meeting. Meetings with the Finance Committee are expected to begin on February 2, 2021 and continue through the month of February and extend into the first week in March. The Annual Town Meeting is set for May 1, 2021.

As you know, the state legislature continues to operate on a 1/12 budget as they pursue setting the fiscal year 2021 budget. Indications are that cuts to local aid will not occur in the current fiscal year. However, nothing is certain until the Governor signs the fiscal year 2021 budget. Given the impact that COVID-19 has had on demands for state assistance and with the reductions in state revenues, decreases in local aid are highly likely in fiscal year 2022. This fact, in combination with impacts to local receipts including the meals tax and excise tax will present a true test of fiscal restraint.

  
Jeffrey M. Hull  
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director  
Bryan Perry, Finance Director/Town Accountant

**From:** Selectman Gregory Bendel  
**Sent:** Thursday, October 8, 2020 7:16 PM  
**To:** Beverly Dalton <bdalton@wilmingtonma.gov>  
**Cc:** Selectman Jonathan Eaton <jeaton@wilmingtonma.gov>  
**Subject:** Senior Center OPM update

Good evening:

On Thursday, October 1st we held our first Senior Center Owners Project Manager (OPM) committee meeting and I wanted to give the board a brief update. The committee is made up of eight volunteer residents. They are: George Hooper, Theresa Manganeli, Diane Allan, Paul Melaragni, Jack Holloway, Mike Tkachuck, Terri Marciello and myself. The Town put out an RFQ in August and received fourteen proposals. After several weeks of reviewing the proposals individually, the committee narrowed the fourteen proposals down to four as a group. The committee will now hold public interviews for the final four candidates later this month. In no particular order the proposals are from:

1. P3 Project Planning Professionals
2. Colliers International
3. Hill International
4. STV-DPM

We are in the process of reaching out to each of them and scheduling interviews. Our hope is to interview two of the candidates on October 15th and the other two candidates on October 19th. I will be sure to keep the board apprised of any further developments.

Thank you,

Greg Bendel