

BOARD OF SELECTMEN MEETING

Tuesday, November 13, 2018

Chairman Kevin A. Caira called the meeting to order at 5:30 p.m. in Room 9 of the Town Hall. Present were Selectmen Gregory B. Bendel, Jonathan R. Eaton, Edward P. Loud, Sr. and Michael V. McCoy. Also present was Town Manager Jeffrey M. Hull.

A motion was made and duly seconded and by the affirmative roll call vote of all, it was

VOTED: That the Board of Selectmen enter Executive Session for the purpose of considering the purchase, exchange, lease or value of real property at 333 Andover Street in accordance with M. G. L. Chapter 30A, Section 21(a)2 and further to approve Executive Session Minutes from September 24, 2018 (PRIOR), September 24, 2018 (POST) and October 22, 2018 in Accordance with M. G. L. Ch. 30A, Sec. 22 with the intention to return to open session.

Chairman Kevin A. Caira reconvened the open meeting at 6:37 p.m. in Room 9 of the Town Hall. Present were Selectmen Gregory B. Bendel, Jonathan R. Eaton, Edward P. Loud, Sr. and Michael V. McCoy. Also present was Town Manager Jeffrey M. Hull.

Chairman Caira asked those present to rise and he led the pledge of allegiance.

TREASURY WARRANTS

Chairman Caira asked for a motion to accept the Treasury Warrants. A motion was made by Selectman Eaton, seconded by Selectman Bendel and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen accept Treasury Warrants 17, 17A, 18, 18A, 19 & 19A.

ANTHONY J. TORRISI, ASSOCIATE, AND FREDERICK E. KINGSLEY, ASSOCIATE, COLLINS CENTER, RE: REVENUE/EXPENDITURE FORECAST MODEL AND FINANCIAL MANAGEMENT STRUCTURAL REVIEW

Town Manager Hull stated that Mr. Torrissi is the former Finance Director in Andover and has experience working in the City of Worcester and Danvers. He will speak to the Board about a revenue and expenditure model that was developed for the Town as a tool to use to look at its financial situation going forward.

Mr. Kingsley will speak to the Board regarding the financial management structure. He stated that when the Town pursued the Community Compact Agreement with the State, the Town was aware of the changeover in the Finance Department and wanted to assess whether the current structure is most appropriate. Town Manager Hull stated that Mr. Kingsley was the Bureau Chief at the Municipal Data Management and Technical Assistance Bureau for the state Division of Local Services for thirty years and his responsibilities included supervising the Division's municipal consulting services, overseeing distribution of local aid and publication of municipal financial data on the Division's website. He was appointed by the Secretary of Administration and Finance to chair the state Financial Control Board for two different regional school board districts that were in severe fiscal crisis.

Mr. Torrissi stated that he was tasked with a couple of projects funded by the Commonwealth of Massachusetts grant program. The Town has maintained its own revenue and expenditure forecast and the Collins Center's approach was to enhance the development as a tool for analyzing multiple scenario. He stated that the numbers are the first scenario and not intended to be final.

Mr. Torrasi provided an overview to the Board of Selectmen as why this tool would be useful including forcing an annual review, identifying fiscal challenges and opportunities, develop, monitor and adjust long term budget policies, plan for impact and sustainability and prepare and apply multiple “what if” scenarios.

Mr. Torrasi stated that the models are made up of a number of different worksheets and explained the categories and what was, or was not, taken into consideration during development.

Mr. Torrasi stated that the suggested next steps would be to establish a finance team with one person to serve as the coordinator; update projections once the tax recap was submitted and approved; update projections again when developing the budget; discussion of large capital improvement projects and how they will impact debt; review capital outlay projects; review policies such as free cash and reserve appropriations and monitor state aid money.

Mr. Kingsley stated he would be speaking about the financial management structure review. He explained that the financial management structure was precipitated by the retirement of the Town Accountant’s office. He stated that the financial structure was set up in the Town Manager Act which was adopted in the 1950s. Department Heads and staff in the finance departments and the IT Director were interviewed. He said the primary thrust of the report is focusing on replacing the long tenured accounting staff. During the interviews, it was learned of the conversion to the MUNIS system for finance management software which they understand has been delayed due to the departure of a couple of key staff people. He noted that the Town has hired a consultant to help manage the project noting the large investment in software.

Mr. Kingsley stated that they noticed that the Town has an ample amount of reserves but the Town does not have sound policies on how to use the reserves. He believes the challenge will be coming up with policies.

Chairman Caira asked for clarification regarding the consultant hired for MUNIS conversion as this is the first he has learned of a project manager. Mr. Kingsley opined that it is best for the town to hire a third party that does not work for MUNIS and it is his understanding that the Town hired Clifton Larson. Town Manager Hull confirmed. Chairman Caira asked what the cost is for the consultant and Town Manager Hull advised \$25,000 and it is for work to establish chart of accounts. MUNIS contract will cover three years of licensing.

Mr. Kingsley stated that the primary recommendation is that the Town create a Finance Director position. That would elevate the Town Accountant to Finance Director/Town Accountant. He advised that under the general laws, accountants have narrowly defined responsibilities, a finance director has more broad-based financial responsibilities. The Town Manager Act does not identify one person assigned responsibility for financial management. Mr. Kingsley stated that elevating the Town Accountant to Finance Director/Town Accountant the person would also oversee the Treasurer/Collector and Assessor’s office.

Chairman Caira asked how it would change the Town Charter and was advised that it would not. Chairman Caira asked whether the Town Charter would need to be changed and Town Manager Hull advised that the Town Manager’s Act could be changed by a vote of Town Meeting to establish a Finance Director/Town Accountant. If the vote is successful, it would have to go to the state legislature for approval. Town Manager Hull stated that he is recommending that the Board modify the Town Accountant’s position to establish a Finance Director/Town Accountant. He advised that approach has less permanency because a future board could change it back to Town Accountant. He noted that the process of replacing Town Accountant Michael Morris will be taking place within the next few months and there needs to be a measure of certainty as to

whether the person the Board appoints will serve in the role of Town Accountant or Finance Director/Town Accountant.

Selectman McCoy opined that creating the new position will take power away from the Town Manager when creating the budget. Mr. Kingsley advised that it would not change the responsibility for budgeting. The Finance Director would be the Town Manager's key point person.

Mr. Kingsley reviewed the benefits of having a finance director including that it provides a focal point for finance and reduces the number of direct reports to the Town Manager; facilitates the formation of a financial team; coordinates critical fiscal operations such as setting the tax rate and tax billing; ensures regular cash reconciliation and other sound financial controls; assesses risks regularly and development of procedures and implement solutions around Management Letter findings.

Chairman Cairra confirmed that the current Town Accountant does what Mr. Kingsley is suggesting and was advised that he may be but a finance director would have the authority.

Selectman Bendel asked whether the proposal will change whether the Board appoints the new position and was advised that the Board of Selectmen would appoint the Finance Director/Town Accountant.

Mr. Kingsley stated that the labor market for Finance Director is highly competitive with a shortage of well-qualified professionals. Enhancing the scope and authority of the position makes the job more attractive and the base compensation should be raised to \$100,000 - \$125,000 to attract quality applicants. Mr. Torrasi advised that compensation is based on Fiscal Year 2017 and should be factored up.

Mr. Kingsley reviewed the structure of comparable communities and those communities were Billerica, Burlington, Chelmsford, Dracut, North Andover, North Reading, Reading, Tewksbury, Wakefield and Westford.

Town Manager Hull stated that his recommendation is for the Board to consider the information they have been provided over the next couple of weeks with the prospect of taking a vote at the meeting of the 26th to revise the title.

Selectman Loud asked whether the Finance Committee has received the report and was advised they have. Selectman Loud asked whether the Finance Committee will have a discussion noting that he would like to know their comments and Town Manager Hull stated that it is anticipated to be a topic on their agenda.

Selectman Eaton agreed with Selectman Loud that seeking the input of the Finance Committee has an amount of value.

Selectman Bendel asked whether the Board of Selectmen could have a copy of the PowerPoint presentation and to make available to the public. He stated he would like to hear from Michael Morris.

Chairman Cairra stated that the Board was provided with a lot of information and many recommendations were not discussed this evening. He asked if the Board opts to change the title of Town Accountant position to Finance Director/Town Accountant, whether all the recommendations would be implemented. He was advised they would not, that the Board has discretion to accept or reject the recommendations.

Town Manager Hull stated that the intent of the presentation focusing on the financial management piece is because it is the most timely issue that needs to be addressed. Town Accountant Michael Morris is retiring in July and the position needs to be posted whether it is a Town Accountant position or Finance Director/Town Accountant.

COMMUNICATIONS

Town Manager Hull reviewed a letter from Police Chief Michael Begonis to John Gregg, PE, District 4 Operations Engineer. Chief Begonis wrote to advise that, at the request of the Town Manager, the Police Department conducted an investigation of recent crashes and vehicle speeds along Route 129 between Hopkins Street and the Billerica Town Line. As a result, the Police Department and Department of Public Works will be recommending the installation of stop signs at Harold Avenue, Reed Street, Melody Lane and Grace Drive. The Department of Public Works installed guardrail reflectors between Melody Lane and Grace Drive. Chief Begonis wrote that an ancillary result of the study revealed that the existing posted School Zone in the area of the Shawsheen Elementary School was never approved by MassDOT. The Town is requesting state approval to modify lengths of previously approved regulatory speed limits in the posted School Zone.

Town Manager Hull reviewed his memorandum advising the Board that, at the request of Finance Committee Chairman John Doherty, a Finance Committee meeting has been scheduled for November 20, 2018 for the purpose of hearing from the Town and School Department about efforts to increase the collaboration with respect to purchases of hardware and software and generally regarding long term strategy for IT deployment.

Town Manager Hull reviewed his memorandum regarding training offered by KP Law for boards and committees. At the request of Chairman Cairra, he has been working with Attorney Reich to schedule training on the Open Meeting Law and Public Records Law. Each topic is a standalone session and run approximately three hours. Members of boards and committees and staff will be encouraged to attend.

Town Manager Hull reviewed correspondence regarding VinFen Corporation. He advised that the VinFen Corporation owns a number of group homes and facilities in communities across the state, including three homes in Wilmington. The company is seeking approval to issue debt through MassDevelopment to acquire property, renovate existing property, purchase technology hardware and software, pay for soft costs for new projects and make improvements to their various properties including their properties in Wilmington. A public hearing is being conducted to offer interested parties an opportunity to provide input to MassDevelopment.

Town Manager Hull reviewed his memorandum regarding a public records request relative to the New England Transrail that was received from Rob Fasulo. Mr. Fasulo requested a copy of the standstill agreement, minutes taken during executive session as well as any correspondence regarding the agreement.

BOARD TO CONSIDER REQUEST OF CHRISTINA STEWART, LIBRARY DIRECTOR, TO USE THE SWAIN GREEN ON TUESDAY, FEBRUARY 19, 2019 FROM 2:00 P.M. TO 3:30 P.M. FOR A LIBRARY PROGRAM “SNOW FORT FEST”

Mrs. Stewart’s request notes that children in grades 4 to 8 will be invited to build snow forts, igloos and castles on the Swain Green. The event will end with a snowball competition that involves hitting a defined target.

A motion was made by Selectman Loud, seconded by Selectman Bendel and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen approve the request of Christina Stewart, Library Director, to use the Swain Green on Tuesday, February 19, 2019 from 2:00 p.m. to 3:30 p.m. for a library program “Snow Fort Fest”.

BOARD TO CONSIDER REQUESTS OF COMMUNITY GROUPS TO CONDUCT EVENTS WHICH REQUIRE ROAD CLOSURES

Chairman Cairra asked to clarify the request from the Fourth of July Committee. He noted that the event is supposed to be four days in duration but they are requesting five days. Town Manager Hull advised that July 6 is the scheduled date for the fireworks and July 7 is the raindate.

The applications were reviewed by applicable department heads and favorable recommendations were received from Police Chief Michael Begonis, Deputy Fire Chief William Cavanaugh, DPW Director Michael Woods and Public Buildings Superintendent George Hooper. A motion was made by Selectman Bendel, seconded by Selectman Eaton and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen approve the following events for Fiscal Year 2020.

Wilmington/Tewksbury Chamber of Commerce	
Half Marathon, 5K Walk/Run	Sunday, September 22, 2019
Sole Sisters Running Club	
5K Road Race	Saturday December 14, 2019
We're One Wilmington	
5K Walk/Run	Sunday, May 3, 2020
PanMass Challenge	
Kids Bike Ride	Sunday, May 17, 2020
Wilmington Fourth of July	
Fun on the Fourth Celebration	Wednesday, July 3, 2019 to Sunday, July 7, 2019
Wilmington Little League	
Opening Day Parade	Saturday, April 18, 2020
Brady's Foundation	
5K Road Race	Sunday, June 14, 2020
Tony A 5K	
5K Road Race	Saturday, October 12, 2019

BOARD TO CONSIDER AUTHORIZING THE CHAIRMAN TO EXECUTE THE REGULATORY AGREEMENT FOR THE AFFORDABLE UNITS AT SPRUCE FARM, ANDOVER STREET

Town Manager Hull advised that three affordable units are required for this project and noted that they will be deed restricted so that they remain affordable in perpetuity.

A motion was made by Selectman Eaton, seconded by Selectman Loud and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen authorize Chairman Cairra to execute the Regulatory Agreement for the affordable units at Spruce Farm, Andover Street.

BOARD TO CONSIDER SALE OF TOWN VEHICLES AND EQUIPMENT

Town Manager Hull reviewed correspondence from DPW Director Michael Woods which included a copy of the invitation to bid. A total of 19 vehicles and equipment are proposed to be sold “as is” on December 7, 2018. Items are available for inspection prior to that date. Town Manager Hull advised that proceeds are deposited into the Capital Stabilization Fund. A motion was made by Selectman Loud, seconded by Selectman Eaton and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen authorize the sale of vehicles and equipment as listed below:

1999 Ford Ranger Pickup	1FTYR14V5XTB05629
2003 Ford F350 1 Ton Dump	1FDWF37P63EC61729
2005 Ford F350 1 Ton Dump	1FDWF37P45EA06662
2005 Pontiac G6	1G2ZG528554143310
2006 Ford Crown Victoria	2FAFP71W16X165332
2006 Ford E350 High Top Van	1FTSS34L36DB05979
2008 Ford F350 1 Ton Dump Chipper Body	1FDWF37R98EE56586
2009 Ford E150 Van	1FMNE11W99DA19549
2009 Ford Crown Victoria	2FAHP71V69X104546
2010 Ford Crown Victoria	2FABP7BV8AX141011
2010 Ford Crown Victoria	2FABP7BV1AX141013
2010 Ford E350 Transport Bus	1FDEE3FS8ADA52645
2012 Ford Crown Victoria	2FABP7BV2BX172322
2011 Ford Crown Victoria	2FABP7BV4BX172323
2011 Ford Crown Victoria	2FABP7BV0BX172321
10' Root Plow RXT62PR	3535401
10' Root Plow RXT62PR	3282698
10' Root Plow RXT62PR	3694005
9' Torwell Stainless Sander	

Chairman Cairra introduced State Representative David Robertson. Representative Robertson stated that he looks forward to working with the Board of Selectmen and its residents.

PUBLIC COMMENTS

There were none.

NEW BUSINESS

Board members congratulated Representative Robertson.

Board members expressed their appreciation to the Department of Veterans' Services for the Veterans' Day ceremony that was held November 11 at the Town Common.

Board members wished their colleagues and the community a Happy Thanksgiving.

Selectman Bendel stated that he joined Frank West and members of the Boy Scouts to write Christmas cards to our veterans. He noted that Representative Robertson was also in attendance.

He recognized Wilmington Police Officers Rafael Cruz who returned from deployment in the Middle East and Nicholas Noftle who is currently on active duty. He thanked both gentlemen for their service.

Selectman Loud noted that Deputy Police Chief Robert Richter is leaving the Town of Wilmington after 33 years of service. He expressed his appreciation to Deputy Richter.

Selectman Loud recognized the service of Eleanor Buker, United States Coast Guard Chief Petty Officer and WWII Veteran.

IMPORTANT DATES

Town Manager Hull reviewed important dates including:

- Through
- December 7 – Curbside Collection of Yardwaste
- November 14 – Brush Drop-Off – Old Main Street – 8:00 a.m. to 2:00 p.m.
- November 17 – Brush Drop-Off – Old Main Street – 9:00 a.m. to 4:00 p.m.
- November 17 – Shawsheen Tech Craft Fair – 100 Cook Street, Billerica – 9:00 a.m. to 3:00 p.m.
- November 21 – Brush Drop-Off – Old Main Street – 8:00 a.m. to 2:00 p.m.
- November 22 – Thanksgiving Day - *Town Offices Closed*
- November 23 – *Town Offices Closed*
- November 24 – Brush Drop-Off – Old Main Street – 9:00 a.m. to 4:00 p.m.
- November 26 – Board of Selectmen Meeting – Town Hall – Room 9 – 7:00 p.m.
- November 26 – Discussion of Local Property Tax Policy with Reference to Classification for FY-2019 – Board of Selectmen Meeting – Town Hall – Room 9 – 7:00 p.m.
- November 28 – Brush Drop-Off – Old Main Street – 8:00 a.m. to 2:00 p.m.
- December 1 – Christmas Tree Lighting – Town Common – 4:00 p.m.
- December 1 & – Festival of Trees – Villanova Hall
- December 2
- December 2 – Holiday Social – Harnden Tavern – 1:00 p.m. to 4:00 p.m.
- December 6 – Santa's Workshop – Town Hall – Room 9 – 6:00 p.m. to 7:30 p.m.
- December 9 – Santa Run
- December 10 – Board of Selectmen Meeting – Town Hall – Room 9 – 7:00 p.m.

Chairman Cairra noted that the presentation of the POW/MIA chair will take place at the Board's meeting of November 26.

A motion was made by Selectman Bendel, seconded by Selectman Eaton and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen adjourn.

Meeting adjourned at 8:01 p.m.

Respectfully submitted,