



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE ASSISTANT TOWN MANAGER

TO: Lou Cimaglia, Temporary Town Manager
Select Board Members

FROM: Susan L. Inman, Assistant Town Manager/Human Resources Director

RE: Authorization for Fairs, Bazaars, Antique Shows and Carnivals

DATE: January 8, 2024

Attached is a Draft Authorization Form for Fairs, Bazaars, Antique Shows, and Carnivals. Please see the attached minutes excerpt of Article 47 from the most recent Town Meeting, which amended wording for Section 4.1.9 of the Wilmington Zoning Bylaw to assign authorization for this type of event to the Select Board.

This application is meant to be generic and not specific to the Fourth of July Activities as that may be just one of the events approved by this Board. However, all of the usual rules which have been previously enforced are listed in this application. The differences from the former process of ZBA approval include the following:

- There is no longer the need for a special permit approval by the ZBA; the Select Board will now provide this authorization.
- The ZBA receives a \$100 flat fee for all special permit applications. The Select Board may consider a fee related to this application.
- The ZBA special permit process requires notification by first-class mail of a ZBA hearing to abutters within 300 feet of the location of an event. The Select Board may want to consider whether it would require abutter notification to advise of the Select Board meeting date when the application would be discussed. This would require the assignment of the meeting date.
- The ZBA special permit process requires the Town to run a notice of a hearing in the Town Crier for no less than two weeks before the hearing. The Town receives a \$150 check from the applicant payable to the Town Crier to advertise the required hearing. The Select Board may want to consider this requirement for its approval process. Ads for the upcoming Wednesday edition of the Town Crier are due on the preceding Friday at noon.

- In creating a generic application, we recognize that an applicant may not have contact with the Public Safety officials necessary for this type of event. Therefore, we have included the required sign-off by the Police Chief and Fire Chief before review by the Select Board. As these public safety officials will address safety issues in each specific location, there is no predetermined cap on the number of rides for a carnival.

We look forward to the Board's determination on the process by which Fairs, Bazaars, Antique Shows, and Carnivals under Section 4.1.9 are approved or denied.

LOCATION OF ALL COMPONENTS OF EVENT

Please identify if applicable the locations associated with all carnival components such as rides, launch site of fireworks, concerts, meals, and games.

PARKING PLAN – Please outline the location of primary parking and any alternative parking for the event. Please identify who will be coordinating parking. Any requested street closures should be listed in this section.

RULES AND REGULATIONS: The following long-standing rules will be imposed upon any carnival vendor:

- _____ will have contractual control over the sound levels of music emanating from carnival rides and associated attractions.
- The carnival vendor will be required to provide the Wilmington Police Department with the names and social security numbers of all staff members who will be assigned to work at the carnival while it is in Wilmington. This information is to be provided no later than thirty (30) days prior to the start of the Celebration. Background checks are conducted by the Wilmington Police Department which has the authority to deny participation by any staff members.
- Carnival staff members will not be permitted to stay on-site overnight with the exception of one employee for security purposes.
- The carnival vendor will be required to provide proof of insurance, satisfactory to the Committee and the Wilmington Town Manager, naming both the Committee and the Town of Wilmington as insured parties.
- The carnival vendor will be only permitted to construct and deconstruct the carnival between the hours indicated in the DATE OF EVENT Section listed above.

CARNIVAL LAYOUT GUIDELINES

(Subject to final approval by the Wilmington Fire Department)

- The carnival layout will be designed to provide a buffer, to the extent possible, from any residential area.
- The layout will be such that fire lanes providing access to all areas will be maintained.
- The carnival vendor will be required to utilize “quiet run” generators.
- In addition to coordinating traffic and parking (along with members of the Committee), Police personnel will be within the carnival location at all times of operation by the carnival.
- The carnival vendor MAY be required to maintain an equal balance of “family rides” and “major rides.”
- Mindful of safety, including the maintenance of fire lanes within the carnival, the vendor will only be permitted to place on the carnival site, rides, midway games and concession stands as are permitted by the Fire Department of the Town of Wilmington.
- In accordance with State requirements, the carnival attractions and rides will be inspected by State inspectors prior to the commencement of operations.

PUBLIC SAFETY AND CONVENIENCE – Please provide number and location of Portable toilets including handicap accessible portable toilets. Please list any plans for shelter in the event of sudden weather.

APPROVAL OF TOWN OFFICIALS INCLUDING PUBLIC SAFETY

As has always been the case, Committee members and Town officials, including public safety officials, will meet for planning purposes and will work together to address factors including vehicle and pedestrian traffic, noise, lighting, etc.

This application has satisfied the public safety considerations.

Fire Chief Signature: _____

Police Chief Signature: _____

SUBMITTED by: _____
Name and Organization

Susan Inman

From: Meghan Jones
Sent: Friday, December 29, 2023 1:05 PM
To: Susan Inman
Subject: Text of Article 47 minutes

The minutes are as follows:

ARTICLE 47. (Drawn as # 43) To see if the Town will vote to amend Section 4.1.9 of the Wilmington Zoning Bylaw, which currently reads as:

"4.1.9 Fairs, Bazaars, Antique Shows and Carnivals - In all districts, any building or premises owned or operated by a municipal or religious organization or private lodge or club may be used with the owner's permission for fairs, bazaars, antique shows, or similar events. In all districts, open-air carnivals on premises owned by a municipal or religious organization or private lodge or club may be authorized by special permit from the Board of Appeals provided such uses are limited to appropriate restrictions on the number of days and hours of operation."

to, as amended, read as follows:

"4.1.9 Fairs, Bazaars, Antique Shows and Carnivals - In all districts, any building or premises owned or operated by a municipal or religious organization or private lodge or club may be used with the owner's permission for fairs, bazaars, antique shows, or similar events. In all districts, open-air carnivals on premises owned by a municipal or religious organization or private lodge or club may be authorized by the Select Board, provided such use is limited to appropriate restrictions on the number of days and hours of operations." or take any other action related thereto.

VOTED: Motion was moved by Patrick Giroux 19 Brattle Street, and seconded by William Cavanaugh to see if the Town will vote to amend Section 4.1.9 of the Wilmington Zoning Bylaw, which currently reads as:

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The finance committee met before the Town Meeting and voted to recommend disapproval. They felt an appointed board would be preferred over an elected one.

With a teller vote of 100 yes and 5 no the moderator declared the motion as passed.

Please let me know if you need anything else.

Meghan Jones
(she/her)



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 5, 2024


TO: Finance Committee
Department Heads

RE: Fiscal Year 2025 Budget and Finance Committee Meetings

Below is the schedule established by the Finance Committee to review departmental fiscal year 2025 proposed budgets. Departmental reviews are scheduled to take place in the order listed. An approximate starting time is listed next to each department. Please notify the Board or Committee that falls in your department's jurisdiction of the appropriate meeting dates. Additional Finance Committee meetings may be held as necessary.

DEPARTMENT MEETINGS

Tuesday, January 30	FY 25 Budget Overview; Revenue; General Government, including debt service, unclassified, statutory charges, Insurance accounts and miscellaneous	
Thursday, February 1	Recreation	7:00 p.m.
	Public Library	7:30 p.m.
	Historical Commission	8:00 p.m.
Tuesday, February 6	Department of Public Works	7:00 p.m.
	Public Buildings Department	8:00 p.m.
Thursday, February 8	Veterans' Services	7:00 p.m.
	Elderly Services	7:30 p.m.
	Information Technology	8:00 p.m.
	Town Clerk	8:30 p.m.
Tuesday, February 13	Planning & Conservation	7:00 p.m.
	Building Inspector/Board of Appeals	7:30 p.m.
	Board of Health	8:00 p.m.
Tuesday, February 27	Police Department	7:00 p.m.
	Public Safety Central Dispatch	8:00 p.m.
	Fire Department	8:30 p.m.
Thursday, February 29	Wilmington Public Schools	7:00 p.m.
Thursday, March 7	Shawsheen Technical School District	7:00 p.m.


Louis Cimaglia, IV
Temporary Town Manager

cc: Select Board



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Monica Tibbits-Nutt, Secretary & CEO



December 11, 2023

Lou Cimaglia
Town Manager
121 Glen Road
Wilmington, MA 01887

Dear Lou Cimaglia,

We are pleased to announce that under the new administration of Governor Maura Healey and Lieutenant Governor Kim Driscoll, a total of \$100 million for Fiscal Year 2024 has been allotted from the Fair Share Amendment to support local infrastructure across the Commonwealth's 351 cities and towns.

Passed by voters in 2022, the Fair Share Amendment requires that revenue raised by the 4% surtax on taxable income over \$1 million be spent on public education and transportation. This apportionment continues to demonstrate the Administration's support in strengthening municipal partnerships and providing financial resources that support transportation improvements at the local level.

This letter certifies that your community's Fair Share apportionment for Fiscal Year 2024 is \$357,738.00.

The Fair Share Amendment funds will be distributed to communities using two formulas. The first \$50 million will be distributed using the traditional Chapter 90 formula based on local road mileage (58.33%), population (20.83%), and employment (20.83%). The other \$50 million will be distributed using a formula based on each municipality's share of road mileage.

This apportionment will automatically be incorporated into your existing Chapter 90 contract with MassDOT with no further action by the municipality. Apportionments for all communities are available online at www.mass.gov/chapter-90-program. Please note that the bill enacting these funds has been signed; the funds are now available for municipal use.

We look forward to working with you in the coming year to continue the success of our municipal partnerships.

Sincerely,

Maura Healey
Governor

Kim Driscoll
Lieutenant Governor



Shawsheen Valley Technical High School

100 Cook Street, Billerica, Massachusetts 01821-5499

Internet Address: www.shawsheentech.org

TONY MCINTOSH

Superintendent-Director

Tel.: (978) 667-2111

Fax: (978) 663-6272

RCVD TOWN MANAGER

'23 DEC 26 PM 12:42

December 20, 2023

Select Board
Town of Wilmington
121 Glen Road
Wilmington, MA 01887

The Shawsheen Valley Regional Vocational/Technical School District Committee respectfully requests the Select Board put before the Town at the Annual Town Meeting the warrant article listed below.

Your attention to this matter will be greatly appreciated.

Sincerely,



Tony McIntosh
Superintendent-Director

Warrant Article

To determine whether the Town of Wilmington will vote to approve the Shawsheen Valley Regional Vocational/Technical School District Committee's vote on December 19, 2023 to establish a Stabilization Fund, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fund or take any other action relative thereto.

Northeastern Development Corp.

Commercial & Residential Developers

December 15, 2023

Valerie Gingrich,
Director of Planning & Conservation
Town of Wilmington
121 Glen Road
Wilmington, MA 01887

Dear Ms. Gingrich:

As Developer of Green Meadow Drive in Wilmington, I respectfully request the Wilmington Planning Board initiate the procedure of street acceptance by the Board of Selectmen in the Town of Wilmington for the next scheduled Town Meeting.

As Built Plans have been submitted to the Engineering Division and the Acceptance Plans have been drawn and will be provided upon request.

Thank you for your time and consideration in this matter.

Sincerely,



Joseph A. Langone,
President

cc:

The Wilmington Board of Selectmen
Elizabeth Lawrenson, Town Clerk
Paul Alunni, Town Engineer