



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 11, 2023

TO: Select Board

RE: Update on Timelines for Senior Center Building Project  
and Town / School Administration Building Project

## Senior Center Building

Qualification proposals were submitted by vendors seeking to serve as the project general contract in addition to vendors seeking to perform work in one or more of the 27 filed sub-bid trades including doors and windows, electrical, and plumbing on June 2, 2023. All proposals for general contracting and the subtrades were reviewed to determine whether they qualify for inclusion in the project bid. Each general contractor was provided with the list of qualified vendors in the subtrades and the filed sub-bidders were notified of their eligibility for further consideration.

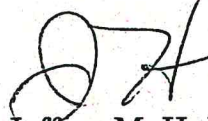
Vendors who have qualified as eligible to submit bids for general contracting or filed sub-bid services are invited to participate in a site walk of the property next to the Church of the Transfiguration on Monday, August 14<sup>th</sup> at 11:00 a.m. Filed sub-bids for trades such as those noted previously must submit their bids by August 29, 2023 at 2:00 p.m. Bid information for the filed sub-trades will be conveyed to the eligible general contractors who must submit their bids not later than September 12<sup>th</sup> at 2:00 p.m. Bids filed by the general contractors and the filed sub-bidders will be reviewed by the OPM and staff. The expectation is to execute a construction agreement with the lowest priced qualified general contractor before October 1<sup>st</sup>. Construction will begin in October 2023

## Town/School Administration Building

An award letter with the construction manager at risk (CM at Risk) was issued to Consigli Construction of Boston in April of this year. Consigli will serve as the general contractor for this project. As the CM at Risk, Consigli is able to be involved in review and preparation of the final design documents prior to bid documents being issued. This approach is used with projects of a large or complex nature. They are currently completing an interim cost estimate to confirm that

project costs remain within budget. Johson Roberts, project architect, is developing the final design and specifications and will be reviewing the same with P3, the Owners Project Manager; Consigili and the Town in the coming weeks. Bidding will occur in the December/January timeframe with construction to begin in March of 2024.

Discussions will be taking place in September to plan for the construction area/work zone and to determine the ability to accommodate a July 4<sup>th</sup> Celebration in 2024 and the activities of other community groups that typically occur on the Swain parking lot and green.



Jeffrey M. Hull  
Town Manager

Attachment

cc: Susan Inman, Assistant Town Manager/Human Resources Director  
George Hooper, Public Buildings Superintendent



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 11, 2023

TO: Select Board

RE: Appointment of Fire Captains

During negotiations with the International Association of Fire Fighters Local 1370 over the current collective bargaining agreement (CBA), two key changes were agreed to in the third year of the CBA. First, the position of deputy fire chief, which historically has been within the union, has been removed from the union and now is a non-represented position as is the case with deputy or assistant level positions in other departments. Second, is the creation of four captain positions spread across the four work shifts. This change has not resulted in additional personnel but instead reduces the number of shift lieutenants from two per shift to one per shift. This change will strengthen the incident command structure at emergency scenes. Each shift will now be staffed with one captain, one lieutenant and nine fire fighters. The positions of fire prevention lieutenant and fire operations lieutenant remain unchanged.

Working within the Civil Service requirements for promotions, an assessment center was established utilizing the services of a third-party consultant recognized by the state Human Resources Division. As with previous assessment centers administered for police and fire promotions, interested lieutenants were given the opportunity to express their interest to participate in the assessment center. Candidates met with multiple individuals from the consulting firm and presented with a series of scenarios. Each scenario required a response as to how the candidate would handle the situation with which they were confronted. Following the candidate's response, the team of evaluators rated the responses. At the end of the day long process, each candidate received a composite rating based upon their score from each scenario. The results were then submitted to the Human Resources Division for their review and validation.

Thomas Ceres, Frederick Russell, Erik Nansel and Brooke Green received the highest scores and have been appointed to serve as the four fire captains. I extend my congratulations to each of them and my appreciation to each of the individuals who committed their time and effort towards pursuing career advancement. A formal swearing in ceremony will be conducted in the Public Safety Building training room on August 31<sup>st</sup> at 10:00 a.m.

  
Jeffrey M. Hull  
Town Manager

cc: Susan L. Inman, Assistant Town Manager/HR Director  
William F. Cavanaugh, Fire Chief



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 11, 2023

TO: Select Board

RE: Appointment of Library Director

As you know, Library Director Christina Stewart will be retiring as Library Director on September 15, 2023. While the Town is well supported by current staff, the qualification standards for Library Director required an external search. A screening committee comprised of two library trustees, the Assistant Town Manager/Human Resources Director, Wilmington's former Assistant Library Director and current Assistant Library Director reviewed resumes, conducted interviews and recommended three candidates to the Library Trustees for interviews. One of the three finalists withdrew his candidacy for the position. The Library Trustees interviewed the remaining candidates and submitted their recommendation to me. Based upon their recommendation and my own interview I am pleased to announce that Kate-Lynn Coraccio has been appointed to serve as Wilmington's next Library Director.

Currently Ms. Coraccio oversees Collections, Circulation, Community Branch and Bookmobile services with the City of Worcester Public Library system. She is responsible for a library materials budget of nearly \$900,000 and oversees a staff of 39 full-time employees. In her role, Ms. Coraccio works with Worcester Public Schools, numerous municipal departments and various businesses to deliver the best possible services to over 200,000 residents. Prior to her current role, Ms. Coraccio served as a digital media librarian, a marketing librarian and Head of Knowledge & Community Services at the Morse Institute Library in Natick for over eight years. She also served as the Head of Adult Services at the Acton Public Library.

Ms. Coraccio holds a Master of Library and Information Science from San Jose State University, a Bachelor of Science in History/Secondary Education from Fitchburg State University and a Librarian Certification from the Massachusetts Board of Library Commissioners. I am fully confident in Kate-Lynn's ability to carry on the legacy of leadership, innovation and customer service established by Christina Stewart and her staff over many years and believe that she will work collaboratively to further enhance the services offered by the Wilmington Public Library.

  
Jeffrey M. Hull  
Town Manager

cc: Susan Inman, Assistant Town Manager/Human Resources Director  
Library Trustees  
Finance Committee



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 11, 2023

TO: Select Board

RE: Appointment of Public Buildings Superintendent

As members know, George Hooper has announced his retirement as the Town's Public Buildings Superintendent effective January 12, 2024 after a distinguished career that has spanned over 24 years. The Town is very fortunate to have depth in its management staff in Public Buildings. When the opportunity presents itself, it has been my practice to promote from within and I am pleased to announce that I am taking that step here with the appointment of Building Systems Manager Dennis Kelley to the position of Public Buildings Superintendent effective January 15, 2024. Mr. Hooper has been gracious enough to provide me with significant advance notice of his retirement plans. Given the multiple building construction projects in the works over the next several years, making an appointment now will provide for a smooth transition.

Mr. Kelley has nearly 10 years of experience working with the Town as its Building Systems Manager. In this role he has been responsible for ensuring that approximately three quarters of a million square feet of occupied building space has heating, ventilation and air conditioning systems that are running efficiently and making the work environment as conducive as possible for the employees in those facilities to perform their jobs. In light of these duties, Mr. Kelley is very familiar with town and school buildings.

Prior to working in Wilmington, Mr. Kelley spent the majority of his career as a Facilities Manager/Property Manager for GlobalWare Solutions where he assumed full responsibility for the entire infrastructure of the company's buildings across the country. Dennis is graduate of Wilmington High School and a lifelong resident of Wilmington.

The Town will be well served by Mr. Kelley's technical knowledge of the buildings, his management ability to enlist the productive work of the employees in the department and his relationship skills to work with and respond to the needs of a variety of "customers."

  
Jeffrey M. Hull  
Town Manager

cc: Susan Inman, Assistant Town Manager/Human Resources Director  
Finance Committee



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION


FROM THE TOWN MANAGER

August 11, 2023

TO: Select Board

RE: Update on Butters Row Bridge

The Town has been contacted by the Massachusetts Bay Transportation Authority (MBTA) to begin the administrative process to obtain licenses to relocate existing Town owned utilities adjacent to the Butters Row Bridge. The project is currently out to bid with a deadline of September 12, 2023 at 2:00 p.m. The project value is estimated to be \$13,058,975.40. Once bids are received by the MBTA, staff will identify the lowest qualified contractor for a bid award. Following the bid award, a schedule with project milestones will be established. No closure of the Butters Row Bridge is expected until spring of 2024 at the earliest. As details become available with respect to start of construction and project duration, the information will be made available. Given the traffic implications for residents and others who use Butters Row, the Town will be posting information, associated traffic detours and other project related details via its website, social media and other media.

  
Jeffrey M. Hull  
Town Manager

cc: Jamie Magaldi, PE, MCA, Public Works Director  
Paul Alunni, PE, Town Engineer  
Susan Inman, Assistant Town Manager/Human Resources Director



Town of Wilmington  
Office of the Town Accountant  
121 Glen Road  
Wilmington, MA 01887-3597

PHONE: (978) 694-2029  
FAX: (978) 658-3334  
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EMAIL: [BPERRY@WILMINGTONMA.GOV](mailto:BPERRY@WILMINGTONMA.GOV)

[WWW.WILMINGTONMA.GOV](http://WWW.WILMINGTONMA.GOV)

August 9, 2023

TO: Select Board

RE: Munis Implementation

I just wished to take this opportunity to provide an update to the Board on the Town's progress with the ongoing Munis Implementation.

The Town is currently working with resources from Tyler to close out the Human Capital Management phase of the Munis Implementation project. This portion of the project includes payroll and human resources modules. The town has been now processing live payrolls via Munis since the checks for the week ending July 7, 2023. We continue to work with their consultants to close out this phase by working on importing some backend data to capture history from our prior payroll system. We are also working to leverage the available technology from Munis to capture and potentially provide electronic copies of payroll advices in lieu of physical copies only.

The town transitioned the Accounts Payable functions from Softright to Munis in May '22 and has already begun working on the next phase. This will cover the entry of miscellaneous cash receipts, billing and collection of Motor Vehicle Excise tax, billing and collection of Real Estate and Personal Property taxes, as well as all accounts receivable functionality.

As far as the project's budget, the FY19 Town Meeting voted an article passed providing \$941,800 in funds for an Enterprise Software System. The town has approximately \$225k in available funds from the capital article, my expectation is this should suffice for the remainder of the project for implementation costs. The Finance Committee has also graciously offered their support if there is any outside assistance that needs to be included in this project.

Should you wish to discuss this further, I will be available to answer any of your questions.

Thank you,

Bryan Perry  
Finance Director/Town Accountant

cc: Jeffrey M. Hull, Town Manager  
Finance Committee



**TOWN OF WILMINGTON**  
**DEPARTMENT OF PUBLIC WORKS**

Highway                      Water & Sewer                      Engineering  
Tree                              Parks & Grounds                      Cemetery

**Interoffice Memorandum**

**TO:** Jeffrey Hull, Town Manager

**FROM:** Jamie M. Magaldi, PE, MCA, Public Works Director <sup>JM</sup>  
Joseph Lobao, Deputy Public Works Director <sup>JL</sup>

**SUBJECT:** MWRA Withdrawal Limit Amendment

**DATE:** August 10, 2023

The Department of Public Works has been in discussions with water resources consultant Kleinfelder regarding recommendations to improve the reliability of the existing joint supply of water from both local sources and the MWRA.

The Town is currently contracted with MWRA to allow withdrawal of up to 219 million gallons per year (MGY) of MWRA water (0.6 MGD on an average daily basis) but is *approved* through the Massachusetts Environmental Policy Act (MEPA) and Interbasin Transfer Act (ITA) to obtain up to 620.5 MGY (1.7 MGD on an average daily basis). This offset was the result of there being a “buy-in fee” at the time which made it feasible to only contract for regularly anticipated volumes, rather than contracting for the total approved amount of water and overpaying for a higher than needed cap.

In September of 2022, the MWRA Board of Directors voted to allow for a five-year waiver of the entrance fee which now allows the town to contract for the full 620.5 MGY (1.7 MGD) yield that is currently approved through MEPA and ITA without added cost beyond the amount of water used. This opportunity is advantageous for the town as Wilmington has had to request to use more than the currently approved 219 MGY (0.6 MGD) during 2 of the last 4 years due to drought conditions.

Unpredictable precipitation patterns, increased concerns over contaminants such as PFAS and Chlorides, and reliance on the stressed Ipswich River Basin for local supplies have increased the chances of regularly relying on repeated requests to draw more than the currently contracted amounts from the MWRA. As such, the Wilmington Department of Public Works recommends the Town of Wilmington take advantage of the entrance fee waiver by requesting to maximize the contracted withdrawal limits to the fully approved 620.5 MGY or 1.7 MGD. It is important to note that while the contract limit will increase, the Town is not automatically obligated to use more MWRA water. Instead, this request will provide Wilmington the operational flexibility to draw upon more MWRA water on an as-needed basis if it is needed.

The request to increase the maximum MWRA draw limits is done by providing a formal written request to amend the existing Water Supply Continuation Agreement to the MWRA Advisory Board. The request will contain reporting, justification, and supplemental information deemed necessary for evaluation. Kleinfelder has recommended submitting this request to the MWRA later this summer or early fall and is currently working to gather the necessary information to submit the request on behalf of the town.





# Wilmington, Massachusetts

TO: Jeff Hull

FROM: Dennis Kelley, Building Systems Manager, Public Buildings Department

DATE: August 10, 2023

RE: Middle School bathroom renovation project.

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Jeff,

Per our discussion, I wanted to give you a brief update on the Middle School renovation. The contractor is completing week 7 of the project and is making very good progress. I have attached a short PowerPoint with pictures to this memo to help you to show the progress.

During this time all the demolition, rough plumbing, rough electrical and sheet rocking has been completed and inspected. The GC is working on painting and prepping for the epoxy flooring and VCT tile.

Week of August 14<sup>th</sup>:

The flooring will be completed, and the acoustical ceiling will be installed.

Week of August 21<sup>st</sup>:

The plumber will be back in to install the sinks and toilets.  
The GC will install moldings, trim, mirrors and trash bins.

The toilet partitions are on order and are the only open item at this point as these are made to order per bathroom. The expectation is that they will arrive before the start of school. The GC is working with the manufacturer to accomplish this.

Sincerely,

Dennis Kelley

Building Systems Manager  
Public Buildings

Middle  
School  
Bathroom  
Renovation  
2023



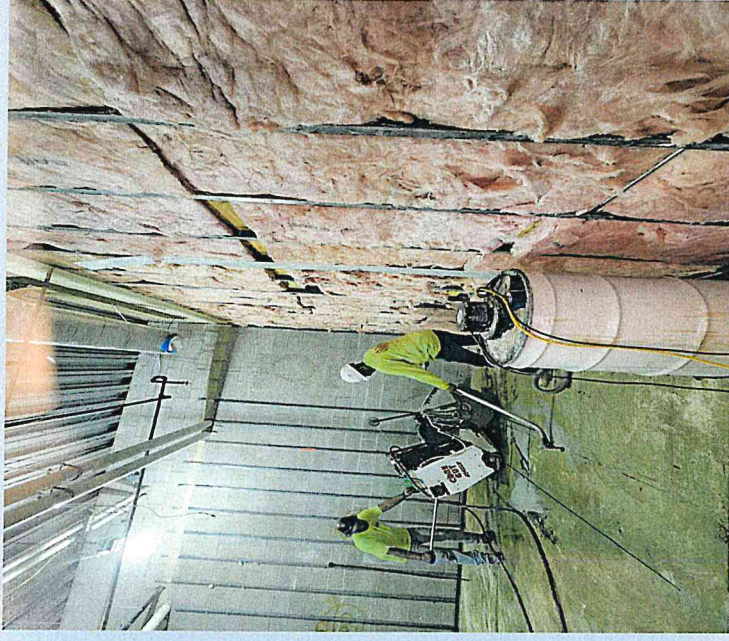
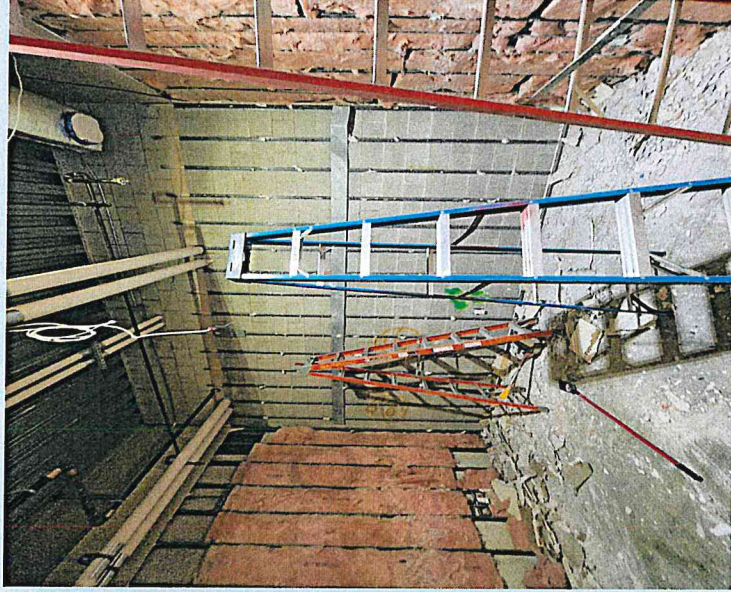
**UNDER CONSTRUCTION**

# Demolition



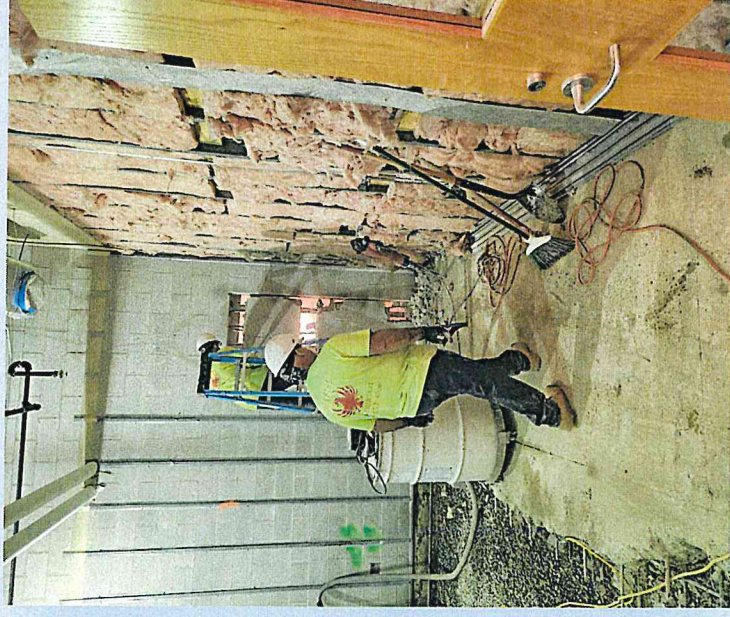
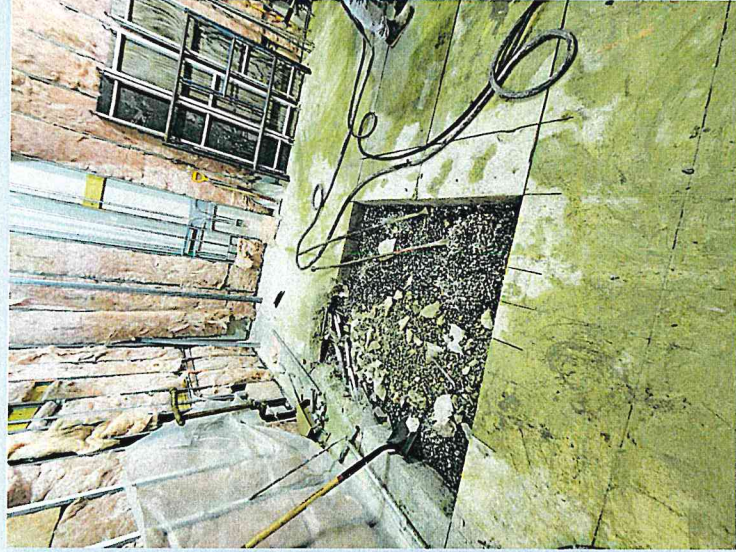
Hallway area: Removal of lockers, water bubblers, and opening the walls for access to the new bathroom doorways.

# Demolition



Classroom area: the removal of the flooring, ceiling, and saw cutting the floor for the new plumbing

# Demolition



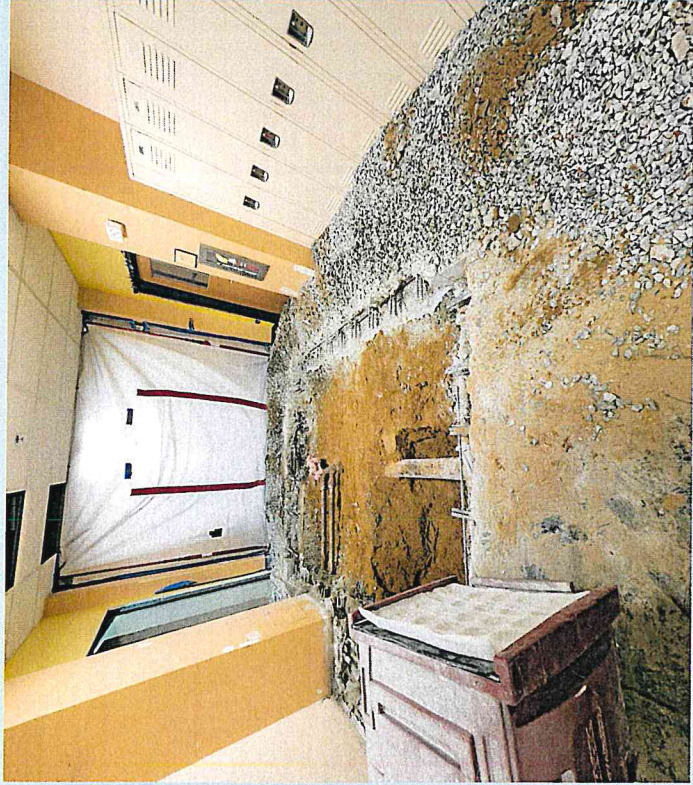
Classroom/New bathroom area: Removal of 8" thick concrete floor and saw cutting the new doorways

# Demolition



Continuation of saw cutting and the removal of the block wall for the new doorways

# Demolition

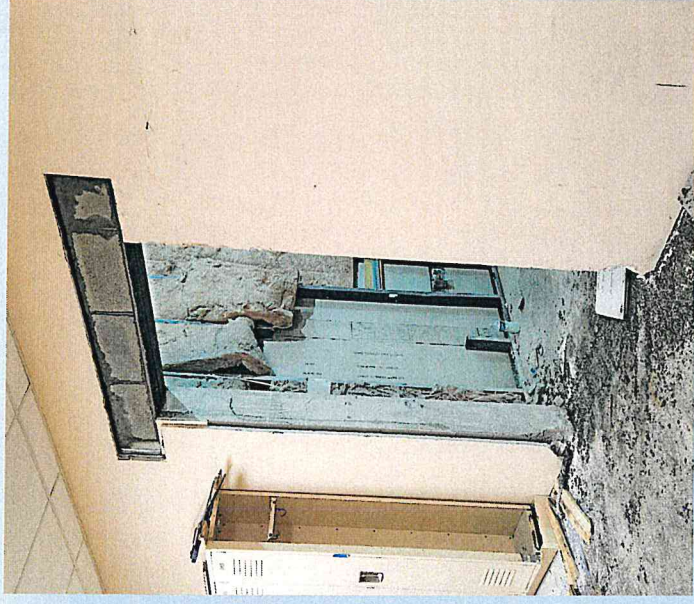


Hallway: Saw cut and concrete removal to connect the bathroom waste drains



New door openings to the hallway

# Construction Begins



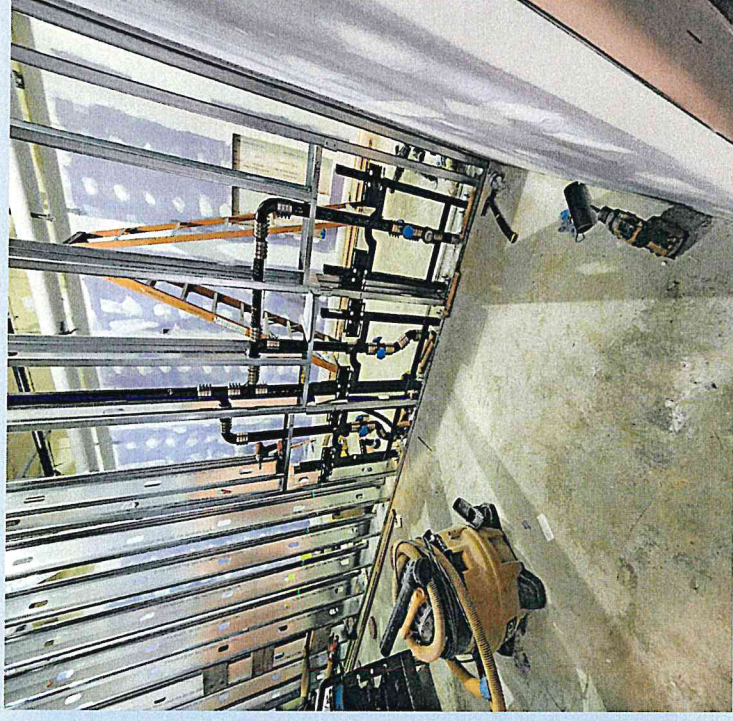
Masonry lintel installation to support the door openings



# Construction



Rough plumbing for waste drains for the new bathrooms

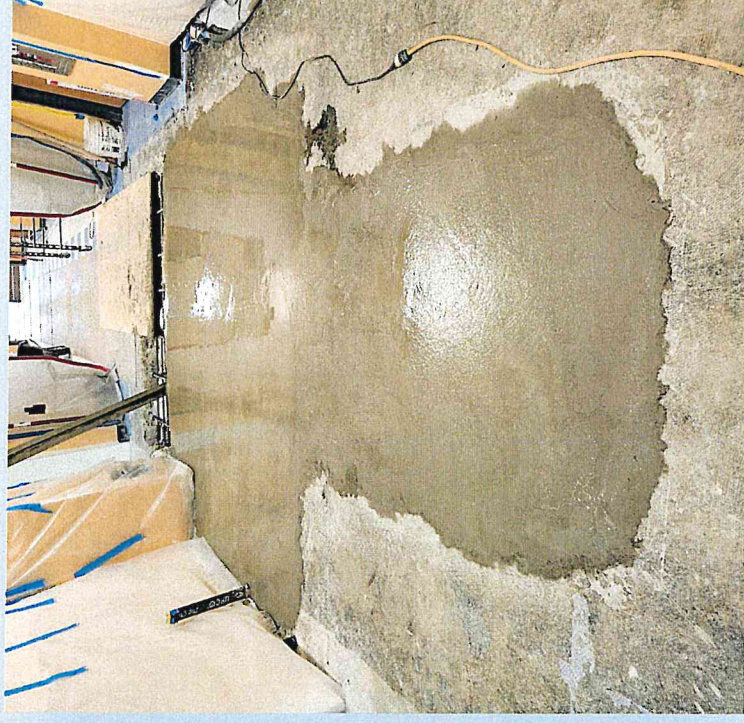


New wet wall separating the 2 bathrooms

# Construction



Installation of rebar and back filling the hallway



Poured cement floor in the hallway

# Construction



Painting the new bathroom walls



## NOTIFICATION OF UPCOMING MASSDOT INTERSECTION IMPROVEMENT CONSTRUCTION PROJECT

### **Lowell Street and Woburn Street Intersection Improvement Construction Project (See Plan Exhibit Attached)**

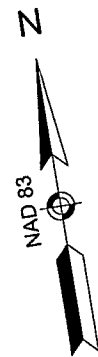
Please be advised the Massachusetts Department of Transportation (MassDOT) and their Contractor MDR Construction Company, Inc. (MDR) anticipates beginning construction for the Lowell Street and Woburn Street Intersection Improvement Project the week of August 14, 2023. This major MassDOT intersection project is estimated to be a multi-year (3 year) project that includes the following highlights:

- New traffic signals, traffic signal posts and overhead booms, to provide modern equipment with increased visibility for all modes of transportation.
- Corridor (lane) widening with dedicated left turn lanes on all four approaches to the intersection.
- A new dedicated right turn lane for the eastbound approach of Lowell Street.
- Bicycle lanes on all four approaches to the intersection.
- New sidewalks, ADA/AAB accessible ramps, crosswalks, and pedestrian signal equipment on all four approaches to the intersection.
- Drainage and utility work.

Since this is a multi-year project, construction will occur in phases starting with drainage and utility work. MassDOT and MDR will be meeting with the Town bi-weekly for project coordination and to provide the contractor's short-term (2-week) schedule. Schedule and project updates will be posted on the DPW's website under "News and Announcements", at <https://www.wilmingtonma.gov/public-works>.

This \$5.46 million dollar project is a major construction undertaking by MassDOT. Traffic delays should be expected throughout the duration of the project. Full closure of the intersection is not anticipated at this time; however, work will be regularly occurring throughout the entire intersection and along all four approaches. This will result in lane closures, alternating traffic around the immediate work zone, and intermittent periods where drivers may experience long delays. Area residents and local businesses will maintain access to their properties throughout construction. We ask that everyone please obey the directives of police details and warning signage during construction.

If you should have any questions, please contact the Wilmington Engineering Division at 978-658-4499.

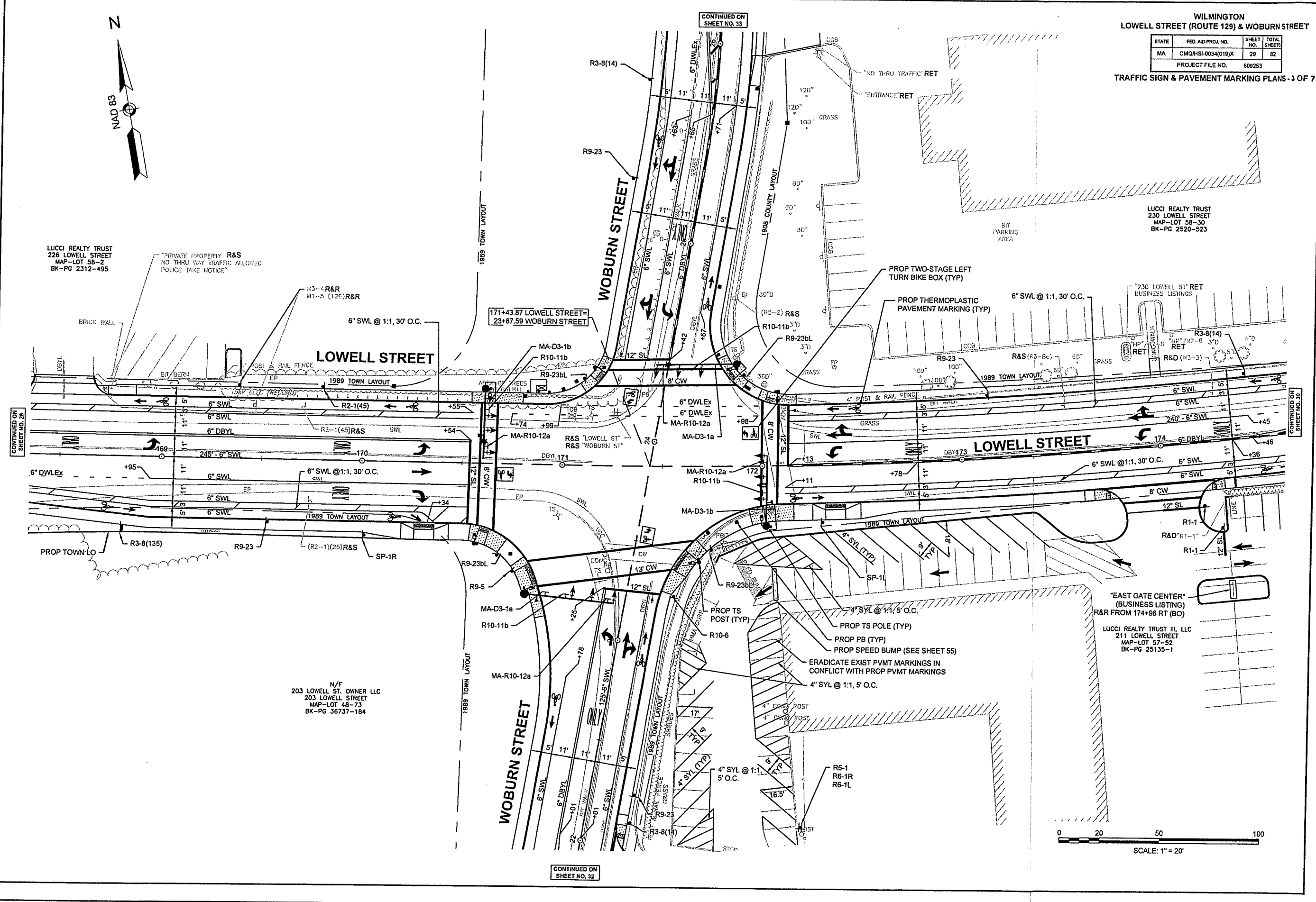


WILMINGTON  
LOWELL STREET (ROUTE 129) & WOBURN STREET

| STATE            | FED. AID PROJ. NO.  | SHEET NO. | TOTAL SHEETS |
|------------------|---------------------|-----------|--------------|
| MA               | CMQA/HSI-0034(019)X | 29        | 82           |
| PROJECT FILE NO. |                     | 609253    |              |

TRAFFIC SIGN & PAVEMENT MARKING PLANS - 3 OF 7

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LUCCI REALTY TRUST  
226 LOWELL STREET  
MAP-LOT 58-2  
BK-PG 2312-495

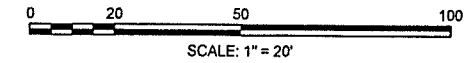
"PRIVATE PROPERTY R&S  
NO THRU WAY TRAFFIC ALLOWED  
POLICE TAKE NOTICE"

N/F  
203 LOWELL ST. OWNER LLC  
203 LOWELL STREET  
MAP-LOT 48-73  
BK-PG 36737-184

LUCCI REALTY TRUST  
230 LOWELL STREET  
MAP-LOT 58-30  
BK-PG 2520-523

"EAST GATE CENTER"  
(BUSINESS LISTING)  
R&R FROM 174+96 RT (BO)

LUCCI REALTY TRUST III, LLC  
211 LOWELL STREET  
MAP-LOT 57-52  
BK-PG 25135-1



CONTINUED ON SHEET NO. 28

CONTINUED ON SHEET NO. 30

CONTINUED ON SHEET NO. 33

CONTINUED ON SHEET NO. 32

# HOLBROOK & MURPHY

ATTORNEYS AT LAW  
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238-240 Lewis Wharf  
BOSTON, MASSACHUSETTS 02110

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[www.holbrookmurphy.com](http://www.holbrookmurphy.com)

August 7, 2023

**BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

Mark R. Reich  
KP Law  
101 Arch Street  
Boston, MA 02110

Re: Contamination at Wildwood Early Childhood Center, Wilmington, Massachusetts

Dear Attorney Reich:

We refer to the above and confirm that we represent Sprague Operating Resources, LLC and their insurer, Starr Companies (collectively referred to as "Sprague") with respect to the May 22, 2023 demand letter issued by the Town of Wilmington for contribution, reimbursement, or an equitable share of response costs for the fuel oil contamination at the Town's Wildwood Early Childhood Center.

We first reiterate our correspondence of June 13, 2023, and state that pursuant to a contract between Sprague and the distributor, NAS Fuels, LLC d/b/a Atlantic Fuels, NAS Fuels is required to indemnify Sprague for any losses, damages, or expenses that are caused by NAS Fuels, including spillage. Additionally, NAS Fuels agreed to bear all liability, responsibility, and costs incurred as a result of a spill caused by NAS Fuels' performance. We understand NAS Fuels has insurance and have properly notified the underwriters of NAS Fuels.

Notwithstanding the above, we respond as follows:

1. Sprague denies any responsibility for the incident. However, Sprague will be willing to discuss a possible resolution with the various parties.
2. Sprague did not cause the incident. Sprague engaged NAS Fuels to deliver the fuel oil to the Wildwood Early Childhood Center facility. Sprague had nothing to do with the events you describe in your letter of May 22, 2023.

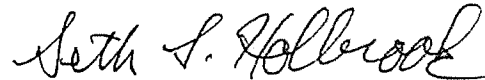
3. We request documentation and back up as to the amounts spent by the Town of Wilmington. In particular, we are requesting information as to what amounts were reimbursed by the Town's insurance carrier(s). We are requesting this information as we have received a separate demand from counsel for an insurance company seeking recovery for amounts it has paid.

Pursuant to G.L. c.21E §4, if two or more persons are liable for such release or threat of release, each shall be liable to the others for their equitable share of the costs of such response action. Accordingly, the Town of Wilmington, as the owner of the site, and NAS Fuels, as the transporter and tortfeasor, are the liable parties and the share of the response costs should be divided between the two parties.

Pursuant to the statute, we are amenable to have our client and its insurer confer in good faith with you and your client to discuss a possible resolution. Kindly advise to convenient times.

Thank you and please advise if you have any questions regarding the above.

Very truly yours,



Seth S. Holbrook

CC:

Paul McSweeney, Starr Companies

Carolyn O'Connor, Sedgwick

Tiffany Sheehy, Sprague Operating Resources



# Shawsheen Valley Technical High School

100 Cook Street, Billerica, Massachusetts 01821-5499

Internet Address: [www.shawsheentech.org](http://www.shawsheentech.org)

TONY MCINTOSH  
*Superintendent-Director*

Tel.: (978) 667-2111  
Fax: (978) 663-6272

RCVD TOWN MANAGE  
'23 AUG 9 AM 9:51

August 7, 2023

Mr. Jeffrey M. Hull  
Town Manager  
121 Glen Road  
Wilmington, MA 01887

Dear Jeff,

I am writing today to inform you of Wilmington's reimbursement of funds from Fiscal Year 2022. Shawsheen Valley Regional Vocational Technical School District's Excess and Deficiency (E&D) funds were certified by the Massachusetts Department of Revenue on June 13, 2023 and showed an excess of the five percent allowed, which by law, must be returned to the sending communities.

We have made the decision to issue a one-time payment to our sending communities that reflects the amount of funds that were overcharged to your district. This calculation was based on the fiscal year 2022 Capital Budget assessment for your community. Please reach out to me with any questions.

Sincerely,



Tony McIntosh  
Superintendent-Director

Jeff Hull  
Town Manager  
Town of Wilmington  
Wilmington Town Hall  
Street address  
Wilmington, MA ZIP?

Dear Jeff:

Please deliver the letter to the Wilmington Board of Selectmen.

On December 12, 2022, I met with the Board of Selectmen to discuss the Sciarappa Farm (331 Andover Street), an undeveloped parcel of 68.5 acres off of the Ballardvale I-93 Interchange (the Property). Then, as now, Cabot, Cabot & Fobes holds a binding legal agreement for the purchase of the Property. Our approach to the Town was triggered by the Commonwealth of Massachusetts August, 2022 promulgation of the Housing Choice (HC) guidelines (also known as MBTA Communities). The State guidelines require that Wilmington create zoning on 50 acres for as of right development of multifamily housing. In Wilmington, the ability to place such zoning around one or both MBTA commuter rail stations, is questionable, as the downtown station is within a Groundwater Protection District (thereby requiring a Special Permit for any development) and the North Station appears to have significant surrounding wetlands. As allowed by the guidelines, we suggested placing 50% of the required acreage at the Farm in a mixed-use scheme that would produce multifamily housing and a community recreational facility on the property along with, potentially, a needed fire station or other municipal use. More specifically, our proposal was for 650 multifamily units along with a community recreational center to be developed by us in cooperation with EDGE Sports. EDGE Sports has developed several community recreational facilities providing ice rinks, in-door basketball facilities, in-door tracks, pools, in-door field surfaces, and a variety of fitness uses. The facility was proposed to be developed without any Town investment and was proposed to give priority to Town teams and uses. We also proposed to donate land, at no expense, to the Town, for a new fire station for the area. Later, when we learned of the need for a new substation, we indicated we would make a similar donation.

As the meeting of December 12<sup>th</sup> opened, the Chair of the Selectmen, Judith O'Connell, on emerging from a closed-door session, read a statement that the Selectmen has just held an Executive Committee session for discussion of a taking of the Property. Notwithstanding this statement PRIOR to our presentation, we presented our proposal and listened to remarks by the Selectmen, including comments that (a) multifamily housing was "out of character" for the Town and (b) the Town would not consider ANY zoning action on the Property as that would simply "improve the value of the Property, raising our eminent domain cost." While we never received formal feedback from the Town, I later committed to Jeff Hull that we would offer a scaled down housing proposal. That proposal is as follows.

1. CC&F will develop 300 market rate multifamily units on the Property pursuant to the MBTA model zoning and corresponding Site Plan Review rules with the exceptions that we will (a) limit the height to four stories and (b) provide 2:1 parking (on at-grade surfaces).
2. CC&F will add affordable units if so desired by the Town, at a ratio of three additional market rate units for each affordable unit up to not more than 15% of the total resulting unit count.
3. Subject to sufficient land in an acceptable location on the Property, CC&F will donate the balance of the Property to the Town at no cost for the Town's dedication to municipal purposes, including fire station, substation and its own community recreational facility.
4. CC&F and the Town will mutually agree on a Site Plan for the Property incorporating the multifamily housing development and the Town uses.

5. The Town will agree to develop nature trails throughout the property and areas of public open space in concurrence with the schedule of development of the housing project.
6. CC&F and the Town will mutually agree on a program of infrastructure development addressing road, waste management, and utilities that enables the development of both the housing and the Town facilities.

I believe that this proposal meets several needs for the Town on a favorable cost basis, as the needed land for municipal use comes at no cost, while the Town also meets its obligations under Housing Choice.

If this proposal is worthy of your consideration, subject to convening a meeting for discussion with you, CC&F will provide more detailed plans and a more detailed proposal. I note that the Town has recently taken by Eminent Domain easements for environmental testing of the Property. I note again that CC&F holds the exclusive right to purchase the Property and the Town provided no notice to us, even as a courtesy. However, for the record, I note that CC&F does not consent to these or other takings. We believe that the Property is very valuable for a variety of private uses, even if the multifamily proposal is of no interest to the Town and we intend to pursue alternate development plans for those uses.


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Best regards,



Jay Doherty  
Chief Executive Officer

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