



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

December 8, 2023

TO: Select Board

RE: Town Manager Salary

On Wednesday, December 6, 2023 I met with John Petrin and Julie Jacobson from Community Paradigm regarding the status of the search for a new Town Manager. They advised that a community survey was issued to the residents of Wilmington to receive their input and they have also met with a number of Department Heads. For them to move forward with the process they have requested the Select Board give them a salary range to add to the posting. They are recommending \$220,000 "plus or minus". As you know there is only one Select Board meeting in December so I am asking the Board to vote on this Monday night to allow Community Paradigm to continue to move forward with the process.

Louis Cimaglia, IV
Temporary Town Manager



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

December 8, 2023

TO: Select Board

RE: Application Process for Carnivals

As you are aware, a vote at the 2023 Annual Town Meeting removed the special permit application process for carnivals from the Zoning Board of Appeals (ZBA) and is now issued by the Select Board. It was brought to my attention late this week that a process has not been put in place and it is almost time for the Fourth of July Committee to apply for their permit. A past email to our former Town Manager dated October 18, 2023 provided a couple draft applications for review. The Fourth of July Committee has been waiting since August for an application to be prepared so that they may apply for their permit, I would ask this Board to review the attached applications and provide me with your comments. The Board will be asked at a future meeting to approve the application and develop process for any organization that comes forward with a request to hold a carnival to follow.

Louis Cimaglia, IV
Temporary Town Manager

Attachment

**APPLICATION FOR SPECIAL PERMIT
UNDER SECTION 4.1.9 OF THE ZONING BYLAW OF THE TOWN OF WILMINGTON**

PARCEL NAME AND MAP/LOT: _____

PARCEL NAME AND MAP/LOT: _____

APPLICANT: _____

OWNER: Town of Wilmington

NARRATIVE

DESCRIPTION OF EVENT:



DATE(S) OF EVENT: _____

DATES:

HOURS OF EVENT:

RAIN DATE FOR EVENT (if necessary):

EQUIPMENT DROP OFF/SET UP:

EQUIPMENT BREAKDOWN:

ADDITIONAL INFORMATION:

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 the 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



TOWN OF WILMINGTON
DEPARTMENT OF PUBLIC WORKS

Highway Water & Sewer Engineering
Tree Parks & Grounds Cemetery

Interoffice Memorandum

TO: Lou Cimaglia, Temporary Town Manager

FROM: Jamie M. Magaldi, PE, MCA, Public Works Director
Paul Alunni, PE, Town Engineer
Valerie Gingrich, Director of Planning and Conservation
Shelly Newhouse, Director of Public Health
Bryan Perry, Director of Finance / Town Accountant

SUBJECT: ARPA Funding Status Update

DATE: Updated December 8, 2023

The Town Manager's Office provided the Board of Selectmen with a proposal on the planned use of American Rescue Plan Act (ARPA) Funds in correspondence dated November 5, 2021. As stated in the memo, ARPA funding awarded to the Town of Wilmington in the amount of \$7,007,864 must be obligated by or before December 31, 2024 and expended by December 31, 2026. The following chart serves as a reminder to the current planned allocation of funding, followed by updates for each project.

Project	Allocation Estimate	Expenditures to Date
Replacement of Woburn Street water main from Lowell Street to the Woburn Street School	\$3,700,000 <i>(\$1,800,00 reallocated to Senior Center 9-25-23)</i>	\$ 279,532.44
Senior Center Funding Supplement	\$1,800,000	\$0
Acquisition of drainage, utility, and Infrastructure Easements for Woburn Street / Lowell Street Intersection	\$ 300,000	\$ 279,680.00
Lubbers Brook Culvert Replacement / Middlesex Ave Sewer Project – MassWorks Grant Supplement	\$ 556,000 <i>(\$106,000 added June 12, 2023)</i>	\$ 196,716.17
Water Supply Screening and Life Cycle Cost Analysis	\$ 44,000	\$ 41,613.50
Provide grant for façade and streetscape improvements	\$ 300,000	\$ 0
Branding and Marketing	\$ 50,000	\$ 49,988.00 (final expenditures)
Grant Administration	\$ 50,000	\$ 2,027.03
Middle School Playground	\$ 100,000	\$ 55,577.52
Finish Water Pump Replacement Sargent Plant	\$ 100,000 <i>(added June 12, 2023)</i>	\$ 100,000 (final expenditures)
Total	\$7,000,000	\$1,005,134.66

Water Supply System Improvements (Woburn Street Water Main)

This project consists of replacing approximately 11,000 of existing 10" water main on Woburn Street from just north of the intersection of Lowell Street to the area near the Woburn Street School.

May 2022 Status Update: The towns water resources consultant, Kleinfelder, has run an analysis and has determined the proposed water main replacement can likely be sized as a new 12" main, rather than a 16" main and still provide similar flow benefits in the event of a future full time upgrade to MWRA.

September 2022 Status Update: The Department of Public Works completed proposal evaluations and recommended the award of the design phase of this large project to Green International Affiliates (GIA) in August 2022. To date, no money has yet been expended on this project.

January 2023 Status Update: Green International Affiliates is currently engaged in design services on this project. To date, we have spent \$28,808.39 for design services on this project.

March 2023 Status Update: Design services continue. To date, we have spent \$68,447 for services related to the design of this project.

July 2023 Status Update: Design service continue. A Request for Determination of Applicability (RDA) has been filed with the Wilmington Conservation Commission, targeted for the August 2, 2023 meeting. To date, \$227,057.53 has been expended on this project.

November 2023 Status Update: Design services continue. The Town received a negative Determination of Applicability on the project. To date, \$279,532.44 has been expended on this project. As the low bid for the Senior Center project came in higher than expected, the Select Board has voted on 9-25-23 to reallocate \$1,800,000 from this project over to the Senior Center project. This makes the new allocation for the Woburn Street Water Main project \$3,700,000 and \$302,265 has been committed for design, leaving approximately \$3,400,000 for construction. It is therefore likely that this project will be phased in lengths to accommodate available funding. Phase 1 of the project is planning to go out to bid in late fall 2023 for construction in the late spring / summer of 2024.

Drainage System Improvements (Catch Basin Retrofits)

This project involves the retrofit of existing stormwater catch basins to include the implementation of best management practice (BMPs) to improve water quality at outfall discharge locations in sensitive locations (Ipswich River, Martins Brook, and Aberjona River watersheds).

May 2022 Status Update: One million dollars (\$1,000,000) to perform improvements at approximately 200 existing catch basins was originally allocated for this project. At the February 14, 2022 Board of Selectmen meeting, a memo was presented requesting funding for this project be reduced to \$550,000 to help accommodate an allocation of funds to supplement Mass Works grant funding to fund the Lubbers Brook Culvert Replacement Project (see update below).

September 2022 Update: Funding on this project has been reduced from \$550,000 to \$506,000 to fund a Water Supply Screening and Life Cycle Cost Analysis (see update below).

January 2023 Update: Funding on this project has been reduced from \$506,000 to \$206,000 to help supplement funding to advance the Woburn Street and Lowell Street Intersection project which includes improvements to drainage and utility infrastructure.

March 2023 Status Update: The Department of Public Works is in the process of preparing bid documents for this work in order to secure a contractor. No funds have been expended to date. It is anticipated that ARPA funds will be expended toward this endeavor in the 2023 and 2024 construction seasons.

July 2023 Status Update: On June 12, 2023, the remaining \$206,000 for this project was reallocated to two other projects that recently experienced an elevated priority status: the replacement of two finish water pumps at the Sargent Treatment Plant and the Middlesex Ave Sewer Force Main / MassWorks Grant Supplement for paving the permanent sewer trench along Middlesex Ave. Therefore, this project has been removed from the ARPA plan and no further updates will be provided.

Acquisition of drainage, utility, and infrastructure Easements for Woburn Street / Lowell Street Intersection

In December 2022, the Engineering Division received support from the Board of Selectmen to use ARPA funding to help offset acquiring easements for the Woburn Street / Lowell Street Intersection Project, currently on the TIP plan to start construction in May 2023. The cost of the easements was generated by a Certified Appraiser and a Certified Review Appraiser. The total cost of acquiring the easements is approximately \$371,060. Approximately \$71,000 of this will be funded by Planning Board Mitigation funding, while the remaining \$300,000 will be taken from ARPA funding. Acquisition of these easements will facilitate the major upgrades to stormwater quality and related infrastructure that are part of the Woburn Street and Lowell Street Intersection Project.

March 2023 Update: "Notice of Taking" certified mailings were sent to affected property owners on Friday March 10, 2023. No funding has been spent as of yet but the Engineering Division expects signed paperwork to be coming back from affected property owners soon and will issue payments in accordance with approved value assessments accordingly.

July 2023 Update: After an advertised bid process, the project has been awarded to MDR Construction. \$279,680 has been expended from ARPA on the easement acquisitions to date.

November 2023 Update: There is \$20,310 remaining under this line item to fund payment to five (5) property owners awarded compensation for the easement taking. Each resident must return signed forms to Town Hall to receive compensation.

Lubbers Brook Culvert / Jefferson Road Force Main and Pump Station Installation

In November of 2020, the Town of Wilmington was awarded Mass Works grant funding for public infrastructure improvements related to the Princeton Wilmington Smart Growth Housing Project. This project includes a sewer extension with pump station, a culvert replacement, and Jefferson Road Corridor Improvements. As previously reported to the Board of Selectmen, after opening bids for the project it was apparent that the project was underfunded by a considerable amount.

May 2022 Status Update: The Town of Wilmington has since been awarded additional Mass Works Grant funding for this project from the Executive Office of Housing and Economic Development (EOHED) with the understanding that there is partial match funding provided by both Princeton Properties and the Town of Wilmington. To provide local match for Wilmington, \$450,000 was reallocated from the catch basin retrofit project to the Lubbers Brook Culvert Replacement Project. The Town of Wilmington is preparing preconstruction logistics for this project and it is anticipated the Lubbers Brook Culvert replacement portion of this project will begin in July 2022.

September 2022 Status Update: The installation of the Lubbers Brook Culvert began on July 18, 2022 and the roadway was reopened to two-way traffic on August 30, 2022. The culvert project continues and is expected to be on track to be completed in October 2022. As the MassWorks Grant funding expires prior to ARPA funding, MassWorks Grant Funds have been used to pay project invoices thus far. To date, no ARPA funding has been expended on this project. It is anticipated that ARPA funding earmarked to supplement the MassWorks Grant will be used in spring of 2023 for the sewer extension and pump station infrastructure improvements associated with the MassWorks Grant.

January 2023 Status Update: The Culvert Replacement Project is substantially complete with only minor spring-season (2023) work remaining related to sidewalks, curbing, drainage infrastructure, and paving.

The Sewer Project commenced in November 2022 with force main installation along Middlesex Avenue. Remaining work includes completion of force main installation along Middlesex Avenue, Jefferson Road, and installation of the pumping station. The Town has currently expended \$2.3M of the MassWorks grant, leaving approximately \$1.5M in grant funding. The Town anticipates to supplement the grant funding using the ARPA allocation in May/June 2023.

March 2023 Status Update: Work continues on the Jefferson Ave force main and pump station, in between periods of inclement weather. MassWorks Grant Funds are close to fully expended on this project and use of ARPA funds is anticipated in the near term, although no ARPA funds have been spent to date.

July 2023 Status Update: On June 12, 2023, an additional \$106,000 was redirected to this project from the Stormwater Improvements to Existing Catch Basins project for the purposes of funding the permanent sewer trench grinding and paving along Middlesex Ave. This work is planned for July 2023 weather permitting. To date, \$52,416.93 of ARPA funding has been spent on this project.

December 2023 Update: To date, \$196,716.17 of ARPA funding has been spent on this project. The remaining funds are allocated for the sewer pump station. The project is substantially complete with system testing and completion of final punch list items remaining. Final invoices will be processed in the near future.

Water Supply Screening and Life Cycle Cost Analysis

The DPW received a proposal from Kleinfelder, one of the Department's water distribution consultants, to perform a Water Supply Screening and Life Cycle Cost Analysis. This study will provide a long-term cost-benefit analysis of the Town's water supply infrastructure, including projected costs associated with challenges related to long term regulatory compliance and water supply demand, to determine what long term capital investments are necessary to continue with local supply compared to utilizing the Town's connection to the Mass Water Resources Authority (MWRA) more regularly. As the town's water treatment plants are approaching an age where large scale investments will be required to continue with generating reliable long-term local supply, this study is critical to the planning of the Department's Water Division. In August of 2022, the DPW recommended executing a contract with Kleinfelder to move forward with this proposal.

January 2023 Status Update: Kleinfelder has been working on this Life Cycle Cost Analysis and has submitted a draft for review to DPW staff. To date, \$13,034 has been expended on this project.

March 2023 Status Update: DPW has been working with Kleinfelder to finalize comments on the draft Life Cycle Cost Analysis and a final draft is expected soon for Town Manager review. To date, approximately \$32,908 has been expended on this project.

July 2023 Status Update: Kleinfelder has issued a final Life Cycle Cost Analysis to the Town of Wilmington. The town is in the process of implementing certain short-term recommendations from the plan and is still evaluating the long term analysis and recommendations. To date, \$38,823.50 has been expended on this project.

November 2023 Status Update: The town is continuing the process of implementing short-term recommendations from the plan and adding long term recommendations to the 5-Year Capital Improvement Plan. To date, \$41,613.50 has been expended on this project.

Support of Personnel to Conduct Contact Tracing

Funds were set aside for the potential for contact tracing associated with uncertainty surrounding COVID-19 patterns. As cases are still continuing as we head into the summer of 2022, there still exists potential for funding related to this need.

May 2022 Status Update: No funds have been expended to date.

September 2022 Status Update: No funds have been expended to date.

January 2023 Status Update: No funds have been expended to date.

March 2023 Status Update: Funding reallocated on January 23, 2023 to accommodate partial funding for Middle School Playground as contract tracing is no longer expected. No further updates will be provided.

Provide Grants for Façade and Streetscape Improvements.

The town's consultant funded through the Local Rapid Recovery Program (LRRP) has advised that providing grant funding to local businesses to improve signage, storefronts, and streetscapes will help stimulate additional business.

May 2022 Status Update: No funds have been expended to date. The Façade Improvement Grant Program will be initiated following completion of the Branding and Marketing project. The project is expected in 2023.

September 2022 Status Update: No funds have been expended to date. See May 2022 update.

January 2023 Status Update: No funds have been expended to date. See May 2022 update

March 2023 Status Update: No funds have been expended to date. The façade grant program is currently being drafted for release later this year.

July 2023 Status Update: No funds have been expended to date. The façade grant program is currently open for applications with a deadline of August 1, 2023.

November 2023 Update: No funds have been expended to date. The first round of grant awards have been announced and most contracts have been signed. Following approved façade improvements, awardees will be reimbursed. Round 1 resulted in approximately \$140,000 of award commitments. A second round of the grant program was recently announced and applications are due December 15, 2023.

Branding and Marketing

LRRP consultant BerryDunn has also recommended the town engage in branding and marketing efforts to help spark economic development.

May 2022 Status Update: The Town has issued a Request for Proposals (RFP) for these services. The deadline to submit RFPs is May 25, 2022. More information is available on the Town's purchasing page on the Town's website. <https://www.wilmingtonma.gov/purchasing-department>

September 2022 Status Update: Stirling Brandworks, Inc. out of Winchester, MA was selected as the Town's consultant for the Branding and Marketing project with a contract in the amount of \$48,320.00. Tom Stirling is leading the branding and marketing effort, which to date has consisted of a half-day workshop, numerous interviews, and meetings with the Wilmington Economic Development Committee. Branding messaging for the Town is currently under development and will be used for the marketing portion of the project. As of August 31, 2022, \$14,496.00 has been expended on this project.

January 2023 Status Update: Stirling Brandworks Inc. is wrapping up the project, which includes a logo, style guide, video, webpage, social media templates, signage templates, sticker templates, and training resources for local businesses to use the templates to participate in the shared marketing campaign.

Stirling has also provided the Town with a go-to-market plan outlining recommendations for launching the campaign. As of January 4, 2023, a total of \$46,320 has been paid to Stirling Brandworks Inc.

March 2023 Status Update: No additional funds have been expended.

July 2023 Status Update: Stirling Brandworks Inc. and town staff worked to roll out the new brand with marketing on social media over a three-month period. A total of \$49,988 has been expended. This project is considered completed and no further updates will be provided.

Grant Administration

As stated in the November 5, 2021 memo to the Selectmen, funding has been set aside to help administer the ARPA grant to help satisfy Treasury guidelines.

May 2022 Status Update: To date, the town has spent \$1,300.43 in consulting fees payable to CliftonLarsenAllen, LLC (CLA) for grant administration. This was related to the Federal Compliance Report for the U.S. Treasury. This was completed, with the assistance of CLA ahead of the April 30, 2022 due date. CLA has also provided consultation to the town with respect to the planning of allowable projects and to better understand the compliance regulations associated with ARPA.

September 2022 Status Update: No additional funds have been expended.

January 2023 Status Update: No additional funds have been expended.

March 2023 Status Update: Total allocation reduced to \$50,000 from \$100,000 on January 23, 2023 to help accommodate funding for Middle School Playground. Through March '23, there had been an additional \$299.25 paid out, bringing the total at this point to \$1,599.68. This is expected to increase soon as the next reporting period is due by the end of April. Additional guidance is anticipated as the federal report is updated and entered.

July 2023 Status Update: An additional \$427.35 was expended. This was related to research on the applicability of a façade grant as covered under "Revenue Replacement" as well as additional assistance with mandatory federal reporting. This brings the total expended against "Grant Administration" to \$2,027.03 to date.

November 2023 Update: No additional funds have been expended.

Middle School Playground

Funding allocation of up to \$100,000 for this project was added on January 23, 2023 by reallocating the full \$50,000 in funding for contact tracing and reducing funding allocated for Grant Administration from \$100,000 to \$50,000. The playground is intended to accommodate a potential plan to utilize a portion of the Wilmington Middle School to relocate pre-kindergarten and kindergarten students who were displaced from the Wildwood Early Childhood Center to the West Intermediate School in February of 2022.

March 2023 Status Update: The playground has been ordered and is expected to be delivered and installed late spring or early summer of 2023. No funds have been expended to date.

July 2023 Status Update: Wilmington DPW crews have prepared the pad subbase and the subcontractor has installed the playground rubberized base. Wilmington is awaiting final fabrication and delivery of the playground. The playground installer estimates the playground will be installed prior to the start of the 2023 fall school season. \$1,250.62 for gravel subbase has been spent to date on this project.

December 2023 Status Update: The playground was installed at the end of August 2023. Expenditures total \$55,577.52. The DPW has received a proposal from TEC, one of the town's traffic consultants, for

\$6,500.00 to assist with design services to consider a new crosswalk across the Carter Lane Boulevard, as requested by the School Department. The crosswalk would accommodate students and staff crossing Carter Lane more efficiently at the main building entrances in order to use the playground and other shared resources between the two schools. It is anticipated leftover funding from the playground installation will be used toward this study and implementation of recommended improvements to facilitate safe pedestrian movements across the three-aisle boulevard.

Finish Water Pump Replacement – Sargent Treatment Plant

The Department of Public Works recently learned that an ongoing FY23 Water Capital Project may require more funding than was originally allocated. The Water Capital Plan has earmarked \$100,000 to rebuild two of the finish water pumps at the Sargent Treatment Plant in FY23. As this project is progressing, it has become apparent that the condition of the existing pumps is beyond rebuilding and will need full replacement. On June 12, 2023, the Select Board approved the reallocation of \$100,000 from the Stormwater Improvements to Existing Catch Basins project to help fund the full replacement of the pumps

July 2023 Status Update: The contractor has been given the order to proceed with full pump replacement now that funding is available. The total amount spent on this project to date is \$51,653.69.

November 2023 Update: The pump replacement project was recently completed, and the \$100,000 amount has been expended.



MEMO

**TOWN OF WILMINGTON MA
DEPT of INFORMATION TECHNOLOGY**

Date: 12/5/2023

To: Select Board

CC: Town Manager Lou Cimaglia, FinCom Chair John Doherty

RE: 2024 MIT Cybersecurity Assessment Clinic Participation

Dear Select Board Members,

I am pleased to announce the Town of Wilmington has been accepted as a participant, in a joint effort with the Wilmington Public Schools, in a limited, State-sponsored Cybersecurity Assessment, conducted by MIT students and faculty. The assessment will be conducted over two months in the Spring of 2024 and will result in a report outlining the Town's posture in the following:

- Information Security
- Training and Awareness
- Critical Process/System Identification
- Vulnerability Management
- Incident response planning
- Backup and recovery testing
- Vendor risk management
- Cloud security
- Risk management and insurance
- Information sharing

This service is run in conjunction with the State's Executive Office of Technology Services and Security. The assessment is available on a first come, first served basis and Wilmington was fortunate to be accepted into this program that was limited to just nine communities last year. The resulting report will provide a good baseline on our Cybersecurity and will be used to assist both departments in planning out their IT needs ahead.

I would also like to recognize and thank, Kenneth Lord, Wilmington Public Schools Director of Technology and Digital Learning, for his work with the application and also thank, the Town's management and leadership for their continued support in our efforts.

Thank you,

John O'Neil

Information Technology Director

Town of Wilmington

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner of Revenue
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Wilmington Assessors

Date: 11/30/2023

Dear Assessors:

The Fiscal Year 2024 tax rate has been certified by the Bureau of Accounts for Wilmington.

The four pages of the Tax Rate Recapitulation form and the Levy Limit worksheet (not applicable to districts) are available on the Division of Local Services website:

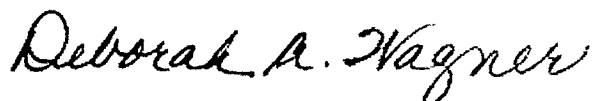
[Tax Rate Recapitulation Form](#)

[Levy Limit Worksheet](#)

Page one of the Tax Rate Recapitulation form includes the Director of Accounts' electronic signature and the date of approval. This letter is your notification of approval pursuant to Massachusetts General Laws Chapter 59, section 23. Please forward copies of this notification to other officials as you deem appropriate.

We wish to thank you for your cooperation and assistance in the tax rate setting process.

Sincerely,



Deborah A. Wagner
Director of Accounts
Massachusetts Department of Revenue

TAX RATE RECAPITULATION
Fiscal Year 2024

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 136,882,770.7
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	32,838,003.0
lc. Tax Levy (Ia minus Ib)	\$ 104,044,767.7
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	57.8887	60,230,163.48	5,270,206,822.00	11.43	60,238,463.98
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	5.6957	5,926,077.84	225,886,635.00	26.23	5,925,006.44
Net of Exempt					
Industrial	29.9754	31,187,835.32	1,188,786,763.00	26.23	31,181,876.79
SUBTOTAL	93.5598		6,684,880,220.00		97,345,347.21
Personal	6.4402	6,700,691.13	255,410,620.00	26.23	6,699,420.56
TOTAL	100.0000		6,940,290,840.00		104,044,767.77

MUST EQUAL 1C

Signatures

Assessors

George Hooper, Assessor, Wilmington, ghooper@wilmingtonma.gov 978-658-3675 | 11/28/2023 10:25 AM

Comment:

Karen Rassias, Town Assessor, Wilmington, krassias@wilmingtonma.gov 978-658-3675 | 11/28/2023 10:33 AM

Comment:

Documents

No documents have been uploaded.

Do Not Write Below This Line — For Department of Revenue Use Only

Reviewed By: Bobbi Colburn
 Date: 11/30/2023
 Approved: Andrew Nelson
 Director of Accounts: Deborah A. Wagner

TAX RATE RECAPITULATION

Fiscal Year 2024

Deborah A. Wagner

TAX RATE RECAPITULATION

Fiscal Year 2024

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		134,334,820.00
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Retained Earnings Deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	47,714.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		47,714.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		870,566.00
Ild. Allowance for abatements and exemptions (overlay)		1,629,670.77
Ile. Total amount to be raised (Total Ila through Ild)		136,882,770.77

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	15,196,591.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		15,196,591.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	6,181,497.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	3,702,484.00	
4. Community Preservation Funds (See Schedule A-4)	0.00	
TOTAL IIIb		9,883,981.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	4,894,057.00	
2. Other available funds (page 4, col (d))	2,863,374.00	
TOTAL IIIc		7,757,431.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2023	0.00	
1b. Free cash..appropriated on or after July 1, 2023	0.00	

TAX RATE RECAPITULATION

Fiscal Year 2024

2. Municipal light surplus	0.00	
3. Other source :	0.00	
TOTAL III d		<u>0.00</u>
III e. Total estimated receipts and other revenue sources		<u>32,838,003.00</u>
(Total III a through III d)		
IV. Summary of total amount to be raised and total receipts from all sources		
a. Total amount to be raised (from II e)		<u>136,882,770.77</u>
b. Total estimated receipts and other revenue sources (from III e)	<u>32,838,003.00</u>	
c. Total real and personal property tax levy (from I c)	<u>104,044,767.77</u>	
d. Total receipts from all sources (total IV b plus IV c)		<u>136,882,770.77</u>

TAX RATE RECAPITULATION

Fiscal Year 2024

LOCAL RECEIPTS NOT ALLOCATED *

Receipt Type Description	(a) Actual Receipts Fiscal 2023	(b) Estimated Receipts Fiscal 2024	Percentage Change
==> 1. MOTOR VEHICLE EXCISE	4,536,832.68	3,500,000.00	-22.8
2. OTHER EXCISE			
==> a.Meals	464,087.02	300,000.00	-35.3
==> b.Room	2,756.24	0.00	-100.0
==> c.Other	0.00	0.00	0.0
==> d.Cannabis	0.00	0.00	0.0
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	431,511.31	400,000.00	-7.3
==> 4. PAYMENTS IN LIEU OF TAXES	964,110.24	650,000.00	-32.5
5. CHARGES FOR SERVICES - WATER	0.00	0.00	0.0
6. CHARGES FOR SERVICES - SEWER	0.00	0.00	0.0
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	0.0
8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00	0.0
9. OTHER CHARGES FOR SERVICES	1,522,153.63	0.00	-100.0
10. FEES	48,093.14	40,000.00	-16.8
a.Cannabis Impact Fee	0.00	0.00	0.0
b.Community Impact Fee Short Term Rentals	0.00	0.00	0.0
11. RENTALS	140,535.12	100,000.00	-28.8
12. DEPARTMENTAL REVENUE - SCHOOLS	9,302.00	7,000.00	-24.7
13. DEPARTMENTAL REVENUE - LIBRARIES	29,761.78	2,000.00	-93.2
14. DEPARTMENTAL REVENUE - CEMETERIES	139,402.44	85,000.00	-39.0
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00	0.0
16. OTHER DEPARTMENTAL REVENUE	240,563.20	100,000.00	-58.4
17. LICENSES AND PERMITS			
a.Building Permits	1,425,198.52	450,000.00	-68.4
b.Other licenses and permits	517,824.07	100,000.00	-80.6
18. SPECIAL ASSESSMENTS	0.00	0.00	0.0
==> 19. FINES AND FORFEITS	53,393.30	40,000.00	-25.0
==> 20. INVESTMENT INCOME	2,305,523.23	300,000.00	-86.9
==> 21. MEDICAID REIMBURSEMENT	148,918.96	0.00	-100.0
==> 22. MISCELLANEOUS RECURRING	107,497.00	107,497.00	0.0
23. MISCELLANEOUS NON-RECURRING	0.00	0.00	0.0
24. Totals	13,087,463.88	6,181,497.00	-52.7

Signatures

TAX RATE RECAPITULATION

Fiscal Year 2024

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Bryan Perry, Finance Director/Town Accountant , Wilmington , Bperry@wilmingtonma.gov 978-694-2029 | 11/20/2023 1:56 PM

Comment:

Documents

No documents have been uploaded.

Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. The Recap Page 3 Support form must be submitted to support increase/decreases of estimated receipts to actual receipts.
=> The Recap Page 3 Support form must be submitted to support increases/ decreases of FY 2024 estimated receipts to FY 2023 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF). The Recap Page 3 Support form must be submitted to list each receipt type included in rows 22 and 23, Miscellaneous Recurring and Non-Recurring.

DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

TOWN

TAX RATE RECAPITULATION
Fiscal Year 2024

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS							AUTHORIZATIONS	
		(a) Total Appropriations Of Each Meeting	(b) From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) MEMO ONLY Borrowing Authorization (Other)
04/29/2023	2024	3,561,618.00	0.00	0.00	0.00	0.00	3,561,618.00	0.00	0.00	0.00
04/29/2023	2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,500.00	0.00
04/29/2023	2024	7,196,307.00	1,752,250.00	4,894,057.00	550,000.00	0.00	0.00	0.00	0.00	0.00
04/29/2023	2024	123,576,895.00	121,263,521.00	0.00	2,313,374.00	0.00	0.00	0.00	0.00	0.00
Total		134,334,820.00	123,015,771.00	4,894,057.00	2,863,374.00	0.00	3,561,618.00	0.00	0.00	0.00

Enter the fiscal year to which the appropriation relates.

* Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk

Signatures

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Elizabeth M. Lawrenson, Town Clerk, Wilmington, blawrenson@wilmingtonma.gov 978-656-2030 | 11/21/2023 11:50 AM

Comment:

No documents have been uploaded.

Documents

**Levy Limit
Fiscal Year 2024**

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2023 LEVY LIMIT

A. FY 2022 Levy Limit	92,223,356	
A1. Amended FY 2022 Growth	0	
B. ADD (IA + IA1)*2.5%	2,305,584	
C. ADD FY 2023 New Growth	2,546,729	
C1. ADD FY 2023 New Growth Adjustment	0	
D. ADD FY 2023 Override	0	
E. FY 2023 Subtotal	<u>97,075,669</u>	
F. FY 2023 Levy Ceiling	157,206,113	I. <u>97,075,669</u>
		FY 2023 Levy Limit

II. TO CALCULATE THE FY 2024 LEVY LIMIT

A. FY 2023 Levy Limit from I	97,075,669	
A1. Amended FY 2023 Growth	0	
B. ADD (IIA + IIA1)*2.5%	2,426,892	
C. ADD FY 2024 New Growth	3,585,327	
C1. ADD FY 2024 New Growth Adjustment	0	
D. ADD FY 2024 Override	0	
E. ADD FY 2024 Subtotal	<u>103,087,888</u>	
F. FY 2024 Levy Ceiling	173,507,271	II. <u>103,087,888</u>
		FY 2024 Levy Limit

III. TO CALCULATE THE FY 2024 MAXIMUM ALLOWABLE LEVY

A. FY 2024 Levy Limit from II.	103,087,888	
B. FY 2024 Debt Exclusion(s)	2,344,831	
C. FY 2024 Capital Expenditure Exclusion(s)	0	
D. FY 2024 Stabilization Fund Override	0	
E. FY 2024 Other Adjustment :	0	
F. FY 2024 Water/Sewer	0	
G. FY 2024 Maximum Allowable Levy	<u>105,432,719</u>	

Signatures

Board of Assessors

Karen Rassias, Town Assessor , Wilmington , krassias@wilmingtonma.gov 978-658-3675 | 11/16/2023 12:29 PM

Roger J. Lessard, Assessor , Wilmington , boa@wilmingtonma.gov 978-658-3675 | 11/16/2023 12:49 PM

George Hooper, Assessor , Wilmington , ghooper@wilmingtonma.gov 978-658-3675 | 11/28/2023 1:57 PM

Levy Limit
Fiscal Year 2024

Documents

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