



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

February 10, 2023

TO: Select Board

RE: Annual Town Meeting Warrant


A draft Annual Town Meeting Warrant is being prepared and will be provided to the Board for review at your February 27th meeting. Historically, with a few exceptions, the warrant articles which seek an expenditure of funds do not specify the sum in the article itself but state *"to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money..."* In the lead up to the November 19, 2022 Special Town Meeting there was a desire to include the actual sum of money for each article. The Special Town Meeting Warrant articles did reflect the requested amounts for the senior center and town/school building.

It is my understanding that the premise of including the actual sum in the warrant article itself, as opposed to not including the sum until motions are prepared, is that there is a greater level of transparency and that residents will know, prior to Annual Town Meeting, the sum of money being requested for each article. There is clearly value in providing the requested appropriation amounts in the articles when the warrant is issued.

The fact that the sums have not historically been included in the warrant itself is likely due to the fact that the warrant is posted several weeks in advance of the Annual Town Meeting. As Mark Reich, Esq., has stated, the Warrant is the "warning" to residents of actions being considered while the motion is the action to be taken. There is the possibility that, in the intervening period between the posting of the warrant and the date of Annual Town Meeting, bids are received or the Town otherwise becomes aware that the amount requested for a good or service has changed in cost from the amount listed in the warrant. If this occurs the article cannot be amended to increase the appropriation being requested. Subject to a determination by the Town Moderator, the article could be amended to reduce the appropriation request but not to increase the appropriation request. Attorney Reich has suggested that, if specific amounts are cited in the article, the amount could be followed with "more or less" to provide some measure of flexibility. In the absence of limitations set in the Inhabitant By-laws, the Town Moderator must use their discretion to determine the degree of variance from the dollar amount in the Warrant that is permissible in the motion.

In the absence of including the verbiage "more or less", the options to responding to such a circumstance would be to (1) defer on the purchase and pass over the article, (2) proceed with the request in hopes that when competitive procurement is completed at least one qualified and responsive vendor will submit a price at or below the appropriation or (3) proceed with the request with a plan to seek funds to supplement the appropriation from other sources.

My understanding is that Board members would like the warrant prepared with the actual dollar amounts included in each article seeking appropriation of funds. Please confirm whether this is the approach the Board would like to take and whether to add "more or less".



Jeffrey M. Hull
Town Manager

cc: Susan Inman, Assistant Town Manager/Human Resources Director
Bryan Perry, Finance Director/Town Accountant



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER


February 10, 2023

TO: Select Board

RE: 2023 Annual Town Meeting – Warrant Articles by Petition

Please be advised that the following petitioned Warrant articles, of which copies are enclosed, were submitted by citizens for inclusion on the 2023 Annual Town Meeting Warrant.

<u>ARTICLE</u>	<u>PETITIONER</u>
Town-Owned Land Purchase Map 6, Parcels 33 & 34 – Polk Street	M. Nelson
Authorization to Petition State Legislature to Allow Joanne Ricardelli's Test Results from 2022 and 2023 be Allowed for any Employment Consideration as a Fire Fighter	J. Ricardelli
Name Town-Owned Land – Parcel Known as Abigail Island the "Officer Lawrence L. Redding Firearms Training Facility"	P. Chalifour
Amend Action Taken Under Article 3 of November 19, 2022 Special Town Meeting by Reducing Approved Funds by \$1,500,000	M. Bergeron
Appropriate \$1,500,000 to Schools for Purpose of Constructing a Safe and Conducive Learning Environment for Pre-K and Kindergarten Students at Wilmington Middle School	M. Bergeron
Amend Section 4.1.9 (Fairs, Bazaars, Antique Shows and Carnivals) of the Wilmington Zoning By-Law	P. Giroux


Jeffrey M. Hull
Town Manager

JMH/bjd

Enclosure

cc: Mark Reich, Town Counsel
Jonathan R. Eaton, Town Moderator

January 19, 2023 1:30 p.m.

12 Polk St.
Wilmington, Ma. 01887

Elizabeth Lawrenson, Town Clerk
Town Hall
121 Glen Rd
Wilmington, Ma. 01887

Re: Petition to Purchase town Owned Land Part of Parcels 33 & 34 Map 6

Dear Ms. Lawrenson,

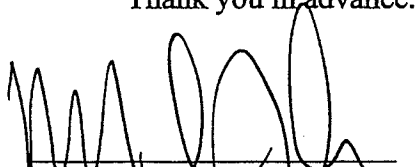
Please Date Time Stamp the enclosed original signatures petition and email me a copy for my records.

I have also enclosed copies of MNRD Plan book 26 Plan 36 and 2 assessor maps to best describe the property at issue.

I have enclosed a list of the signees with their address to better assist the process.

I have petitioned in previous years since Article 41 of 1991 under 30 Band Map 6, Parcels 14, 16, 18, 19A, 21, 26 & 28 using the same format without any alleged issues or concerns.

Thank you in advance.


Mark Nelson
Nelson.p.1313@gmail.com

VIA USPS PRIORITY MAIL

Cc:

Select Board Members,
Town Manager

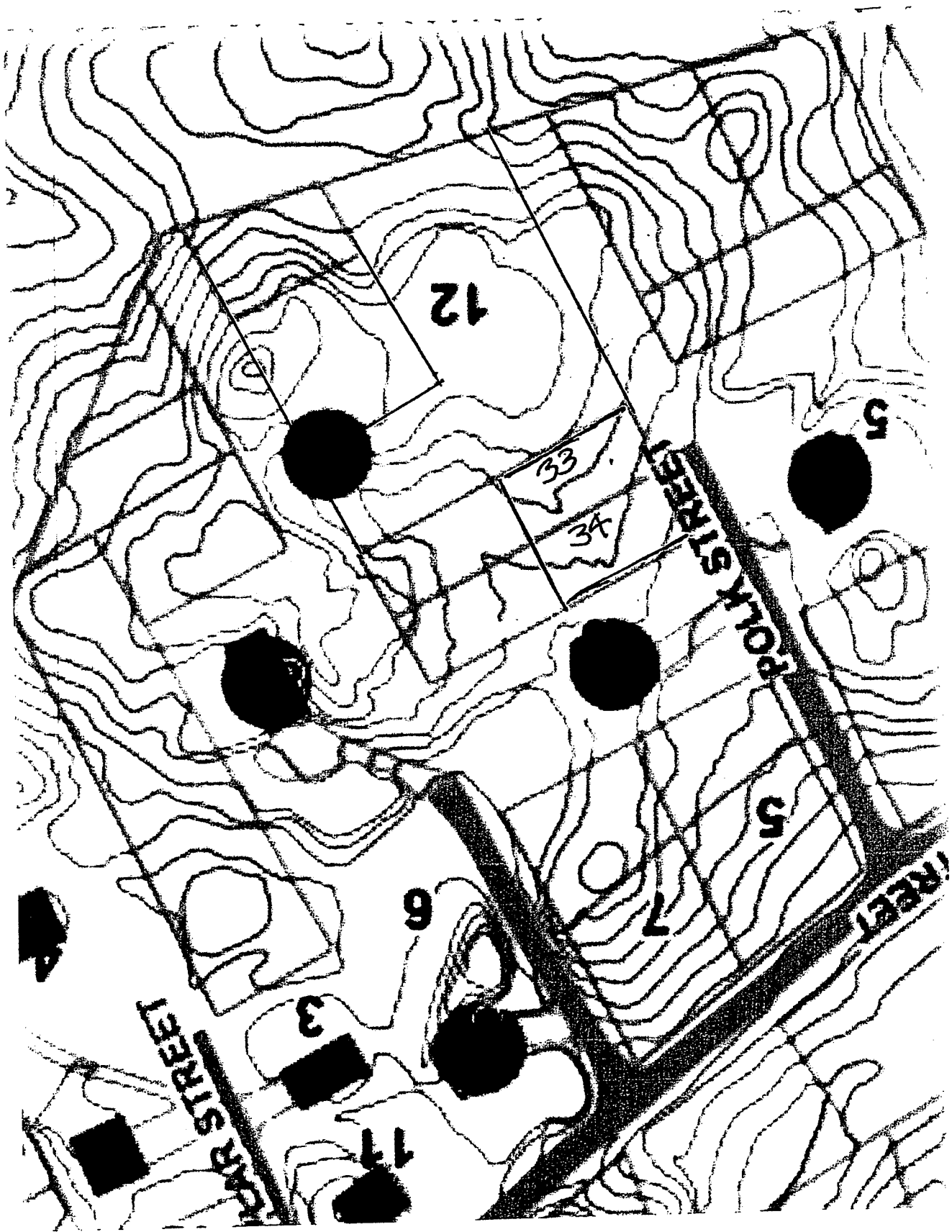
To see if the Town will vote to authorize the transfer of the care, custody, management and control of a certain parcel of land owned by the Town of Wilmington hereafter described to the Selectmen of the Town of Wilmington, said land having been determined to be no longer needed for any municipal purpose, and for the express purpose of conveying the same, all in accordance with Massachusetts General Laws Chapter 30B; and further that the Selectmen be and hereby authorized to grant and convey such interest in the land as is owned by the Town of Wilmington and for the express purpose of constructing a municipal turnaround for Polk Street (formerly Cedar Street) upon such terms and conditions as shall be determined by the Selectmen in accordance with Chapter 3 Section 16 of the By-laws of the Inhabitants of the Town of Wilmington Revised. Said parcels and interest is described as a portion of Map 6, Parcels 33 and 34; more particularly described as lots 281,282,283,2284 as shown on a plan of land entitled "Wilmington Gardens Addition" recorded with the Middlesex North Registry of Deeds Plan Book 26, Plan 36 and containing approximately 10,000 square feet of land for a sum no less than \$ 5,000; or take any other action related thereto.

RECEIVED
TOWN CLERK

2023 JAN 20 AM 10:38
TOWN OF WILMINGTON, MASS.

1. M. Wilson 12 Polk St Wilmington
2. Catherine Wilson 33 Henshaw Way Wilton

3. Charles A. Welch 33 Hensley Way, Wilm.
4. Pat Agate 299 Woburn St. Wilm.
5. Melissa Mullen 21 High St. Wilm.
6. Anne Murray 1 Pineidge Rd Wilm.
7. Greg Miller 335 Woburn St. Wilmington
8. Jennifer 335 Woburn St. Wilmington
9. Michael McCoy 11 Treasure Hill Rd ^{Wilmington, MA}
10. Paul McCoy 11 Treasure Hill Rd Wilmington, MA
11. CHRISTOPHER MCCOY 11 treasure hill Rd ^{Wilmington, MA}
12. Danielle McCoy 11 Treasure Hill Rd. ^{Wilmington, MA}
13. George A. Jingerfelter III 11 Concord Street, Wilmington, MA
14. Garon T. Brown 20 Nickerson Ave. ⁰¹⁸⁸⁷
15. Ken M 2 Mathew St. Wilm ⁰¹⁸⁸⁷
16. Yvonne 56 Bootwell St. WILMINGTON 01887
17. Richard Bickard 23 Sain. Rd 01887
18.

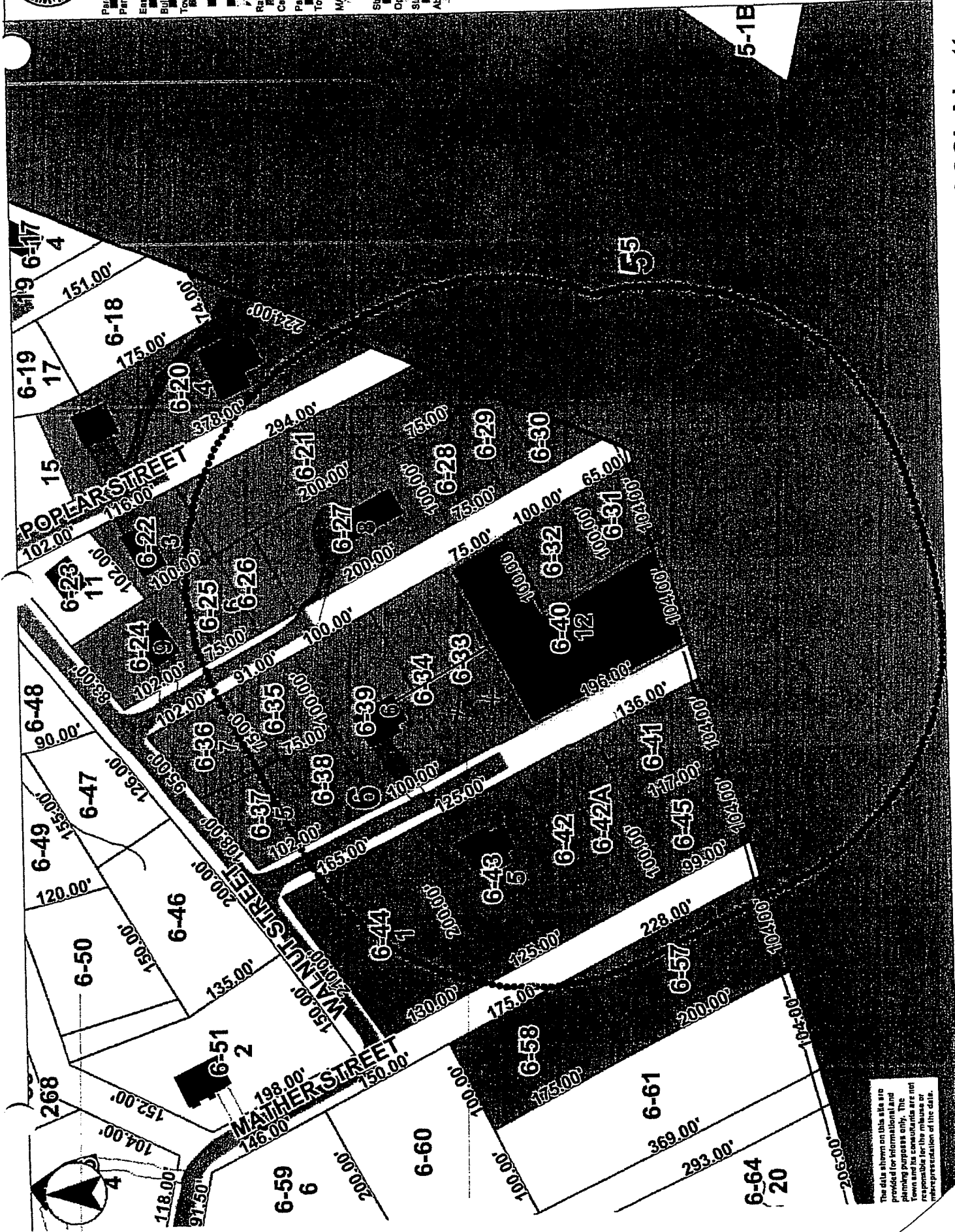


Sweetzer

A detailed street map of a section of Norfolk, Virginia. The map shows a grid of streets including Lenox St., Poplar St., Cedar St., and Walnut St. Lot numbers are printed throughout the map. A handwritten label "Sweetzer" is visible in the upper left. A small area is marked with an "X". The map is oriented with North at the top.



Parcel Map Index
Parcel Dimension
Easements
Buildings 2015
Town Base Map - Tran
Road Edge Of Pavem
Unpaved Road
Sewer
Ditch
Bridge
Parking Lot
Walking Path
Railroad Tracks
Cemetery Roads
Parcels
Town Line
MA Highways
Interstate
US Highway
Numbered Rout
Street Centerlines
Open Water
Streams
Abutting Towns

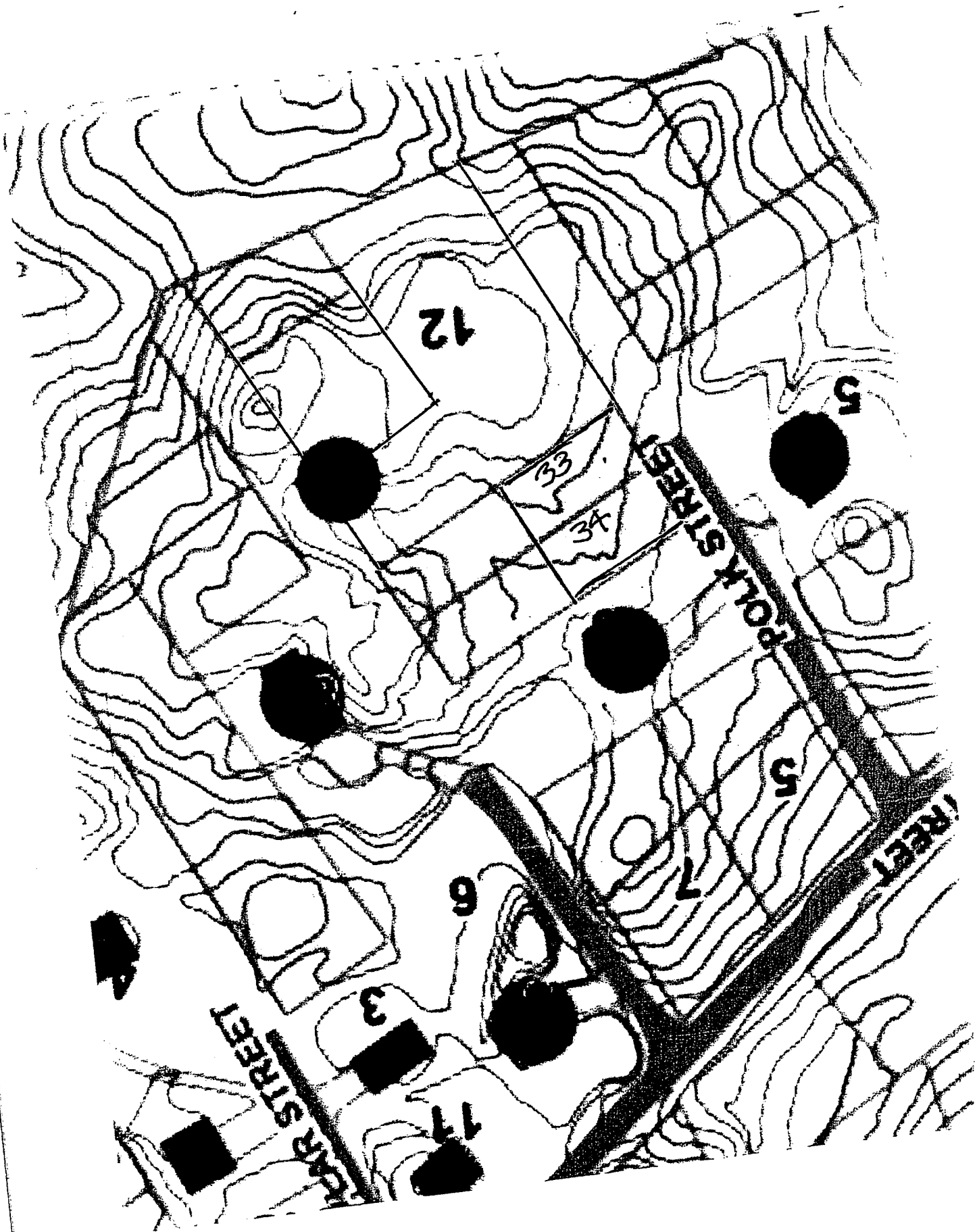


12 Polk Street - 300' Abutters

Printed on 11/29/2022 at 08:36 AM

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the release or misrepresentation of the data.

- | | |
|-------------------------|------------------|
| 1. Mark Nelson | 12 Polk St |
| 2. Catherine Wilson | 33 Hensey |
| 3. Charles Wilson | " |
| 4. Pat Agati | 299 Woburn St. |
| 5. Melissa Mullen | 22 High St. |
| 6. Anne Murray | 1 Pineridge |
| 7. Greg Miller | 335 Woburn St |
| 8. Janet Miller | " |
| 9. Mike McCoy | 11 treasure Hill |
| 10. Jocelyn McCoy | " |
| 11. Chris McCoy | " |
| 12. Danielle McCoy | " |
| 13. George LINGENFELTER | 11 Concord St |
| 14. Aaron Brown | 20 Nickerson |
| 15. Robin Mason | 2 Mather st |
| 16. Mark Guarino | 56 Boutwell St |
| 17. Richard Bertrand | 23 Swain Rd |
| 18. ----- | |



ANNUAL TOWN MEETING- PETITIONED ARTICLE

Article: To see if the town will vote to

Date and time received by
Board of Registrars

To see if the Town will vote to request the State Legislature authorize Joanne Ricardelli have her results for the 2022 and 2023 Massachusetts Civil Service Firefighter Exam be allowed for employment without regard to the applicants age as a Firefighter in the town of Wilmington.

Notwithstanding the provisions of the general laws, rules, regulations to the contrary regulating the age of the applicant; provided she meets all other requirements; she shall be eligible for certification and appointed to the Wilmington Fire Department by the appointing authority regardless of her age; or take any other action related thereto.

RECEIVED
TOWN CLERK
2023 JAN 31 AM 10:40
TOWN OF WILMINGTON, MA

Contact name, address and phone number: Joanne Ricardelli 8 Chapman Ave

781-690-2946

Instructions to Signers

For your signatures to be valid you must be a registered voter in the town of Wilmington and your signature should be written as substantially registered. If you are prevented by physical disability from writing you may authorize some person to write your name and residence in your presence

Office
Use Only

	Signature	Printed Name	Street Address
1	<input checked="" type="checkbox"/>	Katrina Ferrari	255 Lowell St.
2	<input checked="" type="checkbox"/>	Cindy Bortette	8 Killy St
3	<input checked="" type="checkbox"/>	Kelly Donovan	8 Chapman Ave
4	<input checked="" type="checkbox"/>	Jay Pirkos	10 Chapman Ave
5	<input checked="" type="checkbox"/>	John Bernatani	7 Chapman Ave
6	<input checked="" type="checkbox"/>	Carmelina Bernatani	7 Chapman Ave
7	<input checked="" type="checkbox"/>	Lawrence Donovan	8 Chapman Ave
8	<input checked="" type="checkbox"/>	Jeff Murphy	6 GUNDERSON ROAD
9	<input checked="" type="checkbox"/>	William F. Cavanaugh III	2 Jones Ave
10	<input checked="" type="checkbox"/>	PETITE ROBADE	40 Oakwood
11	<input checked="" type="checkbox"/>	JAMES M. MAGUIRE	20 Atene Ave.
12	<input checked="" type="checkbox"/>	Daniche McKel	103 West St.
13	<input checked="" type="checkbox"/>	Forrest Davis J	108 West St
14	<input checked="" type="checkbox"/>	Richard Dorek	8 Denault Dr WIL.
15	<input checked="" type="checkbox"/>	RAYMOND MERCER	13 KENWOOD AVE.
16	<input checked="" type="checkbox"/>	Lee Jackson	69 Wildwood St.
17	<input checked="" type="checkbox"/>	SEAN DORRIS	24 KENWOOD AVE ST
18	<input checked="" type="checkbox"/>	SEAN O'DONNELL	24 KENWOOD AVE
19	<input checked="" type="checkbox"/>	LINDA P. HUBBARD	6 Sewell Rd WIL.
20	<input checked="" type="checkbox"/>	Gregg D. McKel	1 Dexter St. WIL.

Attention Voters: Before signing please read the article pertaining to the petitioning of an article for the Annual Town Meeting

21. ☒ Timothy Jamieson 12 Denault Dr Wilmington
Mary H. Cogdal

We certify that (21)
twenty-one signatures checked thus
are names of voters of the Town of Wilmington and are qualified to
sign the petition.

Roberta L Lasky

Kelly S.C. Richards

ANNUAL TOWN MEETING - PETITIONED ARTICLE

2023 FEB -1 PM 3:06

TOWN OF WILMINGTON, MA

DATE and TIME this paper received by Registrars

RECEIVED
TOWN CLERK

To see if the town will vote to accept the following: That the police department range and firearms training facility located in North Wilmington on a parcel of town-owned land known as Abigail's Island be named the "Officer Lawrence L. Redding Firearms Training Facility". Larry Redding is a 1964 graduate of Wilmington High School, a decorated US Army Special Forces Veteran of the Viet Nam War, a former Massachusetts State Police trooper, a retired Wilmington Police Officer and a long-time resident of the town. Officer Redding, during his tenure with the police department, was a fierce advocate of specialized training for police officers in the fields of tactics, officer safety, firearms and physical fitness. He was instrumental in transitioning the police department from revolvers to semi-automatic sidearms in 1986, one of the first department's in the Commonwealth to do so. The following year he was the driving force in the department obtaining its first firearms range. Simultaneously to his time as a Wilmington Police Officer, he was also a decorated member of the Northeast Massachusetts Law Enforcement Council's regional Tactical Police Force and founding member of its Special Operations Unit. Officer Redding retired in 1999 after suffering a traumatic line of duty injury in 1997 that was brought about and exacerbated by a previous, unrelated line of duty injury. This being done in recognition of Officer Redding's many years of dedicated service to the Town of Wilmington or do anything in relation thereto.

SIGNERS STATEMENT We are qualified voters of the Commonwealth of Massachusetts and of the Town of Wilmington

INSTRUCTIONS TO SIGNERS:

Your signature should be written as substantially as registered. If you are prevented, by physical disability, from writing you may authorize some person to write your name and residence in your presence.

I		II		III	
C h e c k	Signatures to be made in person with name substantially as registered (except in case of physical disability as stated above)	Printed Name	W a r d 0	P r e c t 1	Street Address
1		PAUL L. CHALIFOUR	1		48 HOPKINS ST.
2		DEBORAH CHALIFOUR	1		48 HOPKINS ST.
3		Kevin Skinner	1		83 Mink Run Rd
4		ANTHONY FIORE	1		1 THIRD AVE
5		Dawn Naimo	6		18 Marie Drive
6		Julie Pozzi	6		106 Woburn St
7		Samantha Cavanaugh	6		9 Chapman Ave
8		GERALD LAWRENSON	3		DEXTER ST.
9		Thomas Lawrenson	3		Dexter St
10		Tom Miller	6		41 PARK ST
11		John Mulholland	1		173 Nichols ST.
12		Stephen Cain	4		3 Kiernan Ave
13		Kevin Cavanaugh	6		9 Chapman Ave
14		Margaret M. McKenna	4		4 Allenhurst Way
15		Kelly J. Nadeau	5		4 Ring Ave.
16		Joseph Cavanaugh			2 Clorinda Rd
17		Walter A. Evans III	5		4 Ring Ave
18		Lou Cirrasia	4		26 ALLEN PARK DR.
19		THOMAS H. CONDOR	11		AVON ST
20		Christopher J. Aher	6		49 Ashwood Ave.

Instructions to Registrars

You must time-stamp or write in date and time these papers are received.

Check thus ☒ against the name of qualified voter to be certified. For names not certified, use the codes opposite.

N = no such registered voter at that address.

S = unable to identify signature or address as that of

W = wrong district or community.

T = already signed this petition.

CERTIFICATION OF SIGNATURES

We certify that ()
signatures checked thus ☒ are names of voters of the
Town of Wilmington and are qualified to sign this petition.

(at least three Registrars- names must be signed or stamped below)

Registrars of Voters of the Town of Wilmington

ANNUAL TOWN MEETING- PETITIONED ARTICLE

Article: To see if the town will vote to

Date and time received by
Board of Registrars

To see if the Town will vote to amend the action taken under Article 3 of the Special Town Meeting held on November 19, 2022 to appropriate the sum of Thirty-Six Million Eight Hundred Eighty Thousand Seven Hundred Sixty-Six Dollars (\$36,880,766), more or less, by reducing the overall approved funds by not less than One Million Five Hundred Thousand Dollars (\$1,500,000), reducing total funds available to construct the Town Hall School Administration building to Thirty-Five Million Three Hundred Eighty Thousand Seven Hundred Sixty-Six Dollars(\$35,380,766), or less.

TOWN OF WILMINGTON, MA

2023 FEB - 1 PM 3:46

RECEIVED
TOWN CLERK

Michael Bergeron 9 Adams St, Wilmington, MA 01887, 781-704-4738

Contact name, address and phone number:

Instructions to Signers

For your signatures to be valid you must be a registered voter in the town of Wilmington and your signature should be written as substantially registered. If you are prevented by physical disability from writing you may authorize some person to write your name and residence in your presence

Office
Use Only

Office Use Only	Signature	Printed Name	Street Address
1		Michael Bergeron	9 Adams Street
2		Kathryn H. Bergeron	9 Adams St.
3		Elizabeth Larkins	5 Catbush Ln
4		Emma Griffin	127 Middlesex Ave
5		Ryan Griffin	127 Middlesex Ave
6		Ryan Parker	127 Middlesex Ave
7		Abby Parker	127 Middlesex Ave
8		Hanna Griffin	127 Middlesex Ave
9		Paul Griffin	127 Middlesex Ave
10		HAILEY STEWART	136 Middlesex Ave
11		Andrew Stewart	136 Middlesex Ave
12		Andrew Herlihy	34 Birchwood Rd
13		Emily Moran	34 Birchwood Rd.
14			
15			
16			
17			
18			
19			
20			

Attention Voters: Before signing please read the article pertaining to the petitioning of an article for the Annual Town Meeting

ANNUAL TOWN MEETING- PETITIONED ARTICLE
Article: To see if the town will vote to

Date and time received by
Board of Registrars

To see if the Town will vote to appropriate the sum of One Million Five-Hundred Thousand dollars (\$1,500,000), more or less, to be expended under the direction of the Superintendent of Schools in consultation with the School Committee, Wildwood School Building Committee and the Town Manager for the purpose of constructing a safe and conducive learning environment including site preparation, design costs, costs to retrofit and or build age appropriate restrooms for Pre-K and Kindergarten students, costs to build age appropriate play structures, equipping and furnishing classrooms for Pre-K and Kindergarten students to be educated at the Wilmington Middle School, and all such costs incidental and related thereto to provide a safe and conducive learning environment; with funding for said appropriation anticipated as follows:

Raise by Taxation	\$0.00
Transfer from Free Cash	\$1,500,000
Transfer from Stabilization	\$0.00
Borrow	\$0.00
Other	\$0.00

Or take any other action related thereto.

TOWN OF WILMINGTON, MA

2023 FEB - 1 PM 3:46

RECEIVED
TOWN CLERK

Contact name, address and phone number: Michael Bergeron, 9 Adams St. Wilmington MA, 01887, 781-704-4738

Instructions to Signers

For your signatures to be valid you must be a registered voter in the town of Wilmington and your signature should be written as substantially registered. If you are prevented by physical disability from writing you may authorize some person to write your name and residence in your presence

Office Use Only	Signature	Printed Name	Street Address
1		Michael Bergeron	9 Adams Street
2		Kathryn Bergeron	9 Adams St
3		Elizabeth Milaume	5 Garkhouse Ln
4		Emma Griffin	127 Middlesex Ave
5		Paul Griffin	127 Middlesex Ave
6		Ryan Parker	127 Middlesex Ave
7		Abbi Parker	127 Middlesex Ave
8		Hanna Griffin	127 Middlesex Ave
9		Paul Griffin	127 Middlesex Ave
10		HAILEY STEWART	136 MIDDLESEX AVE.
11		Andrew Stewart	136 Middlesex Ave
12		Emily Moran	34 Birchwood Rd.
13		Andrew Herlihy	34 Birchwood Rd.
14		Eleanor Stevens	9 Adams St
15			
16			
17			
18			
19			
20			

Attention Voters: Before signing please read the article pertaining to the petitioning of an article for the Annual Town Meeting

PETITION TO AMEND SECTION 4.1.9 OF THE WILMINGTON ZONING BYLAW

NOW come the undersigned registered voters of the Town of Wilmington and request that the following be identified as a Warrant Article for disposition at the Annual Town Meeting scheduled for April 29, 2023:

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 operations."

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 to take any other action related thereto.

	NAME	STREET ADDRESS
1.	✓ Patrick Giroux	19 Brattle Street
2.	✓ Kailene McLaughlin	19 Brattle St.
3.	✓ Carolyn Giroux	6 Nottingham Dr.
4.	✓ John Giroux	6 Nottingham Dr.
5.	✓ Beverly J. Datta	48 Grove Avenue
6.	✓ CHARLES J HAYES	35 Church St
7.	✓ Daniel Haffernan	14 School St.

RECEIVED
TOWN CLERK
2023 FEB - 2 PM 3:04
TOWN OF WILMINGTON, MA



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

February 3, 2023

TO: Select Board

RE: American Rescue Plan Act (ARPA) Funds

In response to a Board request, below is a breakdown of the current designation of ARPA Funds:


Project Total	Allocation Estimate
Replacement of Woburn Street water main from Lowell Street to the Woburn Street School	\$ 5,500,000
Stormwater improvements to existing catch basins	\$ 206,000 (reduced from \$506,000)
Acquisition of Drainage, Utility and Infrastructure Easements for Woburn Street / Lowell Street Intersection	\$ 300,000 (added December 12, 2022)
Lubbers Brook Culvert Replacement – MassWorks Grant Supplement	\$ 450,000 (added February 14, 2022)
Water Supply Screening and Life Cycle Cost Analysis	\$ 44,000
Support of personnel to conduct contact tracing	\$ 0 (reduced January 30, 2023)
Provide grant for façade and streetscape improvements	\$ 300,000
Branding and Marketing	\$ 50,000
Grant Administration	\$ 50,000 (\$50,000 reduced January 30, 2023)
Middle School Play Structure	\$ 100,000 (added January 30, 2023)
Total	\$ 7,000,000

The January 3, 2023 update from Jamie Magaldi, Public Works Director, noted the following relative to the budgeted categories:

- Woburn Street Water Main – Green International Affiliates has been engaged for design services on the water main and, as of the end of calendar year 2022, had billed almost \$30,000 for work.
- Stormwater Improvements – Public Works is preparing bid documents to secure a contractor to address catch basins. Work is expected to start during 2023 construction season and conclude during the 2024 construction season.
- Acquisition of drainage, utility & infrastructure easements – Lowell Street/Woburn Street Intersection. \$300,000 to be expended for easements based upon values generated by an appraiser.
- Lubbers Brook Culvert Replacement – Culvert replacement largely complete. \$450,000 will supplement MassWorks grant to fully fund project.
- Water Supply Screening and Life Cycle Cost Analysis – Kleinfelder Engineering Company has been engaged for \$44,000 and has expended just over \$13,000 through December 2022.
- Contact Tracing – No funds were expended or expected to be needed for this purpose. Funds transferred to purchase play structure at Middle School.
- Grants for Façade and Streetscape Improvements – A draft plan for the grant program is being reviewed by the grant administrator for compliance with ARPA. The plan will be discussed with the Economic Development Committee and is expected to be rolled out in the spring of 2023.
- Branding and Marking – A contract was executed with Stirling Brandwork, Inc. for \$48,320 to develop marketing material for the Town. Most of this work has been completed.
- Grant Administration – CliftonLarsonAllen, LLC has been retained to provide guidance on grant compliance. Through the end of December \$1,300.49 had been expended.

As you will recall, at the Board's January 30th meeting ARPA funds were transferred to cover the cost of a play structure to be located at the Wilmington Middle School for pre-kindergarten and kindergarten students. This play structure is expected to be ordered within the next couple of weeks to ensure it can be received in time to be installed when school starts in late August/early September 2023.

The remaining \$7,864, which has not been designated for one of these projects, remains available as needed for one of the above listed projects.


Jeffrey M. Hull
Town Manager



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

February 3, 2023

TO: Select Board

RE: Public Health Excellence Grant

Wilmington, Burlington and Lexington have received a three-year grant from the Massachusetts Executive Office of Health and Human Services Office of Local and Regional Health. The three communities will receive \$300,000 each year. The state, through this grant program, is encouraging the sharing of resources and collaboration amongst municipalities. The respective health departments are finalizing their plan for utilizing these funds to broaden the services offered to their respective communities. Shelly Newhouse, Health Director, will be meeting with the Board in the near future to update you on this new initiative.

You may recall that an invitation to attend a "Meet and Greet" event in Burlington on February 15 was provided in your packet of January 27. A copy of the invitation is attached. Please contact Beverly by February 7th if you are planning to attend the event in Burlington so that a count may be given to the Health Director.


Jeffrey M. Hull
Town Manager

Attachment

cc: Susan Inman, Assistant Town Manager/Human Resources Director
Shelly Newhouse, Health Director



Public Health
Prevent. Promote. Protect.

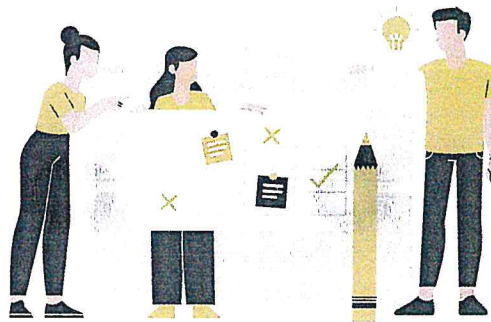


You are invited to attend
Public Health Excellence Grant

Meet and Greet Event

Tri-ton Coalition

(Burlington, Lexington, Wilmington)



Wednesday, February 15, 2023 at 3:00 PM
Grand View Farm
55 Center Street, Burlington

Opening Remarks:

*Dr. Ed Weiner, Chairman, Burlington Board of
Health*

Grant Presentation By:

Mike Hugo, JD, MA Association of Health Boards

Light refreshments will be served

Please RSVP to kcapobianco@burlington.org
by February 8, 2023



TOWN of WILMINGTON

DEPARTMENT OF PLANNING & CONSERVATION

121 Glen Road, WILMINGTON, MA 01887 www.wilmingtonma.gov (978) 658-8238

MEMORANDUM

To: Board of Selectmen
cc: Jeffrey M. Hull, Town Manager
From: Valerie Gingrich, Director of Planning & Conservation 
Re: Planning Board Street Acceptance Recommendation – Green Meadow Drive
Date: February 8, 2023

At its meeting on Tuesday, February 7, 2023 the Planning Board discussed the proposed street acceptance for Green Meadow Drive. Angela Marcolina recused herself for the discussion and vote. The timeline of the roadway work was reviewed, along with the recommendation from Paul Alunni, Town Engineer (attached). The Board provided the following recommendation for Green Meadow Drive:

Upon motion duly made and seconded, it was (4-0)

VOTED: To recommend that Green Meadow Drive not be considered for acceptance at this time. The long-standing practice of delaying street acceptance until 12-18 months after final paving should be followed to ensure the new infrastructure is functioning properly. Since final paving occurred in September 2022, street acceptance could be considered for the 2024 Annual Town Meeting.



TOWN OF WILMINGTON
ENGINEERING DIVISION

Memorandum

TO: Valerie Gingrich, Director of Planning and Conservation

CC: Jeffrey M. Hull, Town Manager

FROM: Paul M. Alunni, PE, Town Engineer

SUBJECT: Street Acceptance Request
Green Meadow Drive

DATE: December 22, 2022

The Engineering Division is in receipt of a letter from Northeastern Development Corp. to the Planning Department requesting initiation of the street acceptance process for Green Meadow Drive for vote at the Annual Town Meeting in April 2023.

After review, the Engineering Division of the Department of Public Works does **not** recommend the Town initiate the street acceptance for Green Meadow Drive at this time. The Town's long-standing practice is to delay recommendation for any new street constructed and permitted through subdivision control for a period of at least twelve (12) months subsequent to final paving. The Town waits for this 12-month period to elapse prior to recommending street acceptance to ensure new infrastructure (utilities, roadway paving, curbing) have been installed properly and are functioning as intended. Our records indicate that final paving of Green Meadow Drive occurred in September of 2022. As such, the Engineering Division recommends the street acceptance process for Green Meadow Drive be initiated in September 2023.

For reference, below is a table summarizing date of final paving and date of street acceptance for four (4) recently constructed roadways:

Roadway	Date of Final Paving	Date of Street Acceptance	Time Elapsed (months)
Eleanor Drive	June, 2011	May, 2014	35 Months
Lt. Buck Drive	August, 2013	May, 2015	21 Months
Cheyenne Drive	November, 2015	April, 2017	17 Months
Pomfret Road	May, 2018	May, 2019	12 Months

Please contact the Engineering Division at 978-658-4499 should you have any questions.