

March 14, 2023

Mr. Jeffrey M. Hull,
Town Manager
Wilmington Town Hall
121 Glen Road
Wilmington, MA 01887-3500

Re: Adele C. Passmore Revocable Trust

Dear Mr. Hull:

We are writing to advise you that both the Wilmington Council for the Arts ("the Council") and the Wilmington Town Museum (Col. Joshua Harnden Tavern) (the "Museum") are named beneficiaries of the Adele C. Passmore Revocable Trust (the "Trust"). Susan Elizabeth Passmore is the trustee of the Trust, and this office represents her as trustee of the trust and as Personal Representative of the estate.

The trust provides a specific bequest in the amount of \$5,000 to the Council to be held in a separate fund for annual awards to local artists at the annual exhibition and it provides a specific bequest in the amount of \$25,000 to the Museum for the reconstruction of the "Northern El" for exhibit space and meeting room.

As the estate and trust administration progresses, we will be in touch with you about the timing of the distributions.

If you have any questions regarding the above, please do not hesitate to contact me at 508-416-2405 or kshirahama@bowditch.com.

Thank you for your attention to this matter.

Very truly yours,



Kristin W. Shirahama

KWS:vjt
Enclosures



TOWN OF WILMINGTON
DEPARTMENT OF PUBLIC WORKS

Highway Water & Sewer Engineering
Tree Parks & Grounds Cemetery

Interoffice Memorandum

TO: Jeffrey M. Hull, 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 March 21, 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 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 from \$50,000)
Provide grant for façade and streetscape improvements	\$ 300,000
Branding and Marketing	\$ 50,000
Grant Administration	\$ 50,000 (reduced from \$100,000)
Middle School Playground	\$ 100,000 (added January 23, 2023)
Total	\$7,000,000

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.

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.

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.

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.

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.

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.

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.

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.

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.



WILMINGTON PUBLIC SCHOOLS

161 Church Street | Wilmington, MA 01887
Tel: (978) 694-6000 Fax: (978) 694-6005



TOWN OF WILMINGTON

121 Glen Road | Wilmington, MA 01887
Tel: (978)-658-3311 Fax: (978) 978-658-3334

March 17, 2023

TO: Select Board/School Committee

RE: Update on MSBA Wildwood School Project

On March 14th both of us, in addition to David Ragsdale, School Committee Vice Chair, participated in a Zoom session with representatives from the Massachusetts School Building Authority (MSBA) Designer Selection Panel to review and rank three proposals for design services. The selected designer will be responsible for working with the Town to develop plans and specifications for a new school, or modifications to an existing school. Childs Bertman Tseckares (CBT) Inc. from Boston; Studio G from Jamaica Plain and Dore Whittier from Newburyport, MA and Burlington VT each submitted proposals.

The designer selection subcommittee of the Wildwood School Building Committee had conducted virtual meetings previously that were facilitated by representatives from the Owners Project Manager (OPM), SMMA. Based upon the conclusion of that proposal review, subcommittee members recommended that Dore Whittier and Studio G should be interviewed by the MSBA Designer Selection panel.

During the meeting on March 14th a representative from the MSBA noted that CBT has not previously participated in the MSBA program and that they encourage expanding the pool of qualified design firms. The three of us each acknowledged that CBT has demonstrated experience in other settings and is likely quite competent but expressed reservations in light of mistakes in their proposal ranging from grammatical errors, to submitting an erroneous form referencing another community's name to praising a drama program from another community. Additionally, their proposal did not suggest a high degree of knowledge about Wilmington schools.

Dore Whittier was identified as having several MSBA projects in various stages of design and construction. Studio G is a newcomer to participation in the MSBA program with one project working with the Groton-Dunstable Regional School District. We each commented that their proposals demonstrated some familiarity with Wilmington's circumstances and warrant interviews. The entire MSBA Designer Selection Panel, including Wilmington's three representatives, ranked the firms resulting in Studio G with the most favorable ranking followed by Dore Whittier with CBT in third place. The panel agreed that interviews would be offered to Studio G and to Dore Whittier. These interviews are scheduled via Zoom on March 28th. We will each participate in the interviews and rank the remaining two firms. The target is to have the design firm under contract by early April.

Glenn A. Brand, Ed.D.
Superintendent of Schools

Jeffrey M. Hull
Town Manager

cc: Finance Committee

Glenn Brand, Ed.D.
Superintendent of Schools

Christine Elliott
Assistant Superintendent for
Curriculum & Staff Development

Paul Ruggiero
Assistant Superintendent of
Administration & Finance



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Alice Brown-LeGrand
Director of Student Support Services

Andrea Stern Armstrong
Director of Human Resources

Kenneth Lord
Director of Technology &
Digital Learning

*A school and community partnership that provides an inclusive, respectful, and collaborative learning environment
where all stakeholders are engaged in the development of the whole child.*

To: Wildwood School Building Committee
Cc: School Committee; Board of Selectman
From: Glenn Brand, Superintendent of Schools & Chair, Wildwood Building Committee
Date: March 15, 2023
Re: Update re. Wildwood Interim Solution

Representatives from both the Town Manager's Office and Superintendent of School's Office have continued to meet with our consultants Dore & Whittier to work through the interim solutions.

Work is well underway to advance this important part of the project that includes the addition of appropriate restroom space that can support the restroom facilities at the middle school.

Please find below information that is intended to serve as a general update.

I. Anticipated Enrollment

The current plan anticipates the following students/programs to be located at the middle school and at West Intermediate School as follows starting in the 2023-24 school year:

At WMS:

- Four (4) Kindergarten classrooms
- Two (2) Strides classrooms
- One (1) Pre-School classroom
- Total of between 105 – 120 students

At West Intermediate School:

- Three (3) Kindergarten classrooms
- One (1) Strides Classroom
- One (1) Pre-School classroom
- Total of between 85-105 students

Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

II. Planning For Bathroom Construction

a) *General Plan*

After more extensive review and investigation by D & W, the best location for the construction of a restroom facility will be in Room 155 off of the middle school library media center. This room has preexisting access to running water and, as such, makes it a more advantageous site/location.

An important additional advantage to this location from that of the earlier location tentatively identified in Room 126 is that it is physically larger and can accommodate six (6) total bathroom stalls with three (3) in a Boys bathroom and three (3) in a Girls bathroom. There will be complete separation of these two restrooms and access will be created directly into the lower level hallway of the middle school where the majority of Wildwood classrooms are located.

b) *Schedule*

This project requires a number of steps from now through completion. These are outlined below:

- *By End-Of-March* – construction documents assembled by Dore & Whittier
- *April* – project is advertised in central register with anticipated deadline for submission end of the month
- *Early May* – project is awarded by the Town
- *Mid-May to Late June* – submittals are completed and lead time to order/gather materials, pre-construction meetings, etc.
- *End-Of June to End-Of-August* – on-site construction
- *End-Of-August to September* – punch list and closeout

This certainly represents a tight schedule and it will be important that all things line up accordingly.

However, it is important to point out the following:

- i. The bulk of the heavier and more disruptive construction will occur in the first sequence during the month of July (see below). While this wing will need to be off limits to all staff during this phase of construction, this will not be an issue for the school's summer maintenance.
- ii. Following the first phase of construction, the remaining phases will largely be confined to Room 155 thereby allowing the Department of Public Buildings staff

as well as school department staff the opportunity to access the lower wing that will become Wildwood.

- iii. In the very worst case scenario, should there be some additional time needed into when school opens for Wildwood students in early September and the new bathrooms are not complete, a temporary and alternative plan to use the existing middle school restroom facilities under staff supervision will not be an issue.

c) Construction Sequencing

The construction of this bathroom space is expected to take a total of 10 weeks divided into three (3) different phases. Given the total length of time anticipated for the project it is going to be essential to facilitate the beginning of construction as close to the end of school as possible. Realistically, however, given the last day of school (currently Tuesday, June 20) and the necessary preparation and clear-out of the lower wing and related area of the middle school, it is anticipated that construction likely won't be able to start until immediately before or immediately after the July 4th holiday.

An outline of the sequencing and related work plan is included in the attached document.

III. Other Related Planning

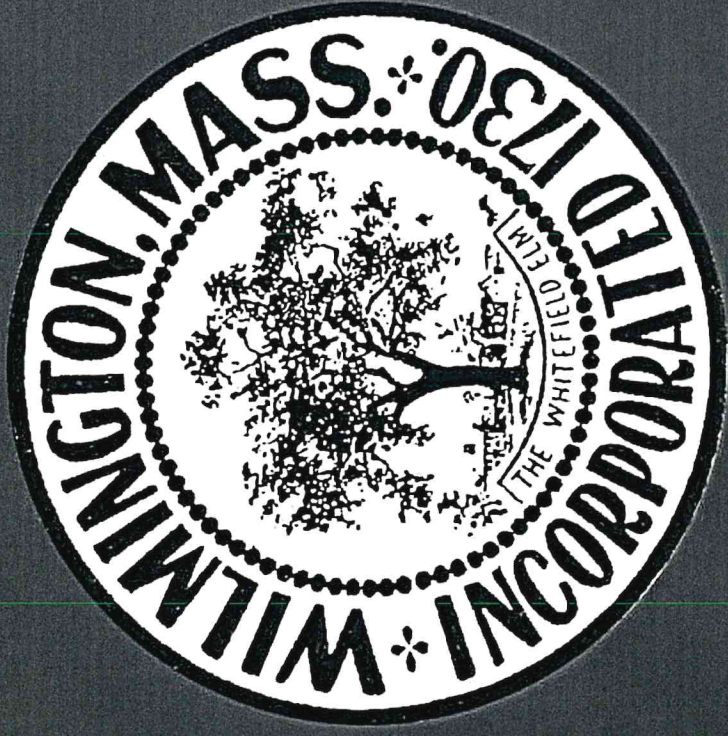
There is a substantial amount other related planning that is taking place to support the smooth transition to open this interim plan. This includes:

- Planning for the extensive physical moves that will need to again take place to relocate Wildwood staff/programs etc. from their current locations to the Carter Lane Campus.
- Planning for the impact of car/bus traffic on Carter Lane with what will be four (4) school communities in the fall.
- Planning for the joint operation of the middle school and Wildwood programs under one roof.

IV. Outdoor Playground Structure

I have confirmed that the outdoor playground structure has been ordered and delivery is expected towards the end of the school year. The goal is to have installation complete before August.

March 7, 2023



Wilmington
Wildwood Temp Space



WILMINGTON

Agenda

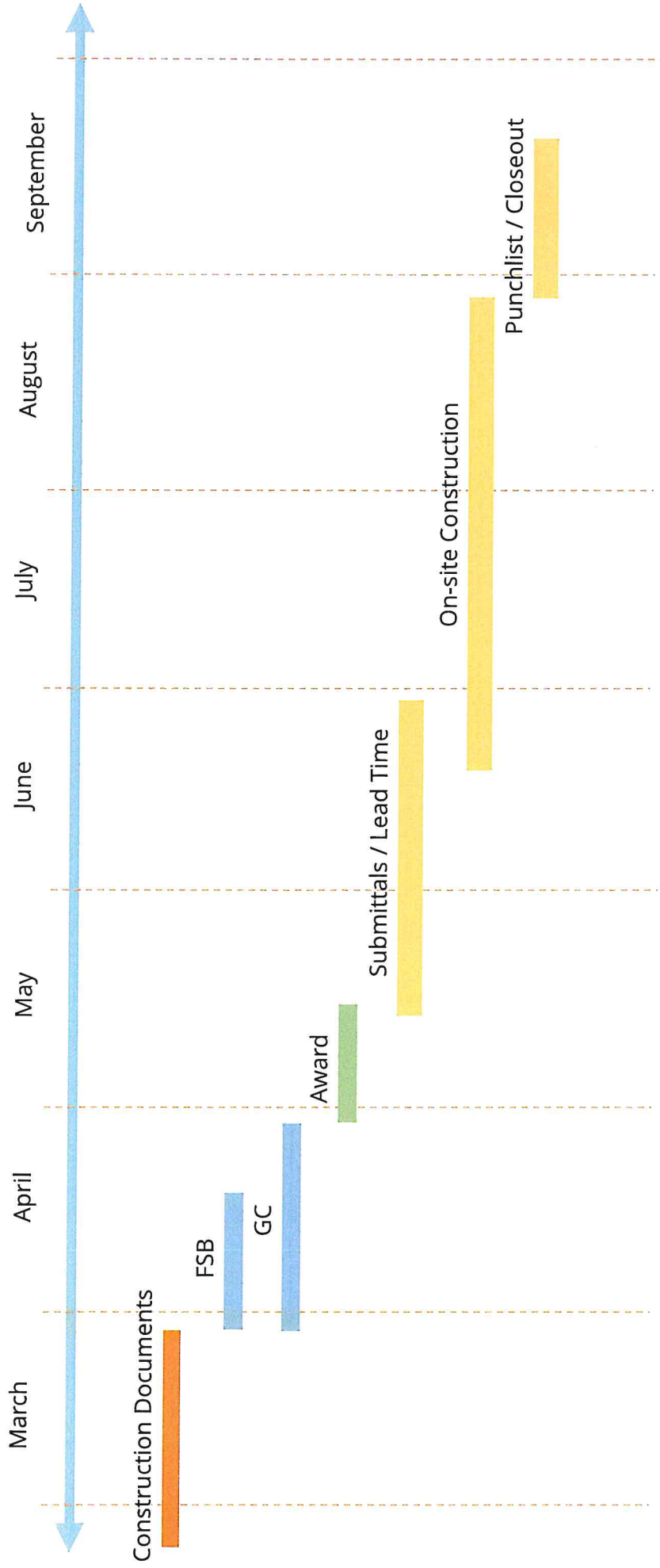


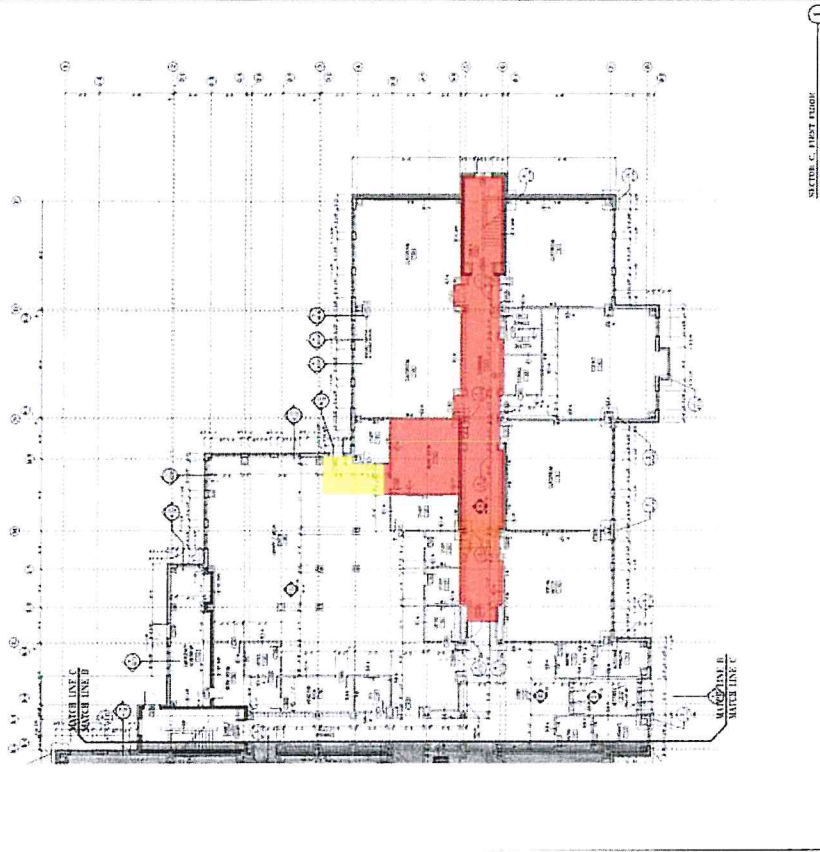
Schedule

Construction Sequencing

Materials / Colors

Other Items





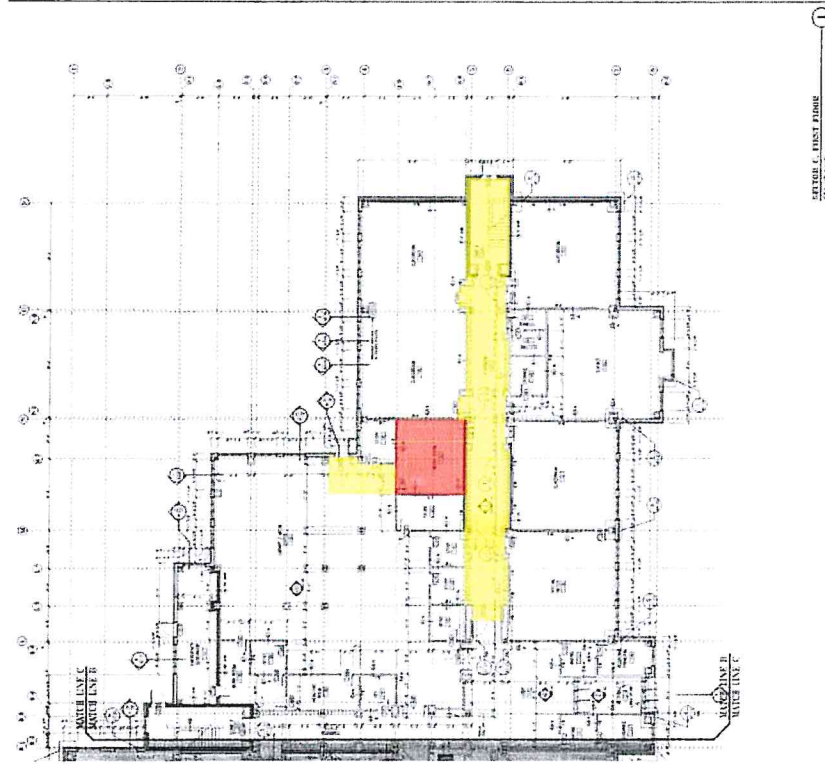
Construction Sequence 1
4 weeks

Hot (Red) Zone

- Demo 155 door into Library
- Demo drinking fountain and lockers
- Cut slab for new piping
- Cut new door openings in shear wall
- Install underground plumbing
- Patch slab-on-grade

Warm (Yellow) Zone

- Workers coming and going
- Transporting materials



Construction Sequence 2

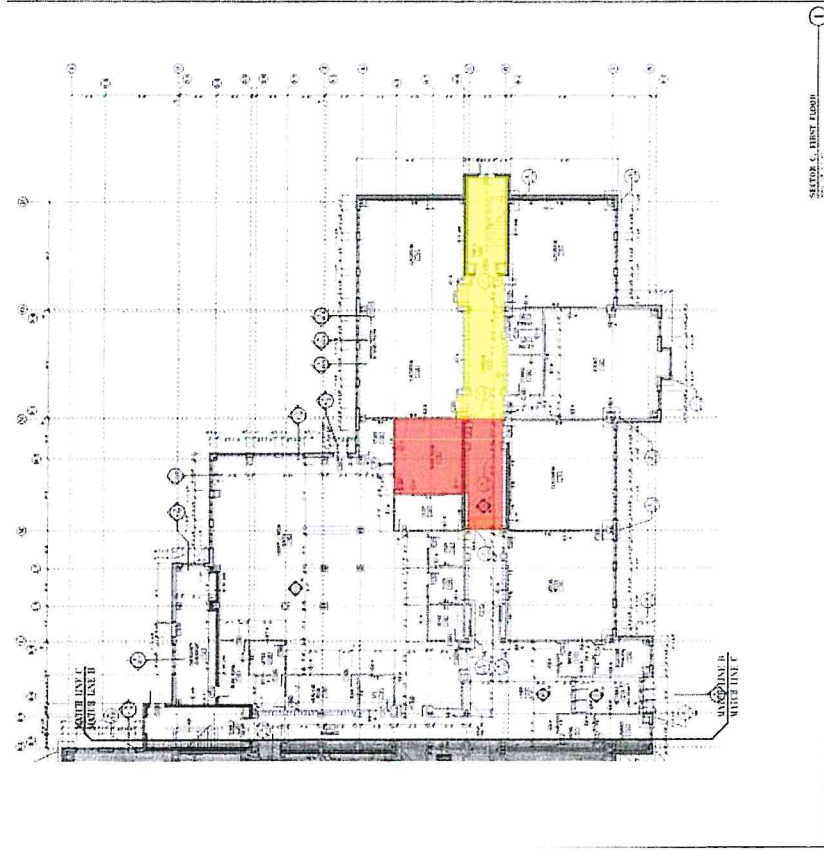
4 weeks

Hot (Red) Zone

- New wall in between toilet rooms
- Rough-in MEP
- Slope toilet room floor and install epoxy

Warm (Yellow) Zone

- Workers coming and going
- Transporting materials
- Paint and finish work in Library



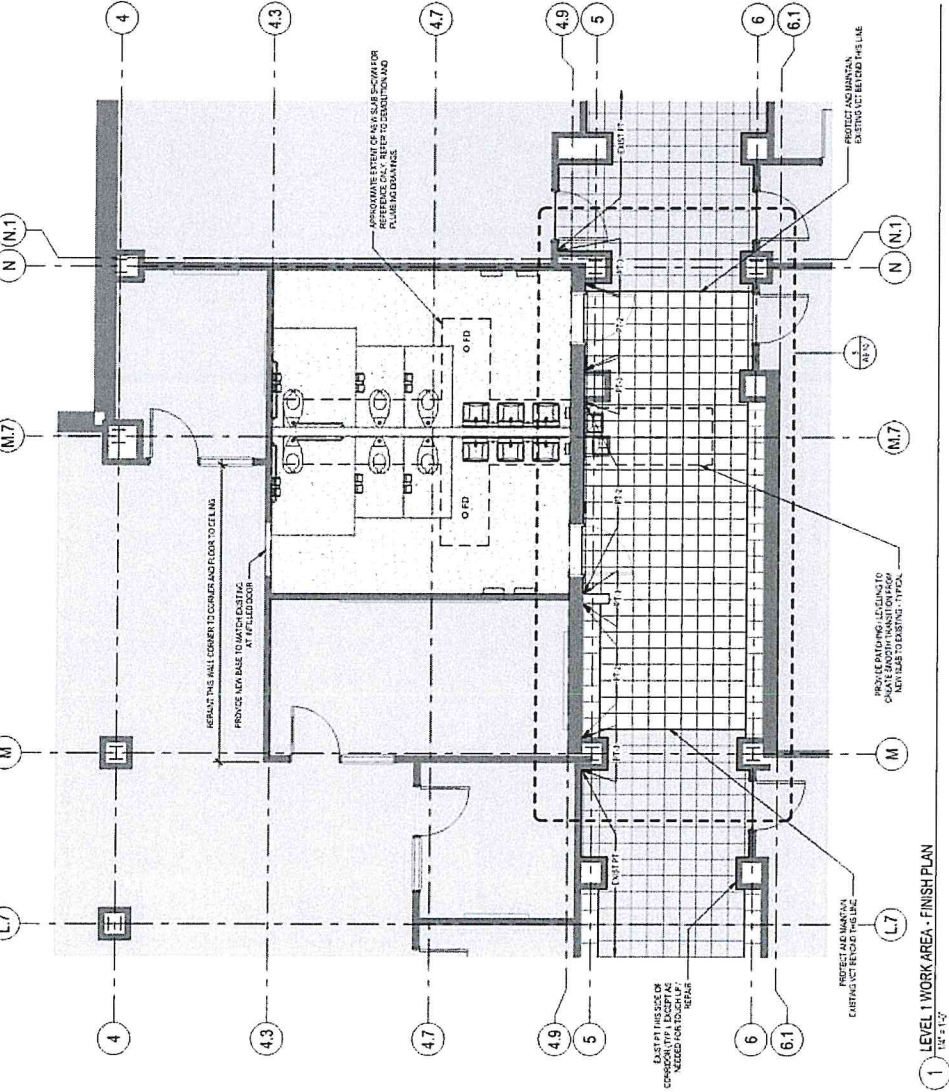
Construction Sequence 3
2 weeks

Hot (Red) Zone

- Install toilet partitions
- Finish MEP
- Install VCT flooring
- Install toilet accessories

Warm (Yellow) Zone

- Workers coming and going
- Transporting materials



Toilet Rooms:

- Epoxy flooring and integral base
- Epoxy paint on drywall partitions
- Lay-in acoustic ceiling tile
- Solid plastic toilet partitions

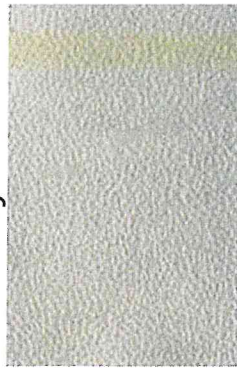
Corridor:

- VCT flooring
- Patch / paint to match existing

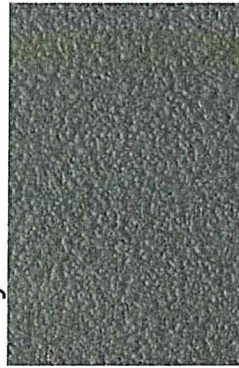
Toilet Partitions



Blueberry



Grey

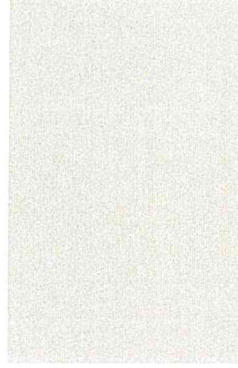


Shale

Epoxy Flooring

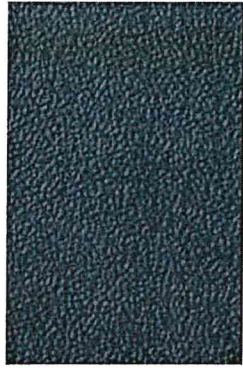


COBALT

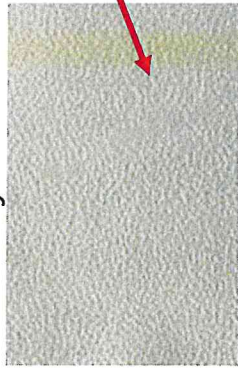


PT/EPT-1

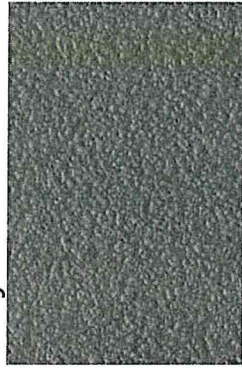
Toilet Partitions



Blueberry



Grey

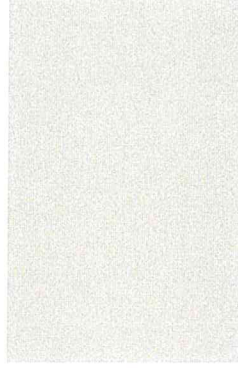


Shale

Epoxy Flooring



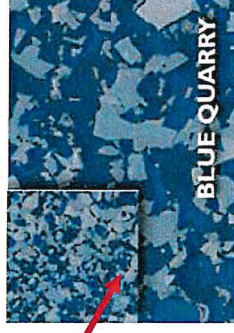
COBALT



PT/EPT-1



SMOKY MOUNTAINS



BLUE QUARRY

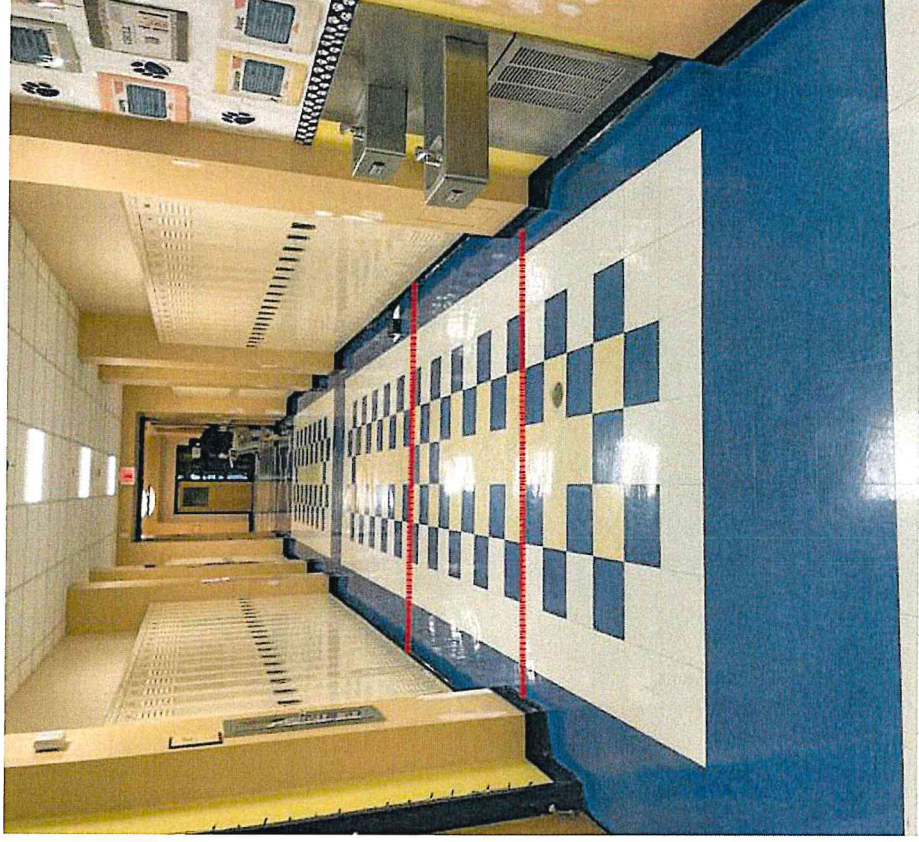
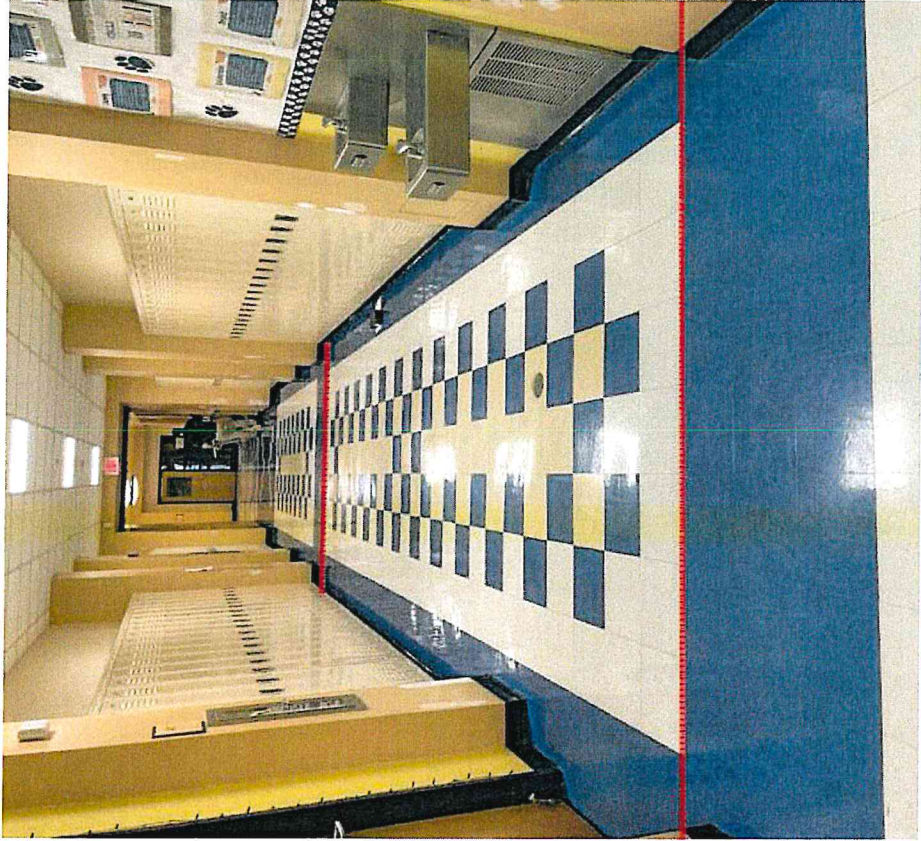


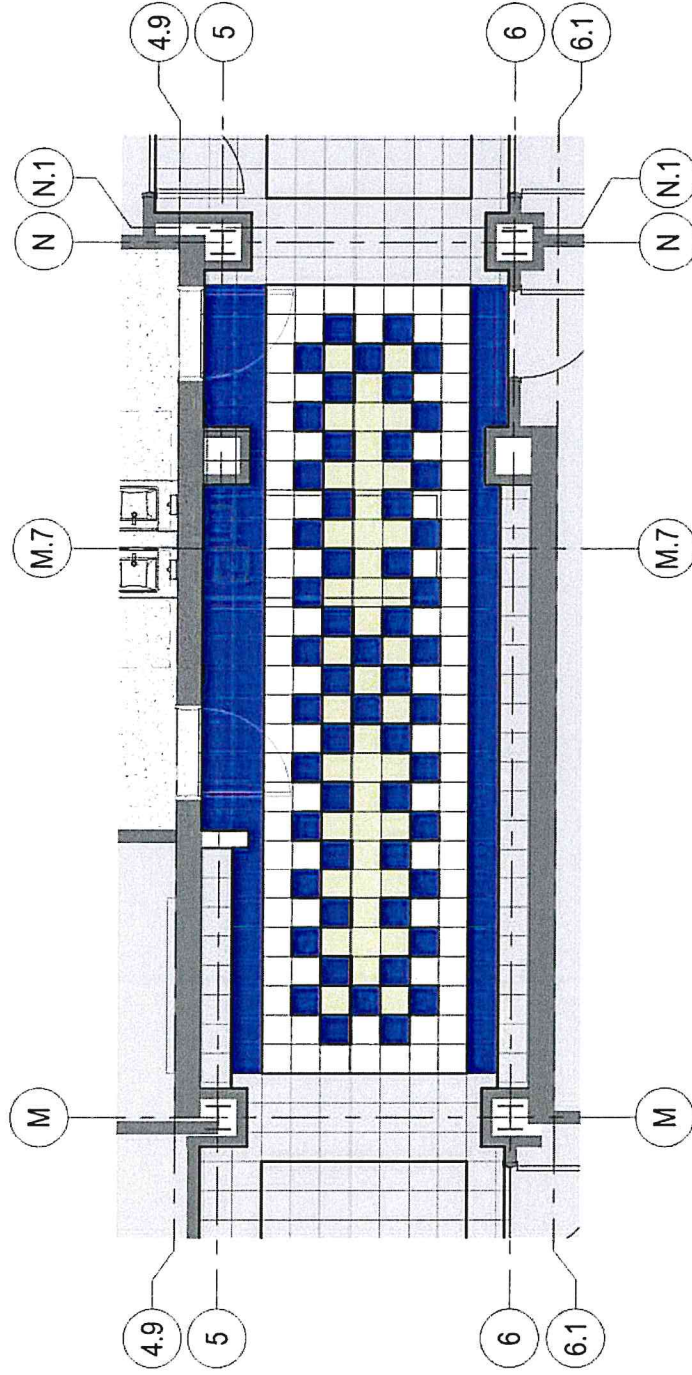
GLACIER PEAK

WILMINGTON

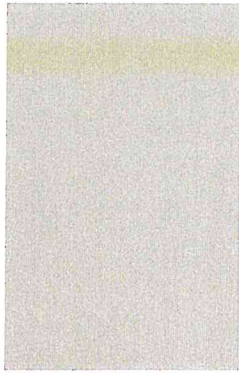
Materials / Colors

dw

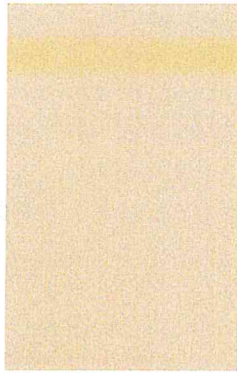




Paint



PT/EPT-2

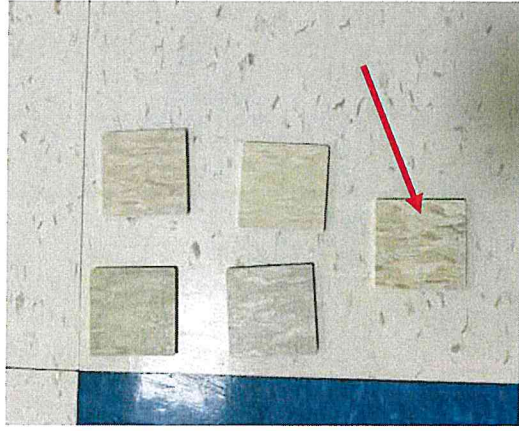


PT/EPT-3



PT/EPT-5

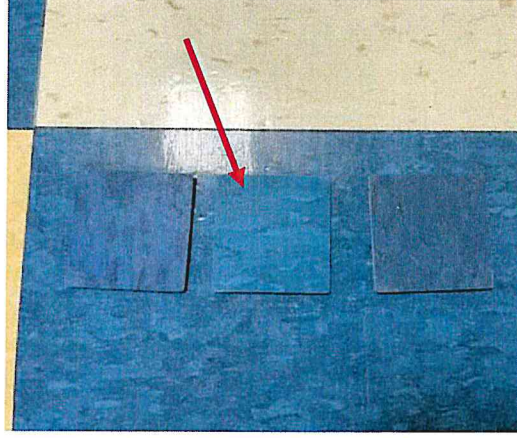
VCT Flooring



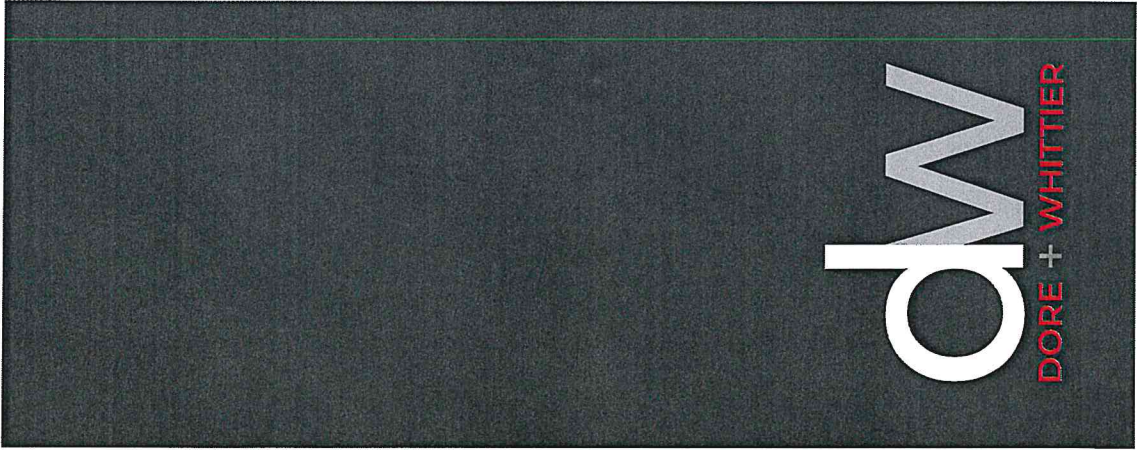
VCT-1



VCT-2



VCT-3



Thank you



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

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TTY: (978) 694-1417

TO: Board of Selectmen

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

CC: Jeffrey M. Hull, Town Manager

DATE: March 27, 2023

RE: Action Plan for Library Director Search Process

The Library Director search process has begun. A search committee has been formed which includes both the current and recently retired Assistant Library Directors and four Trustees. I was invited to the meeting and will continue to attend on behalf of the Town. Attached is the schedule formulated by the Assistant Library Director for the search committee. We hope to have recommended candidates by the second week of July and a new Director in place by mid-September. Tina will be missed beyond measure, but she is enthusiastic about finding the best replacement possible and continues to be a consummate team player.

Action Plan for Library Director Search Process

February 21:

Trustees establish a Screening Committee, including two trustees, Assistant Library Director Danielle Masterson and retired Assistant Library Director Charlotte Wood. Assistant Town Manager Susan Inman may be interested in serving on this committee. Chairperson should be selected for the Screening Committee.

Committee Members:

Assistant Library Director Danielle Masterson

Assistant Library Director (retired) Charlotte Wood

Trustee Don Pearson

Trustee Eileen MacDougall

Trustee Jim Lemay (back-up)

Trustee Jeff Nussbaum (back-up)

- Committee Charge:
 - Review applications.
 - Conduct preliminary interviews of those applicants who show the most potential for fulfilling the job description.
 - Recommend two to three finalists for the Board of Library Trustees to interview for the final recommendation to the Town Manager.

Week of March 13 or March 20:

- Screening Committee meets to review job description, job ad and timeline.

April 15:

- Post job ad with May 15 as the deadline for applications (4 weeks).
- Danielle posts job on library sites and email listservs.
- Town Manager's office posts on town website.
- Danielle forwards job applications to committee members as they are received.

Note: Don will be unavailable from May 1 to June 2.

Week of June 5:

- Screening Committee meets to review applications and selects candidates to be interviewed by Committee.

Week of June 12 and June 19:

- Danielle schedules interviews for week of June 12 and June 19. Admin Assistant Gloria Corcoran may assist with scheduling appointments.
- Screening Committee meets to select finalists to be interviewed by Trustees.

- Gloria schedules finalists for informal meet & greets with staff in the Banda Room, reserving the Banda to avoid scheduling conflicts.

Note: Danielle will be unavailable from June 23 to July 5.

Week of July 10:

- Finalists meet with the library staff.
- Trustees Meeting (Open Session)
 - Finalists are interviewed
 - *Depending on number of finalists, may need to have two meetings or begin meeting at 6 p.m. rather than 7 p.m.*
 - *Trustees meet in Executive Session to discuss candidates?*

Note: References need to be checked for the finalist who is selected.

Week of July 10:

- Recommendation made to Town Manager

Week of July 17:

Town Manager interviews finalist and confirms appointment.

Start Date of New Director (tentatively):

- September 18, 2023



TOWN of WILMINGTON

DEPARTMENT OF PLANNING & CONSERVATION

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

MEMORANDUM

To: Jeffrey M. Hull, Town Manager
From: Valerie Gingrich, Director of Planning & Conservation 
Re: Subsidized Housing Inventory (SHI) Status Over 10%
Date: March 23, 2023

As of the filing of the Zoning Board of Appeals' Comprehensive Permit Approval for 100 West Street with the Town Clerk on March 9, 2023, the Town's Subsidized Housing Inventory (SHI) percentage increased to over 10%.

Specifically, the 100 West Street development adds 132 units to the Town's existing 759 units for a total of 891 subsidized units. This number is then divided by the total number of housing units in Town as of the 2020 Census (8,320), resulting in 10.7% subsidized (affordable) units in Town. For the 100 West Street units to remain on the Town's SHI, a building permit will need to be issued within twelve (12) months of the project approval. Following that, the Certificate of Occupancy would need to be issued within eighteen (18) months of the building permit issuance for the units to remain on the SHI. At Certificate of Occupancy, the units will be counted on the SHI moving forward.

The Town's SHI status of over 10% provides protection from new 40B developments applying to the Zoning Board of Appeals (ZBA) for a Comprehensive Permit. However, applications that have already been submitted to the ZBA prior to the filing of the decision and the Town reaching 10%, such as the proposal for 79 Nichols Street, are entitled to the review process and a decision by the ZBA.

Please note that that the 108 units within the Princeton Properties development at Middlesex Avenue and Jefferson Road are not currently eligible to count on the SHI. Those units would be added to the SHI at the time a building permit is issued. After issuance of the building permit, the same eighteen (18) month deadline for occupancy would apply to these units remaining on the SHI. If the 108 units are added to the SHI, the Town will reach 12%.

Please let me know if you have any questions or would like to discuss further.



**TOWN OF WILMINGTON
RECREATION DEPARTMENT**

To: Jeffrey Hull, Town Manager
From: Brett Sawin, Recreation Director
Re: 2023 Summer Update
Date: March 24, 2023

The Recreation Department is preparing for a very exciting summer season. Our Spring newsletter was released in early February and have seen strong registration numbers for all our programs.

Playground

The Playground Program continues to be a popular program, for this upcoming summer the decision was made to add 30 spots for a total of 270 children. Registration began on February 8 and within two days all the spots had been filled. Most of our staff has decided to return, and we will be adding more support to reflect the growth of the program. The job posting has been up for a few weeks and several applications have been received. The Department will be conducting interviews in the month of April to fill the vacant positions.

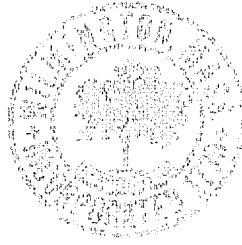
Tiny Tots/Kids Club

This is another extremely popular summer program offered by the Department. Registration also began on February 8 and numbers are strong for each of the two sessions. When registration began, parents are allowed to enroll their children in one session. Starting on April 3 they will be able to register them for an additional session based on availability. All our staff is returning for another summer, which is led by Linda Stillings who is entering her 41st year at Tiny Tots.

Town Beach

The Town Beach will open for the summer on Saturday, June 10 and remain open daily from 10 a.m. – 6 p.m. until Sunday, August 13. Letters have been sent to returning staff and the lifeguard position has been posted since mid-December. Three people have submitted applications, two of which need to take the lifeguard certification course.

I have setup a certification course at Shawsheen Tech from April 18 – 21, which is during April vacation. Anyone who participates and then works for us this summer will be reimbursed \$265, the total cost to register. The instructor needs a minimum of three people to conduct the certification course and has given me a deadline of April 7.



We continue to advertise for lifeguards on the Town website, the Town's social media pages, emailing the Recreation database, the Recreation Facebook page, Wilmington Apple, and on the sign at Rotary Park from February 16 – March 2. It has been featured in the January – March issue of Town Topics and will be in the upcoming issue for April – June. I have also spoken with the Athletic Directors at Wilmington High School and Shawsheen Tech as well as the Burbank YMCA and the Tri-Fury swim group. Everyone agreed to help spread the word that we are looking for lifeguards by sharing the job posting.

Last summer we had a smaller staff with our Beach Supervisor, Andrea Gillis plus 13 lifeguards. I would like to have a larger staff this year and will continue to share the posting as much as possible. I am open to any suggestions, please don't hesitate to contact me for any further clarification, updates or to answer any questions.