



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

April 22, 2022

TO: Board of Selectmen

RE: Appointment of Recreation Director

As Board members know, Karen Campbell will be retiring from the position of Recreation Director effective September 30, 2022. I am a big believer in promoting from within whenever possible and have appointed Brett Sawin, current Program Coordinator in the department, to assume the responsibilities of Recreation Director effective October 3, 2022.

Brett has served in his current role since April of 2019. In that role he is the direct supervisor for the summer playground program, coordinates multiple recreation leagues including Recreation Basketball, Rookies T-Ball, SNL Flag Football and 35+ Basketball. Other responsibilities include managing the Recreation Department's Facebook page and email database to promote upcoming programs, trips and events.

Prior to serving as Program Coordinator, Brett was the Community Relations Coordinator with the New England Patriots from 2013 to 2019 where he coordinated game day events including Salute to Service, Play 60 and Back to Football and planned community events that took place in schools, hospitals and other venues.

Mr. Sawin has a Bachelor of Science degree in Sports Management from the Isenberg School of Management at the University of Massachusetts, Amherst. Brett shares Karen's passion for creating recreational experiences that are fun and educational, is very personable and customer oriented. I am quite confident that Wilmington's reputation for providing engaging, fun and affordable recreation activities for residents of all ages will continue to flourish under his leadership. Over the next several months Karen and Brett will work together to ensure that the transition is as seamless as possible.


Jeffrey M. Hull
Town Manager

cc: Susan Inman, Assistant Town Manager/Humans Resources Director



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

April 15, 2022

TO: Board of Selectmen

RE: Rail Crossing Safety Issues Update

Chairman Maselli, Selectman O'Connell and I participated in a Zoom session on April 13th with Representative David Robertson; Jeffrey Gonneville, MBTA Deputy General Manager; Michael Muller, Executive Director of Commuter Rail; Ryan Coholan, MBA Chief Railroad Officer, and Abdellah Chajai, Keolis Commuter Services CEO.

The MBTA explained that they are continuing to work with the Federal Transit Administration (FTA) with respect to the design of the platform in North Wilmington. Funding has been secured to complete the work. A definitive timetable is not available at present. They will keep the Town apprised as the project moves through the design stage towards construction.

Mr. Muller noted that, as a follow-up to the previous session, the MBTA did issue notice to the Town prior to the work being done at certain rail crossings over the weekend of April 9th. Notice was sent to central dispatch, the *Wilmington Apple* and to me. He confirmed that this practice will continue. In response to the request to notify police and fire when ad hoc calls are made by individuals about the crossings, a Keolis signal maintainer will go to the location and notification will be issued in the same manner.

Discussion took place about the blue signs that provide a phone number to report incidents at the crossings. Mr. Muller reiterated that the number that was included on the slide during the Selectmen's meeting was not *the* number to call. In fact, each rail crossing has a unique number as the crossings are divided into territories and calls are directed based upon the territory within which the crossing is located. Selectman O'Connell inquired about the possibility of using a QR Code on the sign to allow the phone number to be scanned into a smartphone. She noted that the signs are small and difficult for a motorist to read unless they pulled to the side of

the road. He acknowledged that the signs are small, but they are a requirement of the Federal Transit Administration. Mr. Muller stated that he will investigate the QR Code suggestion and believes that additional signage could be added to make the phone numbers more visible. He stated they will be investigating locations for more visible signage and suggested that the MBTA may ask the Town for permission to locate signs within its right of way.

Ryan Coholan stated there are public safety videos that were recently produced by the FTA. It would be helpful if the Town could assist in making the information available to the public. A question was asked about whether Wilmington has local access and about the possibility of working with local access to show the videos. I confirmed that Wilmington has local access and that utilizing their platform would be helpful.

Mr. Muller discussed the issue of using road salt at crossings. He advised that the MBTA has sent notice out over the years to DPW Directors, Town Administrators, City Councils and Boards of Selectmen, but these notices have not consistently been issued at the start of each snow season. These notices request that salt not be applied to crossings. He acknowledged and noted Mr. Gonneville's admission during the previous session that it is not always practical to avoid applying salt at these locations and the lack of treatment creates risks. Mr. Muller stated that this issue will require ongoing discussion.

The group will conduct its next Zoom session on Wednesday, April 27th @ 10:00 a.m.



Jeffrey M. Hull
Town Manager



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

April 22, 2022

TO: Board of Selectmen

RE: Olin Chemical Superfund Site – Maple Meadow Brook Well Access Plan

Representatives from Olin Corporation (Olin) and the Environmental Protection Agency, along with town officials and representatives of Wilmington Environmental Restoration Committee (WERC) have participated in discussions about work that Olin needs to perform as part of their efforts to establish the boundaries of the NDMA plume. One critical area that requires revisiting is an area that is the subject of the attached memorandum. The area in question is a wetland area near Town Park off Route 38 on the opposite side of the Middlesex Canal.

As noted in the memorandum, 18 monitoring wells have been installed throughout this wetland area and EPA is directing Olin to obtain additional samples from these wells. As a wetland area, it is very sensitive to disturbance. After reviewing several options to access the area, Olin's proposed approach is to utilize the so-called Marsh Master to enter the wetland area and access these wells. Typically, disturbance of wetlands is not permissible and work in and around wetlands are subject to review and approval by the Conservation Commission. In this circumstance, the Conservation Commission does not have jurisdiction over work associated with the prescribed investigation. However, EPA has indicated that if the Town has concerns about the work or believes specific conditions should be established to mitigate any disturbance, the Town should apprise the agency of those conditions and EPA will incorporate them into directives that are issued to Olin with respect to the work.

The expectation is for Olin to present their plans to the Conservation Commission at an upcoming meeting, possibly as soon as May 4th, for informational purposes and to provide Commission members with an opportunity to ask questions. Following that meeting, and after consulting with wetlands specialists from EPA, the Town will work with its environmental consultant Verdantas (formerly GeoInsight) to prepare comments to EPA.


Jeffrey M. Hull
Town Manager

Attachment

cc: Michael Woods, Public Works Director
Shelly Newhouse, Health Director
Valerie Gingrich, Planning & Conservation Director
Joseph Lobao, Business & Utilities Manager
Cameron Lynch, Conservation Agent

Technical Memorandum

To: Jeff Hull – Wilmington Town Manager
From: James Cashwell, Libby Bowen – Olin
cc: John Rice, Nelson Walter – Wood
Date: April 12, 2022
Re: Olin Chemical Superfund Site - Maple Meadow Brook Well Access Plan

INTRODUCTION

This memo was prepared to describe activities proposed to be conducted within the Maple Meadow Brook (MMB) wetlands as part of investigatory activities at the Olin Chemical Superfund Site (OCSS) in Wilmington, MA. Olin is conducting this investigation at the direction of the United States Environmental Protection Agency (USEPA) and will require access to the MMB wetlands for the collection of groundwater samples and geophysical data. Access to the wetlands presents logistical and safety challenges because portions of this area are inundated with 2-6 feet of water and unknown obstructions including tree stumps, roots, and other vegetation are likely present. This memo summarizes Olin's proposed approach for evaluating a method to safely access the wetlands for collection of the required data.

In discussions with USEPA, Olin proposed conducting a test mobilization of a "Marsh Master" amphibious vehicle to confirm that it can access the required areas while minimizing the impact to the wetland system. The Marsh Master will be used for groundwater sampling and geophysical investigation activities if the test proves successful.

BACKGROUND

A total of 18 individual monitoring wells were installed within the MMB wetland as part of previous site investigation activities. Two of these monitoring wells can be accessed and sampled from land during exceptionally dry periods, but the remaining 16 wells require access through the wetlands in order to collect samples. Table 1 of this memo summarizes the accessibility of each monitoring well within the wetland, and the location of each well is shown on the attached figure. Twelve of the above-referenced monitoring wells are included in the current site-wide quarterly groundwater sampling program. However, these wells have not been sampled since the 2019 comprehensive sampling event because they cannot safely be accessed.

Historically, staff accessed wells within the MMB wetlands by wading, canoe, or flat bottom boat, then climbing access ladders secured to the monitoring well casing. After the 2019 comprehensive groundwater sampling event, it was determined that this approach is not acceptable and that safety considerations required developing an alternative method for accessing the wells. The USEPA was informed and agreed to temporarily suspend sampling of these wells until a safe method of ingress/egress could be developed.

This memo was developed to provide the Town of Wilmington information regarding Olin's proposed approach for accessing the wetlands, as well as specific information about the Marsh Master vehicle, proposed access locations, and precautions that will be taken to minimize impacts to the wetlands. We anticipate that it will be necessary to coordinate with the Wilmington Department of Planning and Conservation prior to implementing the work described in this memo.

HAZARD IDENTIFICATION

Safety concerns associated with working within the MMB wetlands include variability of water depths as indicated above, tripping hazards from vegetation below the water surface, working from an unstable boat, and working at height to access well casings which in some cases are up to 10 feet above the water surface. In addition, degradation of ladders and tree stands currently secured to the monitoring wells, and general egress should a medical emergency arise while in the wetland present significant challenges. These health and safety concerns were communicated to and acknowledged by the USEPA.

APPLICABLE REGULATIONS/GUIDANCE

The OCSS is regulated under CERCLA, therefore the Massachusetts Contingency Plan (MCP) and local permitting requirements are superseded by the existing Administrative Settlement Agreement and Order on Consent, and the typical notification to and approval from the local municipality for work in a wetland are not strictly required. However, Olin and the USEPA recognize the need to comply with the general requirements of the regulations and to maintain open communication with the Town of Wilmington including the Town Manager, Engineering Department, and Director of Planning and Conservation.

As noted above, work proposed within the MMB wetland includes the collection of groundwater samples and performing a geophysical investigation. These tasks are part of monitoring and assessment activities associated with the OCSS. Wetland regulation 310 CMR 10.53(q) allows for the assessment, monitoring, containment, mitigation, and remediation or other responses to a release of oil and/or hazardous material in accordance with the provisions of 310 CMR 40.0000. In these scenarios, the following performance standard applies: "Such projects shall be designed, constructed implemented, operated, and maintained to avoid or, where avoidance is not practicable, to minimize impacts to the resource areas."

Information provided by vendors and equipment specifications indicate that use of the Marsh Master will meet the performance standard referenced above because it will not significantly impact or leave lasting alterations to the MMB wetlands. The Marsh Master has been used successfully in a variety of fresh and saltwater wetland environments, including at other USEPA Superfund sites, to provide access and minimize impacts to wetlands.

MARSH MASTER SPECIFICATIONS

The Marsh Master is a fully tracked amphibious vehicle that is capable of moving overland and in wetland or water environments. The Marsh Master MM-1LX produces very low ground pressure

(approximately 1 pound per square inch). Wood has identified two potential vendors to provide and operate the Marsh Master. These include SumCo Eco-Contracting, located in Peabody, MA and Running Brook Farms located in Killingworth, CT. Example photos of a Marsh Master vehicle are provided below.



PROPOSED PLAN

The Marsh Master vehicle will be mobilized to the site upon confirming access with the Town of Wilmington and providing the appropriate notification to USEPA and Town representatives. The Town of Wilmington Butters Row water treatment facility located at the northern extent of the MMB wetland is proposed to be used as the staging area and access point. This location was selected because of it is directly adjacent to the wetland area and will provide access without the need to enter property associated with the historical Middlesex Canalway. The attached figure shows the proposed access location, the approximate boundaries of the Middlesex Canalway, monitoring wells, and proposed test areas for the proposed geophysical investigation.

A schedule will be developed and the site Health and Safety Plan (HASP) will be revised to ensure that tasks associated with accessing the MMB wetlands are considered prior to mobilizing the Marsh Master and any required equipment to the site. The HASP update will include Job Safety Analyses (JSAs) for working over water and the use of a torch, saws and other tools for cutting down and repairing wells, as well as documentation from vendors that will be used to perform the geophysical work.

The proposed work will proceed as follows:

- The Marsh Master will be mobilized to the site, and a test run will be conducted to evaluate potential impacts to the wetland and its ability to access the 18 wells located within the MMB wetland. Twelve of these wells are included in the current sampling program, but we will attempt to reach each well with the Marsh Master vehicle in case there is a need to access them in the future. The stability of the Marsh Master for use as a sampling platform will also be evaluated and the number of well standpipes that need to be lowered will be confirmed. It is estimated that this this phase of work will take 2 business days.
- The additional work described below will proceed if the initial Marsh Master test proves successful.
- The second phase of the work will be to remobilize the Mash Master with a drilling contractor to perform the modifications to monitoring wells that need to be lowered for accessibility. It is estimated that this phase of work will be completed in 3-4 business days depending on the number of wells that need to be modified.
- The Marsh Master will be used to transport the groundwater sampling crew to each of the 12 wells that require sampling as part of the site-wide monitoring program. It is anticipated that the Marsh Master will be used as a platform for the sampling crew to safely perform the sampling. It is estimated that each sampling round will require approximately seven days to complete.
- The Marsh Master will be used to transport geophysical contractor and support staff to perform additional geophysical investigation activities within the MMB wetland. The vehicle will be used for the placement of the required equipment and transport of personnel throughout the wetlands.

The proposed geophysical work may be completed prior to or concurrently with the monitoring well modification and sampling activities depending on the outcome and timing of the initial test.

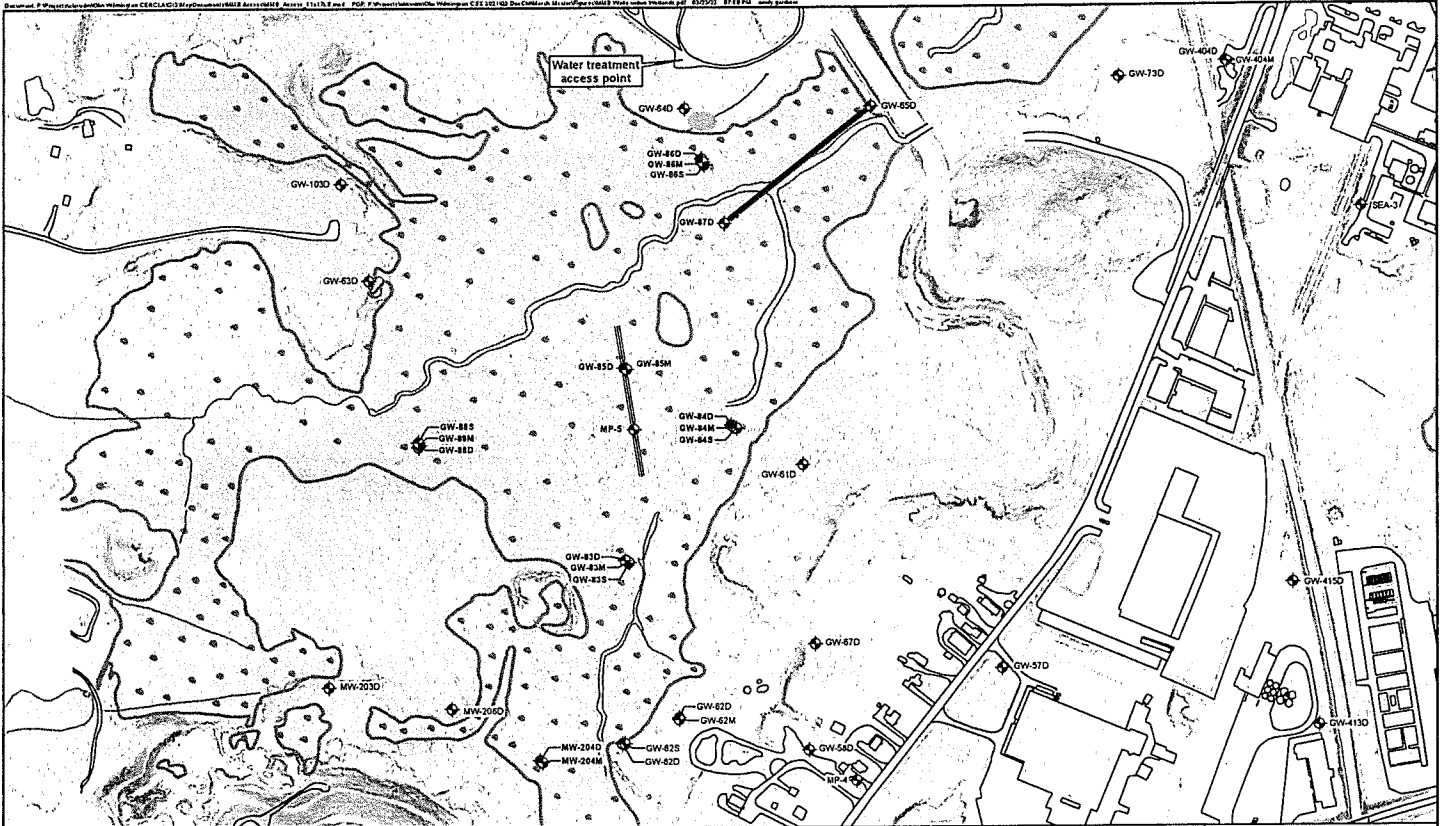
During equipment deployment, turf protection mats (e.g., 4 foot by 8 foot plastic AlturnaMATS or similar) will be placed at the edge of the wetlands to minimize the impact to the shoreline from the Marsh Master tracks at the wetland entry and exit point. The Marsh Master will be moved to the staging area at the water treatment plant and the tracks will be cleaned to prevent vegetation or sediment from being tracked across Town of Wilmington property or transported offsite following each mobilization, and prior to removal from the site. Sediment and vegetation removed from the tracks will remain in place at the upland shoreline.

Olin recognizes the importance of being able to safely access the MMB wells and minimize impacts to the wetlands and is available to discuss the use of the Marsh Master the Town of Wilmington as needed prior to mobilization. Olin will provide the USEPA and the Town with a schedule for implementation of this plan upon receiving concurrence on this approach from the USEPA and the Town of Wilmington.

Attachments:

Figure 1 – MMB Wells Within Wetlands

Table 1 – Monitoring Well Summary Table



<p>◆ Monitoring Well Need access by the Marsh Master GW-85M</p>	<p>Legend</p> <p>● Possible Launch Location</p> <p>▬ Potential POC Transect 1</p> <p>▬ Potential POC Transect 2</p> <p>▬ Middlesex Canal</p> <p>— Road</p> <p>— Structure</p> <p>— Surface Water</p> <p>— Wetland</p>	<p>wood. Wood Environment & Infrastructure Solutions 211 Mill Road Chewinkent, MA 01621</p> <p>0 150 300 600 Feet</p>	<p>MMB Wells within Wetlands</p> <p>Prepared Date: EFB 03/23/22 Checked Date: JFR 03/23/22</p>
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Table 1
Olin Chemical Superfund Site
Maple Meadow Brook Well Access Plan
Monitoring Well Summary Table

Well ID	Well Casing to be Cut Down for Accessibility*	Included in the Current Site-Wide Sampling Plan	Sample Points per Location	Comment
GW-83S	Yes	Yes	1	
GW-83M	Yes	Yes	1	
GW-83D	Yes	Yes	1	
GW-84S	Yes	No	1	
GW-84M	Yes	Yes	1	
GW-84D	Yes	Yes	1	
GW-85M	Yes	Yes	1	
GW-85D	Yes	Yes	1	
GW-86S	Yes	No	1	
GW-86M	Yes	Yes	1	
GW-86D	Yes	Yes	1	
GW-87D	Yes	No	1	
GW-88S	Yes	No	1	
GW-88M	Yes	No	1	
GW-88D	Yes	Yes	1	
MW-204M	No	Yes	1	Well can be sampled from land during dry conditions
MW-204D	No	No	1	Well can be sampled from land during dry conditions
MP-5	Yes	Yes	8	Multiport well
Total**	16	12		

* - The need to cut down the well casing will be evaluated individually for each well. The "yes" and "no" values shown in this table represent current assumptions based on past sampling activities.

** - Represents the total number of "yes" responses in each column.



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF
HOUSING & ECONOMIC DEVELOPMENT**
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April 15, 2022

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

Dear Town Manager Hull:

I am writing in response to the town's request for an increase to its MassWorks contract, which was executed in January 2021, in support of the Princeton Wilmington Smart Growth Housing Project. I want to thank you and your team for providing the requested information related to this request, and for the timely submission of updates, which helped us to understand the issues affecting the project.

Based on the review of this information, we recommended, and the Secretary has approved an additional allocation of \$1,000,000 to the town's award. This will increase the maximum obligation of the contract from \$2,891,000 to \$3,891,000.

This change will require the execution of a contract amendment packet, which will be prepared and sent by the contract manager, for your review and signature. This amendment does not change the contract's current expiry of June 30, 2023. EOHEd expects that the city will complete this project as planned.

Please feel free to contact me if I can be of further assistance.

Sincerely,

Juan R. Vega
Assistant Secretary for Communities and Programs

c.c.: Paul M. Alunni, PE, Town Engineer, Town of Wilmington
Spencer Gurley-Green, Acting CFO and Budget Director, EOHEd
Jong Wai Tommee, MassWorks Contract Manager, EOHEd



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

Tel: 617.854.1000
Fax: 617.854.1091 | www.masshousing.com
Videophone: 857.366.4157 or Relay: 711

April 15, 2022

100 West, LLC
12 Bay Street, Unit 102
Wilmington, MA 01887
Attention: Derek Santini

**Re: 100 West, Wilmington
Project Eligibility/Site Approval
MassHousing ID No. 1141**

Dear Mr. Santini:

This letter is in response to your application as “Applicant” for a determination of Project Eligibility (“Site Approval”) pursuant to Massachusetts General Laws Chapter 40B (“Chapter 40B”), 760 CMR 56.00 (the “Regulations”) and the Comprehensive Permit Guidelines issued by the Department of Housing and Community Development (“DHCD”) (the “Guidelines” and, collectively with Chapter 40B and the Regulations, the “Comprehensive Permit Rules”), under the New England Fund (“NEF”) Program (“the Program”) of the Federal Home Loan Bank of Boston (“FHLBank Boston”).

100 West, LLC has submitted an application with MassHousing pursuant to Chapter 40B. You have proposed to build one hundred thirty-two (132) units of rental housing (the “Project”) on 4.66 acres of land located at 100 West Street (the “Site”) in Wilmington (the “Municipality”).

In accordance with the Comprehensive Permit Rules, this letter is intended to be a written determination of Project Eligibility by MassHousing acting as Subsidizing Agency under the Guidelines, including Part V thereof, “Housing Programs In Which Funding Is Provided By Other Than A State Agency.”

MassHousing has performed an on-site inspection of the Site, which local boards and officials were invited to attend, and has reviewed the pertinent information for the Project submitted by the Applicant, the Municipality and others in accordance with the Comprehensive Permit Rules.

Municipal Comments

Pursuant to the Regulations, the Municipality was given a thirty (30) day period in which to review the Site Approval application and submit comments to MassHousing. At the request of the Municipality, a two-week extension to the comment period was granted. The Municipality submitted a letter summarizing comments regarding the proposed Project:

The Municipality is concerned about wastewater management of the Site and requests that the Applicant demonstrate to local officials the need for public sewer at the Site and further

demonstrate that no other viable wastewater treatment option is available to the proposed Project.

- The Municipality is concerned that the Project would result in increased traffic volume and congestion on and around West Street. In addition, the Municipality noted the need for improved pedestrian access in and out of the Site and a pedestrian connection to adjacent streets and sidewalks.
- The Municipality expressed concern about potential drainage and stormwater management impacts on abutting properties.
- The Municipality also provided comments from the Fire Department. The Fire Department emphasized that the Project must be designed to ensure the maximum level of emergency access and fire protection. They outlined a variety of requirements for the Project including fire lanes, sufficient roadway widths to accommodate public safety vehicles and interior fire suppression systems.

MassHousing Determination and Recommendation

MassHousing staff has determined that the Project appears generally eligible under the requirements of the Program, subject to final review of eligibility and to Final Approval.¹ As a result of our review, we have made the findings as required pursuant to 760 CMR 56.04(1) and (4). Each such finding, with supporting reasoning, is set forth in further detail on Attachment 1 hereto. It is important to note that Comprehensive Permit Rules limit MassHousing to these specific findings in order to determine Project Eligibility. If, as here, MassHousing issues a determination of Project Eligibility, the Applicant may apply to the Zoning Board of Appeals (“ZBA”) for a comprehensive permit. At that time local boards, officials and members of the public are provided the opportunity to further review the Project to ensure compliance with applicable state and local standards and regulations.

Based on MassHousing’s site and design review, and considering feedback received from the Municipality, the following issues should be addressed in the application to the ZBA, and the Applicant should be prepared to explore them more fully during the public hearing process:

- Development of this Site will require compliance with all state and federal environmental laws, regulations and standards applicable to existing conditions and to the proposed use related to building construction, stormwater management, wastewater collection and treatment, and hazardous waste safety. The Applicant should expect that the Municipality will require evidence of such compliance prior to the issuance of a building permit for the Project.
- A landscape plan should be provided, including a detailed planting plan, as well as paving, lighting, and signage details, and the location of outdoor dumpsters or other waste receptacles. The landscape plan should also include provisions for irrigation, snow removal and long-term landscape maintenance.

¹ MassHousing has relied on the Applicant to provide truthful and complete information with respect to this approval. If at any point prior to the issuance of a comprehensive permit MassHousing determines that the Applicant has failed to disclose any information pertinent to the findings set forth in 760 CMR 56.04 or information requested in the Certification and Acknowledgment of the Application, MassHousing retains the right to rescind this Site Approval letter.

- The Applicant is encouraged to work with its design team to address concerns related to pedestrian circulation, open space elements and providing safe connections to existing sidewalks.
- The Applicant should be prepared to respond to Municipal concerns relative to potential off-site traffic impacts on area roadways and intersections and to respond to reasonable requests for mitigation.
- The Applicant should be prepared to verify that the site plan is fully compliant with public safety standards relative to emergency access and provisions for fire suppression.

MassHousing has also reviewed the application for compliance within the requirements of 760 CMR 56.04(2) relative to Application requirements and has determined that the material provided by the Applicant is sufficient to show compliance.

This Site Approval is expressly limited to the development of no more than one hundred thirty-two (132) rental units under the terms of the Program, of which not less than thirty-three (33) of such units shall be restricted as affordable for low- or moderate-income persons or families as required under the terms of the Guidelines. It is not a commitment or guarantee of financing and does not constitute a site plan or building design approval. Should you consider, prior to obtaining a comprehensive permit, the use of any other housing subsidy program, the construction of additional units or a reduction in the size of the Site, you may be required to submit a new Site Approval application for review by MassHousing. Should you consider a change in tenure type or a change in building type or height, you may be required to submit a new site approval application for review by MassHousing.

For guidance on the comprehensive permit review process, you are advised to consult the Guidelines. Further, we urge you to review carefully with legal counsel the M.G.L. c.40B Comprehensive Permit Regulations at 760 CMR 56.00.

This approval will be effective for a period of two (2) years from the date of this letter. Should the Applicant not apply for a comprehensive permit within this period this letter shall be considered to be expired and no longer in effect unless MassHousing extends the effective period of this letter in writing. In addition, the Applicant is required to notify MassHousing at the following times throughout this two-year period: (1) when the Applicant applies to the local ZBA for a Comprehensive Permit, (2) when the ZBA issues a decision and (3) if applicable, when any appeals are filed.

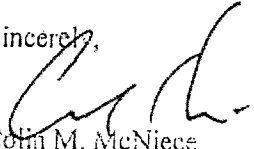
Should a comprehensive permit be issued, please note that prior to (i) commencement of construction of the Project or (ii) issuance of a building permit, the Applicant is required to submit to MassHousing a request for Final Approval of the Project (as it may have been amended) in accordance with the Comprehensive Permit Rules (see especially 760 CMR 56.04(07) and the Guidelines including, without limitation, Part III thereof concerning Affirmative Fair Housing Marketing and Resident Selection). Final Approval will not be issued unless MassHousing is able to make the same findings at the time of issuing Final Approval as required at Site Approval.

Please note that MassHousing may not issue Final Approval if the Comprehensive Permit contains any conditions that are inconsistent with the regulatory requirements of the New England Fund Program of the FHLBank Boston, for which MassHousing serves as Subsidizing Agency, as reflected in the applicable regulatory documents. In the interest of providing for an

efficient review process and in order to avoid the potential lapse of certain appeal rights, the Applicant may wish to submit a "final draft" of the Comprehensive Permit to MassHousing for review. Applicants who avail themselves of this opportunity may avoid significant procedural delays that can result from the need to seek modification of the Comprehensive Permit after its initial issuance.

If you have any questions concerning this letter, please contact Michael Busby at (617) 854-1219.

Sincerely,



Colin M. McNiece
General Counsel

cc: Jennifer Maddox, Undersecretary, DHCD
The Honorable Bruce E. Tarr
The Honorable David A. Robertson
The Honorable Kenneth I. Gordon
Jeffrey M. Hull, Town Manager
Lilia Maselli, Chair, Board of Selectmen

Attachment 1

760 CMR 56.04 Project Eligibility: Other Responsibilities of Subsidizing Agency
Section (4) Findings and Determinations

100 West, MA #1141

MassHousing hereby makes the following findings, based upon its review of the application, and taking into account information received during the site visit and from written comments:

(a) that the proposed Project appears generally eligible under the requirements of the housing subsidy program, subject to final approval under 760 CMR 56.04(7);

The Project is eligible under the NEF housing subsidy program and at least 25% of the units will be available to households earning at or below 80% of the Area Median Income, adjusted for household size, as published by the U.S. Department of Housing and Urban Development (“HUD”). The most recent HUD income limits indicate that 80% of the current median income for a four-person household in Wilmington is \$101,050.

Proposed rent levels of \$1,711 for a one-bedroom affordable unit, \$2,035 for a two-bedroom affordable unit and \$2,328 for a three-bedroom affordable unit accurately reflect current affordable rent levels for the Boston-Cambridge-Quincy HMFA under the NEF Program, less utility allowances of \$184 for the one-bedroom affordable units, \$238 for the two-bedroom affordable units and \$299 for the three-bedroom affordable units.

The Applicant submitted a letter of financial interest from Brookline Bank, a member bank of the FHLBank Boston under the NEF Program.

(b) that the site of the proposed Project is generally appropriate for residential development, taking into consideration information provided by the Municipality or other parties regarding municipal actions previously taken to meet affordable housing needs, such as inclusionary zoning, multifamily districts adopted under c.40A, and overlay districts adopted under c.40R, (such finding, with supporting reasoning, to be set forth in reasonable detail);

Based on a site inspection by MassHousing staff, internal discussions, and a thorough review of the application, MassHousing finds that the Site is suitable for residential use and development and that such use would be compatible with surrounding uses and would address the local need for housing.

The Town of Wilmington does not have a DHCD-approved Housing Production Plan. According to DHCD’s Chapter 40B Subsidized Housing Inventory, updated through April 14, 2022, Wilmington has 760 (SHI) units (9.76% of its housing inventory), which is 19 units below the statutory minima requirement of 10%.

(c) that the conceptual project design is generally appropriate for the site on which it is located, taking into consideration factors that may include proposed use, conceptual site plan and building massing, topography, environmental resources, and integration into existing development patterns (such finding, with supporting reasoning, to be set forth in reasonable detail);

Relationship to Adjacent Building Typology (Including building massing, site arrangement, and architectural details):

Six individual three-bedroom townhouses have been designed as three buildings located along the edge of West Street stretching from the southwest corner of the site and then east to the main site entrance. They are two story buildings with traditional gable roofs and shed roof porches. The exteriors will be clad with a traditional material palette of white painted board and baton and clapboard siding, and fenestrated with six over one double hung windows. In form and materials, they will recall the architecture of New England farmhouses and set the tone for the rest of the project. The townhouses provide a buffer between West Street and the larger apartment building which sits more than 70' back from the edge of West Street, such that views from West Street to the larger apartment building are screened by the townhouses. The townhouses are designed with a separate dedicated roadway and guest parking area. Each Townhouse has its own one car garage, and a guest parking space will be provided adjacent to each unit.

The proposed apartment building is a four-story structure containing 126 apartment units, a below grade single level parking garage and interior amenities. The large volume of the apartment building will be mitigated by a set back of the fourth floor at the wings of the H so that when seen from West Street, the building will appear less imposing. The facades will be punctuated with indentations containing exterior balconies which help to enliven the entire building exterior and further mitigate the large mass. Additionally, the first story of the building will be clad with a locally sourced field stone in keeping with the theme of New England architecture but also to break up the mass of the building's tall facades. Similar to the townhouses, the apartment building's upper stories will be clad with white painted board and baton and clapboard siding. The flat roofs of the apartment building will provide a location for heating and cooling equipment which will be screened from ground level views.

Relationship to adjacent streets/Integration into existing development patterns

The Site is located along West Street in Wilmington, MA. There are single and multi-family residential uses to the south of the site along West Street, Suncrest Avenue and Horseshoe Lane, with local retail and commercial uses to the north along Lowell Street (Route 129). I-93 can be accessed approximately 0.2 miles to the east of the subject. The area offers a wide variety of retail options. The property is considered to have relatively good access to major transit networks, regional highways and a large supply of local and regional serving retail and service businesses.

Density

The Applicant proposes to build one hundred thirty-two (132) rental units on approximately 4.66 acres, of which 4.34 acres are buildable. The resulting density is 30.41 units per buildable acre, which is acceptable given the proposed housing type.

Conceptual Site Plan

The Applicant is proposing to construct 132 units including 124 rental apartment flats in one building that will have one level of underbuilding parking and four levels of residential units with approximately 159,988 square feet and 3 duplex three-bedroom townhouses for an additional 6 units. Most of the parking will be concealed below grade to allow large swaths of open area to be generously planted with trees, shrubs, low flowering plants and grass. Underground storm water management facilities

will be concealed below some of this area between the Townhouses and the Apartment Building. As currently proposed, the garage will have 188 interior parking spaces, 25 exterior parking spaces for the main buildings and 20 townhouse parking spaces including a garage for each unit, a surface space for each unit and 4 guest parking spaces for a total of 229 parking spaces. There will be 8 interior handicapped parking spaces as well as elevator access to the upper floors. A trash room within the garage will be located for trash truck pickups next to the vehicle entry. Also, electrical vehicle charging stations will be located in the vicinity of the garage entrance.

The apartment building is organized in an "H" shaped form in plan with a central classically symmetrical entry volume with contrasting white and gray colors that contains the interior amenities on the first floor along with some of the upper story units. Two larger "wings" of the H-shaped plan contain most of the units and these three volumes of the H are connected by interior glass clad bridges. The "H" shape creates two exterior courtyards, one for visitor drop-off and pick-up as previously described, and the other formed by the "H" shape contains a more private large grass lawn which can be used by residents for social gatherings or recreational activities. It will be enhanced with a perimeter of dense planting that will buffer it from the adjacent apartment units.

The entry courtyard building provides a circular vehicle drop off loop that is centered on the front door of the building for drop off and pick up and there is visitor parking to the south of the building. There is one main entrance to the building garage to the south of the building. The ground floor level will have a mail/package delivery room, community room, management office, fitness room, dog wash station, and bike room and will open out to a landscaped courtyard in the core and will have residential units on the outer wings. A pedestrian path around the perimeter of the building will lead to a children's play space and a dog walk corral at the north end of the site opposite the grass lawn courtyard.

Environmental Resources

The property does not contain any area of critical concern or areas of estimated or priority habitat of rare species, wildlife or vernal pools.

Topography

The Site is rectangular in shape and has frontage along West Street. The topography is generally level and at grade with West Street. Approximately 0.32 acres of the site are wetlands and non-buildable. The topographic features of the Site have been considered in relationship to the proposed development plans and do not constitute an impediment to development of the Site.

(d) that the proposed Project appears financially feasible within the housing market in which it will be situated (based on comparable rentals or sales figures);

According to the appraisal report for the Site, Wilmington's residential market appears stable and strong, with an overall upward trajectory in sales volume and prices in the last decade. MassHousing's Appraisal and Marketing team (A&M) performed a Competitive Market Analysis and found that proposed market rents for each unit type fall within the range of adjusted comparable market rents.

(e) that an initial pro forma has been reviewed, including a land valuation determination consistent with the Department's Guidelines, and the Project appears financially feasible and consistent with the Department's Guidelines for Cost Examination and Limitations on Profits and Distributions (if applicable) on the basis of estimated development costs;

MassHousing has commissioned an as "As-Is" appraisal which indicates a land valuation of \$2,350,000.

Based on a proposed investment of \$54,363,862 in equity and permanent financing the development pro forma appears to be financially feasible and within the limitations on profits and distributions.

(f) that the Applicant is a public agency, a non-profit organization, or a Limited Dividend Organization, and it meets the general eligibility standards of the housing program; and

MassHousing finds that the Applicant must be organized as a Limited Dividend Organization. MassHousing sees no reason this requirement could not be met given information reviewed to date. The Applicant meets the general eligibility standards of the NEF housing subsidy program and has executed an Acknowledgment of Obligations to restrict their profits in accordance with the applicable limited dividend provisions.

(g) that the Applicant controls the site, based on evidence that the Applicant or a related entity owns the site or holds an option or contract to acquire such interest in the site, or has such other interest in the site as is deemed by the Subsidizing Agency to be sufficient to control the site.

The Applicant controls the entire Site through a Deed from The Gutierrez Company to SF Development Corp. dated February 6, 2019 and recorded at the Middlesex North Registry of Deeds in Book 32754, Page 215.



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

April 22, 2022

Mr. Jeffrey M. Hull, Town Manager
Town of Wilmington
Wilmington Town Hall
121 Glen Road, Room 11
Wilmington, MA 01887

Re: Town of Wilmington, Wildwood Elementary School

Dear Mr. Hull:

I would like to thank representatives of the Town of Wilmington (the “District”) for continuing to work with the Massachusetts School Building Authority (the “MSBA”) staff and meeting on March 22, 2022, to further discuss enrollment and the housing related developments that could potentially impact enrollment at the Wildwood Early Childhood Center, Woburn Street Elementary School, and the North Intermediate School. The MSBA also appreciates the additional information received on April 13, 2022, that offered more specific details related to the proposed housing developments. Please refer to the MSBA correspondence dated March 11, 2022, for the information regarding the enrollment projection and methodologies for the Wildwood Elementary School project (the “Proposed Project”).

As described in the March 11, 2022, letter the projection for the proposed school building project focused on potential consolidation for the Wildwood Early Childhood Center, the Woburn Elementary School and the North Intermediate School, which was based on half of the District’s projected elementary enrollment as follows:

- Grade K: 120 students (plus pre-K students)
- Grades K-3: 465 students (plus pre-K students)
- Grades K-5: 695 students (plus pre-K students)

The MSBA has considered the discussions held on March 22, 2022, with the District regarding the historic distribution of enrollment between the two elementary school pathways and the additional housing development information received on April 13, 2022.

As it relates to the historic use of the two elementary school pathways, the MSBA notes that the Wildwood Early Childhood Center, the Woburn Elementary School and the North Intermediate School have housed between 52% and 54% of the District’s elementary school enrollment over the last 5 years, for an average of 53%. Adjusting the enrollment to be based on 53% of the

student projection added the following totals to the projected averages for the District's proposed grade configurations as compared to the prior enrollment projection:

- For grade K, the adjustment added approximately five students.
- For grades K-3, the adjustment added approximately 30 students.
- For grades K-5, the adjustment added approximately 40 students.

As it relates to the housing development information provided regarding the 132-unit development to be located within the catchment area for the Wildwood Early Childhood Center, the Woburn Elementary School and the North Intermediate School, it added the following totals to the projected averages for the District's proposed grade configurations as compared to the prior enrollment projection:

- For grade K, the adjustment added approximately five students.
- For grades K-3, the adjustment added approximately 15 students.
- For grades K-5, the adjustment added approximately 20 students.

Based on the analysis presented in MSBA's letter dated March 11, 2022, coupled with the adjustments, analysis and discussions with the District described above, the MSBA recommends, for planning and study purposes only, the following study enrollments:

- Grade K: 130 students (plus pre-K students)
- Grades K-3: 510 students (plus pre-K students)
- Grades K-5: 755 students (plus pre-K students)

Please note that these recommendations for multiple study enrollments do not represent an affirmation by the MSBA for approval and/or funding of any of these options and are intended only to provide a framework to inform the feasibility study to be conducted as a means of determining the most cost effective and educationally sound solution to be agreed upon by the District and the MSBA.

If the Preferred Schematic is based on the consolidation of the above-mentioned schools, the District will be required to establish in the Preferred Schematic Report the proposed future use or disposition of any facilities vacated or otherwise reprogrammed by this potential project and provide a description of the changes needed to the vacated schools and sites to accommodate the proposed use including conceptual budgets, and schedules. Further, the MSBA will require a written plan from the District describing the process for determining local support for the consolidated Preferred Schematic and associated redistricting as a result of the consolidation, as well as the potential work required to prepare the vacated school buildings for the proposed use once the proposed school project opens.

The MSBA believes that this study enrollment recommendation will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification no later than the close of business Tuesday, April 26, 2022, to

Page 3

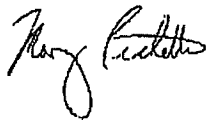
April 22, 2022

Wilmington, Wildwood Elementary School Enrollment Letter

confirm agreement on this study enrollment. If the District feels that this study enrollment recommendation does not meet the needs of the District, please contact Sarah Przybylowicz to arrange a follow up call with the MSBA.

If you have any questions, please do not hesitate to contact me or Sarah Przybylowicz (Sarah.Przybylowicz@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti
Director of Capital Planning

Cc: Legislative Delegation
Lilia Maselli, Chair, Wilmington Board of Selectmen
Jennifer Bryson, Chair, Wilmington School Committee
Dr. Glenn Brand, Superintendent, Wilmington Public Schools
Paul Ruggiero, Assistant Superintendent of Administration and Finance, Wilmington Public Schools
George W. Hooper II, Public Buildings Superintendent, Town of Wilmington
File: 10.2 Letters (Region 3)

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY
TOWN OF WILMINGTON
WILDWOOD ELEMENTARY SCHOOL
STUDY ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the Wildwood Elementary School (the "Proposed Project"), the Town of Wilmington hereby acknowledges and agrees that the design of alternatives, which may be evaluated as a part of the feasibility study for the Wildwood Elementary School, shall be based in accordance with the following:

Enrollment for Grade K at the Wildwood Elementary School	Enrollment for Grades K-3, in a consolidated Wildwood Elementary School and Woburn Street Elementary School	Enrollment for Grades K-5, in a consolidated Wildwood Elementary School, Woburn Street Elementary School, and North Intermediate School
130 students	510 students	755 students

The Town of Wilmington further acknowledges and agrees that pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage according to the enrollments noted above. The Town of Wilmington acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than any of the enrollments noted above, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment for the Proposed Project that it has acknowledged and agreed to herein. The Town of Wilmington further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Proposed Project shall be subject to the approval of the MSBA's Board and that the final approval of a Proposed Project shall be within the sole discretion of the MSBA's Board.

The undersigned, for themselves and the Town of Wilmington, hereby certify that they have read and understand the contents of this study enrollment certification and that each of the above statements is true, complete and accurate. The undersigned hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of Wilmington and to bind the Town of Wilmington to its terms.

Chief Executive Officer

Duly Authorized Representative of School Committee

Date

Date

Superintendent of Schools

Date

Constable Office

From the Desk of

Paul D. Bruce

(617) 293-6229

Mr. Jeffery M. Hull

April 8th, 2022

Town of Wilmington

121 Glen Rd

Wilmington, MA. 01887

Mr. Hull and the Board of Selectmen,

I formally request that the Town of Wilmington, MA. renew my constable appointment for the Town of Wilmington for the upcoming year: 2022 – 2023.

I thank you in advance for your time and consideration.

Best Regards,

A handwritten signature in black ink, appearing to read "Paul D. Bruce", with a large, sweeping flourish at the beginning.

Paul D. Bruce

Constable

Ronald M. DiGiorgio & Assoc.
Constable Service
Superior Court Officer (Retired)
Professional Process Servers since 1983
11 Marrett Road Burlington, MA 01803
Phone (781) 229-5677 FAX (781) 229-0444

2/13/2022

EMAIL proserve1@verizon.net

:

Dear Board of Selectmen please reappoint me as a Constable for Wilmington. I have been a Constable in Wilmington since 1992 and would appreciate your approval of this reappointment. I retired as a Superior Court Officer for the Middlesex Superior Court after 28 years. I am also a Vietnam Veteran serving in the United States Air Force from May 1, 1961 until April 30, 1967 and was Honorably Discharged April 30th 1967. I still live at 11 Marrett Road Burlington, Ma and have for 49 years. I will abide by your request to not solicit clients in Wilmington, but have authority to serve Civil Process for my clients. I am still a Constable for Woburn, Medford, and Cambridge as well as Wilmington, and have a active bond for each City and Town. My bond is good until August 12, 2022 for Wilmington, at which time it will be renewed and I will send it to the clerks office to be filed. I have also completed a Training Program on Conflict of Interest Law. Thank you for your consideration on this reappointment.



Ronald M. DiGiorgio
Constable Town of Wilmington, MA.



Town of Wilmington
Board of Selectmen
121 Glen Road
Wilmington, MA 01887-3597

PHONE: (978) 658-3311

FAX: (978) 658-3334

TTY: (978) 694-1417

WWW.WILMINGTONMA.GOV

February 18, 2022

Mr. Robert A. Fasulo, Jr.
28 Marjorie Road
Wilmington, MA 01887-1314

Dear Mr. Fasulo:

I am writing to you on behalf of the Board of Selectmen and in compliance with M.G.L. Chapter 51, Section 15 as it pertains to the appointment of a member to the Board of Registrars. Please accept this letter as official notification from the Board of Selectmen that the term of Priscilla Ward, a member of the Board of Registrars representing the Republican party, will expire on April 30, 2022. Ms. Ward has provided written notification that she is not seeking reappointment.

Section 15 of Chapter 51 of the Massachusetts General Laws reads in part:

Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote of a duly called meeting, at which a quorum was present, of such committee; and every member of a Board of Registrars of Voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted said list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such list.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Jeffrey M. Hull
Town Manager for the
Board of Selectmen

JMH/bjd

cc: Elizabeth Lawrenson, Town Clerk
Board of Selectmen

CERTIFIED MAIL RETURN RECEIPT REQUESTED

From: epd0407@aol.com <epd0407@aol.com>

Sent: Thursday, March 10, 2022 4:40 PM

To: Jeff Hull <jhull@wilmingtonma.gov>

Subject: [EXTERNAL] Board of Registrars

Greetings Mr Hull,

Per your request dated February 18th with regards to Ms Ward's term expiration from the Board of Registrars I would like to submit the following three names of interested individuals from the Wilmington Republican Town Committee as discussed and voted on at our most recent meeting. I hope this format is acceptable for our submission of these names. If not I would be happy to follow it up with a hard copy.

Robert Fasulo - 28 Marjorie Rd Wilmington
Kelly S.C. Richards 31 Shady Lane Drive
Jeffrey Cohen - 18 Cobalt St

If you have any questions or require further information please let me know

Robert Fasulo
Chairman: Wilmington Republican Town Committee

From: Connors, Niall S <niall.s.connors@verizon.com>
Sent: Monday, April 18, 2022 1:43 PM
Subject: [EXTERNAL] Fios TV LFA Notice — ESPN College Extra

Dear Municipal Official:

This is to notify you of a change to Fios® TV programming.

On or after May 31, 2022, ESPN College Extra HD (channels 821 – 828) will be removed from the Fios TV lineup. Check the Fios TV on-screen guide for ESPN's other channels' airing college sports programming.

Verizon will begin notifying subscribers through the Fios TV Message Center on or around May 1, 2022. A sample customer notice is attached.

Access to the Fios TV channel lineup is available 24/7 online at [verizon.com/fiostvchannels](https://www.verizon.com/fiostvchannels).

We realize that our customers have other alternatives for entertainment and our goal is to offer the best choice and value in the industry. Verizon appreciates the opportunity to conduct business in your community. Should you or your staff have any questions, please contact me.

Sincerely,

verizon[✓]
Niall Connors

Franchise Service Manager
Fios Video Franchising
Verizon Consumer Group

O 857 415 5123
M 781 715 7058
6 Bowdoin Sq.
Floor 10
Boston, MA 02114



Fios® TV Programming Change

On or after May 31, 2022, ESPN College Extra HD (channels 821 – 828) will be removed from the Fios TV lineup. Check the Fios TV on-screen guide for ESPN's other channels' airing college sports programming.