



Alison E. Kalman  
Executive Vice President

April 17, 2020

Mr. John O'Neil  
Director of Information Technology  
Town of Wilmington  
121 Glen Road  
Wilmington, MA 01887

Dear John,

I am pleased to inform you that on April 14, 2020 the Executive Committee of the Lowell Five approved a donation to the Town of Wilmington in the amount of \$12,307.25 for the purpose of replacing the computers in the Town's ambulances as identified in EST-4069 provided by Patrol PC.

We are happy to be able to support the Town this way and are proud of the meaningful relationship we have built over many years.

Look forward to meeting you once we are on the other side of COVID-19.

Take care,

A handwritten signature in black ink, appearing to read "Alison E. Kalman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

April 24, 2020

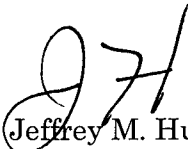
TO: Board of Selectmen

RE: Wilmington Farmers Market

As you will recall, the Wilmington Farmers Market was seeking to hold a farmers market at the Swain Green on May 3, 2020. Several questions were raised about the plans for the set-up and conduct of the event in light of the COVID-19 pandemic. Dana Burnham, President of Wilmington Farmers Market, was consulted about their plans for the event. The logistics of how the event will be conducted have been revised. Please refer to the attached aerial view of the proposed traffic flow.

There will be a limited number of vendors (anticipated number is 6 – 10), and only vendors selling farm produce or prepared foods. Individuals seeking to make purchases will pre-order their food items and pay in advance of the farmers market. These customers will then arrive at the Swain parking lot during a pre-scheduled time block, entering from Middlesex Avenue next to the July 4<sup>th</sup> Building. Only 10 customers will be permitted during each 15 minute time slot. Vehicles will queue up in the parking lot and proceed in a single lane passing each of the Farmers Market vendors and stopping at the vendor from whom they purchased goods. All vendors will be required to wear gloves and masks. Customers will also be requested to wear masks. The food items will be given to the individuals who will remain in their vehicles and proceed through the line exiting on School Street. Volunteers with the Wilmington Farmers Market will assist with ensuring that traffic flows through the parking lot and remains in the single lane. The pre-scheduled times will be spaced in such a way so as to avoid traffic backing up on to Middlesex Avenue. The expectation is that this model will be used when the Wilmington Farmers Market opens for the season on June 14, 2020. Public Health Director Shelly Newhouse has approved this plan.

In light of the fact that May 3<sup>rd</sup> is less than a week away and understanding the ongoing concerns related to COVID-19, Ms. Burnham has indicated that the Farmers Market would be amendable to rescheduling the date to May 17, 2020 from 8:30 a.m. to 2:00 p.m. with the actual market operating hours being 10:00 a.m. to 12:00 p.m. Ms. Burnham will be present “virtually” at the meeting and available to answer questions.

  
Jeffrey M. Hull  
Town Manager

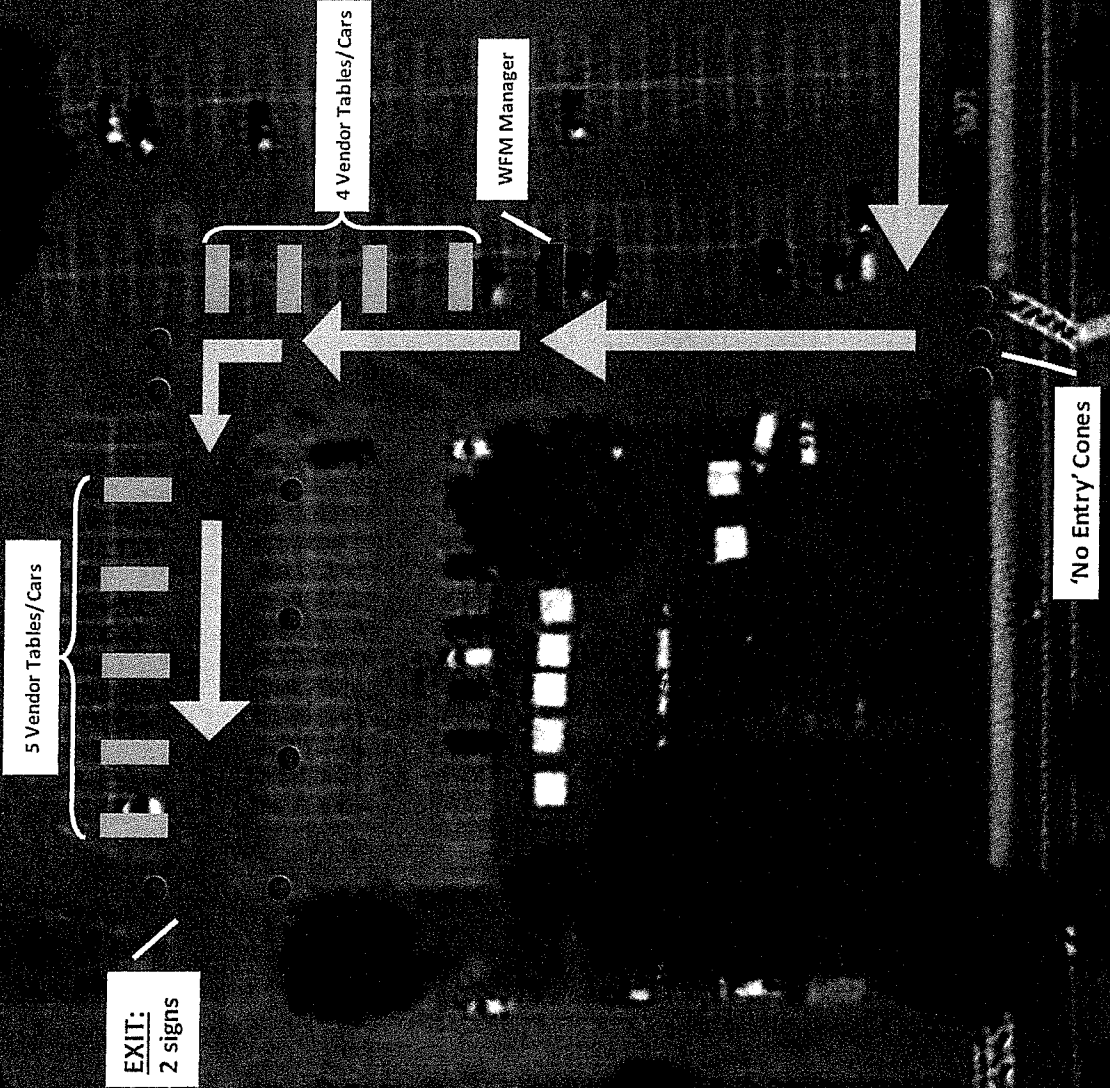
cc: Joseph Desmond, Police Chief  
Shelly Newhouse, Health Director

# Wilmington FARMERS MARKET

## Pre-Order & Drive Thru

### Pick up Market

- Sundays starting on 5/17
- 2 hours from 10am to 12pm
- Customers stay in their cars
- Market Manager directs them to vendors they have placed a pre-order with
- No payments accepted on site
- Directional cones to keep the traffic flowing; additional space to utilize the parking lot if too many cars arrive at once
- Minimum of 2 WFM Volunteers



140 Middlesex Avenue, Wilmington, MA

**ENTRANCE:**  
2 signs with arrows

'No Entry' Cones

**EXIT:**  
2 signs

4 Vendor Tables/Cars

WFM Manager

5 Vendor Tables/Cars

## Jeffrey Hull

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**From:** Jaret Balter <willprez@outlook.com>  
**Sent:** Tuesday, April 21, 2020 6:11 PM  
**To:** Jaret Balter  
**Subject:** [EXTERNAL] 2020 Little League Spring Season - Please read

Dear Parents, Guardians, Coaches and Umpires-

The Board of Directors would like to take a moment to update our parents and players on the current status of the Spring 2020 baseball and softball seasons.

First and foremost, we hope this communication finds our Wilmington Little League families healthy and well. It is a hard time for all of us figuring out how to navigate this new norm. The safety and health of our players, coaches, umpires, volunteers and families is of utmost importance to us, not only out on the fields but also with you at home as we all deal with this COVID-19 situation.

Leading up to this we had been very busy preparing for our opening day which would have been this past Saturday, April 18<sup>th</sup>. Guess this pandemic was not enough, mother nature decided to kick us while we are down! All kidding aside, we were excited for this season, numbers in the program were great, the uniforms are in, equipment ordered and delivered, schedules created, and umpires notified. We had even gotten off to a good start with our winter clinics which had great participation with involvement from our volunteers from both the high school softball and baseball programs.

Unfortunately, coinciding with Governor Baker's announcement that all Massachusetts schools will remain closed through the remaining school year, we will not be able to hold a Spring season. What does that mean?

- WLL will offer full refunds for the Spring season and will begin processing those in a few days
- If a family would like to forgo their refund and use the registration fee as a charitable donation please email [willprez@outlook.com](mailto:willprez@outlook.com) no later than 4/25 to confirm. (We have had some inquiries about it and wanted to offer the option)

The board of directors will be meeting again on Thursday May 7<sup>th</sup> with the goal of working on "Plan B". We hope to offer, with Board of Health approval and guidance, a summer program for both softball and baseball. We are working with the regional directors from Little League, town officials, and representatives from other towns putting together options and models as to what a summer program might look like. As soon as we have more information on when we might be able to begin we will send another communication. Please check our website and Facebook page for the most recent updates.

If you need some ideas of how to work on baseball or softball skills with your athlete while quarantined at home, Little League has a lot of great information for players at any age. <https://www.littleleague.org/university/resources/all/?article-categories=backyard-tip>

A final reminder that all Wilmington fields and facilities — this includes our batting cages at the HS, are closed at this time. Please stay off of them, as this is the best thing you can do to help prevent the spread of this virus, which will hopefully allow us all to get back out there sooner rather than later.

Please stay safe and please send any questions or concerns to Jaret Balter, [willprez@outlook.com](mailto:willprez@outlook.com).

Thank you,

Wilmington Board of Directors

Jaret Balter



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

PHONE: (978) 658-3311

FAX: (978) 658-3334

TTY: (978) 694-1417

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

April 23, 2020

Coleen O'Brien, General Manager  
Reading Municipal Light Department  
230 Ash Street  
Reading, MA 01867-0250

*VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED*

In response to your December 16, 2019 correspondence regarding the extension of the Reading Municipal Light Department agreement, this correspondence serves to confirm that, at the Selectmen's April 13, 2020 meeting, the Board unanimously approved the following motion:

To authorize the extension for ten years until July 9, 2040 of a certain agreement originally dated July 9, 1990 and subsequently extended for ten years by the Board of Selectmen as authorized by the affirmative vote of Article 27 of the Annual Town Meeting Warrant of April 22, 2000 and as authorized by the affirmative vote of Article 19 of the Annual Town Meeting Warrant of May 1, 2010 between the Town of Wilmington and the Reading Municipal Light Board acting on behalf of the Town of Reading which provides for the supply of electrical power and payments in lieu of taxes.

Please provide me with the necessary signature pages for Selectmen to execute and upon approval of each of the respective member communities I would appreciate receiving copies of their executed signature pages to include with the Town's agreement. Unless you advise otherwise it is my understanding that the Town has taken all necessary steps to extend the RMLD agreement through 2040.

Sincerely,

Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen  
George Hooper, RMLD Citizens Advisory Board  
Dennis Kelley, RMLD Citizens Advisory Board

From: [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com) [mailto:[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)]  
Sent: Wednesday, April 8, 2020 3:21 PM  
To: Christine Touma-Conway <[ctouma-conway@wilmingtonma.gov](mailto:ctouma-conway@wilmingtonma.gov)>  
Subject: [EXTERNAL] [Town of Wilmington MA] Board of Appeals (Sent by Raymond Lepore, [raylepore@hotmail.com](mailto:raylepore@hotmail.com))

Hello ctouma-conway,

Raymond Lepore ([raylepore@hotmail.com](mailto:raylepore@hotmail.com)) has sent you a message via your contact form ([https://url.emailprotection.link/?bL3Did64DERbxh\\_ixn\\_UK17drmCy5Zn\\_e9lv8-f7wBw1V0FT-BKVcwX8lPvwinPws-6CuYZmBWvc\\_ffurbkzAcRgJxukynAYzkVIV1Y-FbcGB32umUpltqtIQvybsP\\_J4](https://url.emailprotection.link/?bL3Did64DERbxh_ixn_UK17drmCy5Zn_e9lv8-f7wBw1V0FT-BKVcwX8lPvwinPws-6CuYZmBWvc_ffurbkzAcRgJxukynAYzkVIV1Y-FbcGB32umUpltqtIQvybsP_J4)) at Town of Wilmington MA.

Message:

Please forward the following letter to the Board of Selectmen. Thank you very much!

April 8, 2020

Town Of Wilmington  
121 Glen Road  
Wilmington, MA 01887

Dear Mr. Chairman Bendel and Fellow Members of the Board of Selectmen,

I have served for a number of years on the Board of Appeals and I would like your support in the reappointment of another term.

Thank you for your time and assistance.

Sincerely,

Raymond Lepore

## Constable Office

From the Desk of

Paul D. Bruce, Jr.

(617) 293-6229

Mr. Jeffery M. Hull

April 12, 2020

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: 2020 – 2021.

I thank you in advance for your time and consideration.

Stay Safe.

Best Regards,



Paul D. Bruce, Jr.

Constable

Kindly note my address change:

37 Northridge DR.

N. Reading MA. 01890

*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*

REC'D - TOWN MANAGER

20 FEB 20 AM 10:27

TOWN OF  
WILMINGTON, MASS

February 18, 2020

*EMAIL proserve1@verizon.net*

To the Board of Selectman  
Town of Wilmington

Please reappoint me as Constable for the Town of Wilmington , Ma. I have been a Constable in Wilmington since August 26,1992. My Bond is current and I am still at the same address for 47 years 11 Marrett Road Burlington, Ma 01803. I Retired as a Superior Court Officer from Superior Court after 28 years, having 4 years added on for being a Vietnam Veteran gave me full retirement, I now will be doing Constable work full time. I am also Bonded as a Constable in Medford, Woburn, and Cambridge.

Thank you for your consideration.

Sincerely,



Ronald M. DiGiorgio  
Constable



## Beverly Dalton

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**From:** Jeffrey Hull  
**Sent:** Friday, March 20, 2020 12:31 PM  
**To:** Beverly Dalton  
**Subject:** FW: [EXTERNAL] [Town of Wilmington MA] Historical Commission Reappointment (Sent by Robert Mallett , Bob@Mallettelectric.com)

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, April 14, 2020 9:00 AM  
**Flag Status:** Flagged

Beverly,

Mr. Mallett wishes to continue to serve and Terry is recommending him.

Jeff

Jeffrey M. Hull  
Town Manager  
Town of Wilmington  
121 Glen Road  
Wilmington, MA 01887  
978-658-3311

-----Original Message-----

From: cmsmailer@civicplus.com [mailto:cmsmailer@civicplus.com]  
Sent: Friday, March 20, 2020 10:06 AM  
To: Jeffrey Hull <jhull@wilmingtonma.gov>  
Subject: [EXTERNAL] [Town of Wilmington MA] Historical Commission Reappointment (Sent by Robert Mallett , Bob@Mallettelectric.com)

Hello jhull,

Robert Mallett (Bob@Mallettelectric.com) has sent you a message via your contact form ([https://url.emailprotection.link/?bL3Did64DERbxh\\_ixn\\_UK17drmCy5Zn\\_e9lv8-f7wBw1qGORZd2s-ZpQJehAAzv4AdUynlxemDBMdc3THDt1Sqw~~](https://url.emailprotection.link/?bL3Did64DERbxh_ixn_UK17drmCy5Zn_e9lv8-f7wBw1qGORZd2s-ZpQJehAAzv4AdUynlxemDBMdc3THDt1Sqw~~)) at Town of Wilmington MA.

If you don't want to receive such e-mails, you can change your settings at [https://url.emailprotection.link/?bL3Did64DERbxh\\_ixn\\_UK17drmCy5Zn\\_e9lv8-f7wBw3pwUvCPphMQr8i4qKij0G3qXv99yl9qQcWxxuZBbAS8A~~](https://url.emailprotection.link/?bL3Did64DERbxh_ixn_UK17drmCy5Zn_e9lv8-f7wBw3pwUvCPphMQr8i4qKij0G3qXv99yl9qQcWxxuZBbAS8A~~).

Message:

Good Morning Mr. Hull,

My term on the Historical Commission is due to expire shortly.  
I do enjoy the work we do and would like you to consider me for reappointment.

Let me know if there is something you need me to do in addition to this message.

Stay safe during this tough time.

Thanks,

Robert Mallett  
978-815-4982

This message is for the designated recipient(s) only. If you have received this message in error, please notify the sender immediately and delete the original. Please be advised that email is subject to the provisions of Massachusetts Public Records Law. MA G.L. c. 66.



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*

March 11, 2020

Mr. John P. Goggin  
28 Indian Road  
Wilmington, MA 01887-1634

Dear Mr. Goggin:

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 Edward L. Sousa, a member of the Board of Registrars representing the Republican party, will expire on April 30, 2020.

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: Christine Touma-Conway, Town Clerk  
Board of Selectmen

CERTIFIED MAIL RETURN RECEIPT REQUESTED