

December 10, 2020

TO: Christine Touma-Conway: Town Clerk

FROM: Edward L. Sousa

SUBJECT: Letter of Resignation

RCVD TOWN MANAGER  
20 DEC 10 PM 3:25

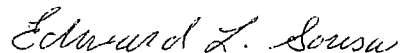
Tina:

After much consideration, and considering my continuing health and eye problems, I am sadly requesting that you accept my letter of resignation, effective December 31, 2020.

I have served on the Board of Registrars for over Thirty Seven years and have considered it an honor and a privilege.

Tina, you, as the Town Clerk, and your office staff, along with the other past Town Clerks, Patty Ward, Kay Scanlon, and Sharon George, get my utmost respect for your devotion to your job and community. I have learned a lot from each and every one of you, and I will look back on all those years with admiration and fondness.

Sincerely,



Edward L. Sousa

c.c. Jeffrey M. Hull : Wilmington Mass. Town Manager



RCVD TOWN MANAGER  
'20 DEC 23 PM1:22

## TOWN OF WILMINGTON

121 GLEN ROAD  
WILMINGTON, MA 01887

THE OFFICE  
OF TOWN CLERK

VOICE (978) 658-2030  
FAX (978) 657-7564

**Date:** December 23, 2020

**To:** Jeff Hull  
Town Manager

**From:** Tina Conway *TC*  
Town Clerk

**Subject:** Vacancy on Board of Registrars of Voters

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On December 10, 2020, Edward L. Sousa, a member of the Board of Registrars of Voters, submitted his resignation, effective December 31, 2020, leaving a vacancy on the three-person board which must be filled.

The process for filling a vacancy is similar to that used annually when a letter is sent to the Town Committee of the party seeking nominations to fill expiring seats. The guiding statute is as follows:

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party.

G.L. c. 51, §15 (emphasis added). In the instant case, Mr. Sousa is a Republican, the remaining two members of the Board of Registrars are one Republican and one Democrat, and the Town Clerk is Unenrolled. The candidate appointed will be for Mr. Sousa's unexpired term, through March 31, 2023.

Because the Board of Registrars currently holds the "balance" required in the statute, the replacement Registrar can be either a Republican or Democrat. I would therefore recommend soliciting nominations from the committee chairs of both the Republican and Democratic Town Committees. My office has on file the most recently filed party Town Committee Reports and can provide the names of the committee chairs.

Please feel free to contact me with any questions.

**From:** FinCom Hiram Shah  
**Sent:** Sunday, December 27, 2020 6:57 PM  
**To:** FinCom John Doherty  
**Subject:** Resignation from the Finance Committee

Hi John,

I hope all is well and that you have had a nice holiday. I am writing because I must resign from the finance committee. My wife and I just purchased a condo in Andover and we are moving there at the beginning of the year. I want to thank you for everything, I learned much and truly enjoyed my time on the finance committee. Thank you again and as always please let me know if I can ever be of assistance. My personal email is [REDACTED]

Sincerely,  
Hiram

**From:** BOLT Jeffrey Nussbaum

**Sent:** Tuesday, December 29, 2020 12:33 PM

**To:** Selectman Jonathan Eaton

**Cc:** BOLT Daniel Hall; BOLT and CC Donald Pearson; BOLT Eileen MacDougall; BOLT James Lemay; Tina Stewart; BOLT Kathleen Black Reynolds; Gloria Corcoran

**Subject:** Comments from Library Trustees on Remote Participation Policy draft

The Wilmington Board of Library Trustees met on December 15, 2020 and discussed the draft of the proposed Remote Participation Policy. This draft had been sent to me by Jonathan Eaton, chair of the Wilmington Board of Selectmen.

Here are some comments based on that discussion, summarized by me.

The proposed policy is a good first step, and we support it for that reason. It probably does not go far enough, as it includes many restrictions on remote participation that do not seem necessary, but perhaps these can be addressed in the future.

We liked that the policy could increase town board participation by those with physical limitations, such as injuries or night-time driving restrictions. We felt that these limitations could be long term for some people, and the policy as written would not fully address this concern.

We felt a remote participation policy could allow meetings to be held when they might otherwise need to be cancelled, such as due to a storm or building closure. This policy does not help meet this goal, as a physical quorum was needed.

We wondered if some of the restrictions in the policy were to ensure that town board members were still town residents, and had not moved away. Perhaps this should be addressed more explicitly.

We wondered about some of the logistics about holding a meeting with remote participants. It seemed like this was left to the chair, but we thought the town could provide some additional guidance. For example, audio guidance (phone? Zoom?). How would presented material be shared? Given that we are all meeting today with Zoom and digital screens, it seems reasonable to create standards so that remote participants have full information and capability. There was some discussion about whether the town should provide equipment, but I think for most boards, a personal laptop or tablet should be sufficient. Perhaps some boards might have unique needs here.

The success and productivity of a meeting with some/all remote participation depends on the willingness of the chair to engage all members and encourage broad participation. I suggest that the town provide some training materials to help in this.

Restrictions in the draft that we did not think necessary, that might be removed in this or a future version of the policy:

Need for an in-person quorum

Requirement that the chair (or acting chair) attend in person

Limits on number of meetings that a member may participate in remotely

Thank you for your efforts in creating this policy draft and your interest in feedback.

Jeffrey Nussbaum, Chair  
Wilmington Board of Library Trustees



## TOWN of WILMINGTON

### DEPARTMENT OF PLANNING & CONSERVATION

121 Glen Road, WILMINGTON, MA 01887 [www.wilmingtonma.gov](http://www.wilmingtonma.gov) (978) 658-8238

## MEMORANDUM

**To:** Jeffrey Hull, Town Manager  
**From:** Valerie Gingrich, Director of Planning & Conservation  
**Re:** Remote Participation Policy Comments  
**Date:** January 7, 2021

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As requested by the Board of Selectmen, the draft Remote Participation Policy has been reviewed by the Planning Board, Conservation Commission, and Open Space Committee. The following questions and comments resulted from discussions of those committees at public meetings over the past two months:

There was a general concern for the individual(s) who would be participating remotely. Many of the committee members have been working remotely, spending time on Zoom and other video conferencing platforms, and have encountered difficulties when some individuals are meeting in person and others are meeting remotely. It is often difficult for the remote participant to get a full understanding of the discussion between other committee members and it may be difficult to hear comments from the public during public hearings. For the Planning Board and Conservation Commission, applicants and their consultants make visual presentations with plans mounted on boards. A remote participant would need to be able to see the visuals to follow the presentation and any discussion that results. Prior to enacting a policy, the Board of Selectmen may want to confirm that technical capabilities exist to support the full needs of the remote participants.

Additional comments include the following:

- Section II part B states that remote participation shall be permitted. It may be helpful to clarify how the chair will handle multiple requests that cannot all be granted.
- It may be helpful to define the term “unreasonably difficult” so that the policy can be administered consistently across committees.
- A committee member suggested that applicants may want to continue their public hearing if members are participating remotely. The Board of Selectmen may want to consult Town Counsel as to whether there are any legal complications posed if members

participate remotely in a special permit public hearing and that special permit is appealed.

- Section V part A states that a request shall be made 48 hours in advance of the meeting. This timing may be difficult to accommodate if there are special video capabilities required for the remote participant to view live presentations/plans.
- The policy states in Section II part F that a public body may not opt out of remote participation. However, if required equipment is not available per Section IV part C, the chair shall deny the request. If a committee's technology needs cannot be met because of the nature of their meetings (presentations with visuals), would it be acceptable for a committee to avoid the use of remote participation?



## TOWN OF WILMINGTON

121 GLEN ROAD  
WILMINGTON, MA 01887

THE OFFICE  
OF TOWN CLERK

VOICE (978) 658-2030  
FAX (978) 657-7564

**Date:** January 7, 2021

**To:** Jonathan R. Eaton  
Chairman, Board of Selectmen

**via:** Jeffrey Hull  
Town Manager

**From:** Christine Touma-Conway  
Town Clerk

**Subject:** Draft Remote Participation Policy

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In response to the solicitation of comments regarding the Draft Remote Participation Policy prepared by the Board of Selectmen, members of the Bylaw Review Committee and the Board of Registrars were sent a copy of the policy and their input was requested.

To date, three comments have been received and are provided below in their original form:

1. I have reviewed the policy and think it is a good idea and I like the way they have written it. I have only a slight concern regarding Section VI Executive Session, they are making an assumption that only a device similar to a speaker phone, if used, will allow that a person other than the participating board member may hear the Executive Session. I think that for a board member/commissioner to participate remotely for an Executive Session, they must certify - verbally as written in the policy - that they are alone or be in a location that has limited access to others. I am not sure if I have expressed this correctly but I am trying to make it more restrictive as to where you can participate remotely in Executive Session. My concern is that while I may think that someone can't hear me, they may actually be able to hear me. If the person is required to be alone then there is a better chance that they will not be heard.
2. I have no comment other than to support the provision that a quorum of the body, including the chair, be present at the meeting location.
3. Remote participation should only be available if otherwise, a quorum would not be possible. This furthers the goal of timely completion of conducting the public business without creating a slippery slope of trying to define what is "physical attendance [being] unreasonably difficult."



## TOWN of WILMINGTON

### DEPARTMENT OF INFORMATION TECHNOLOGY

121 Glen Road, WILMINGTON, MA 01887 [www.wilmingtonma.gov](http://www.wilmingtonma.gov) (978) 658-3311

## MEMORANDUM

**To:** Jeffrey Hull, Town Manager  
**From:** John O'Neil, Director of Information Technology  
**Re:** Remote Participation Policy Comments  
**Date:** January 8, 2021

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As requested, I have reviewed the draft Remote Participation Policy and offer the following:

Meetings conducted in a hybrid manner consisting of in-person and remote attendees may be technologically problematic, and we may not have the personnel resources to meet such demands. These problems may affect adherence to the proposed policy.

To elaborate further, the technology we currently have would allow us to host a hybrid meeting by using a computer connected to a large screen television. The computer would operate a web camera and standalone microphone. The web camera and microphone we are using cannot be used to capture individual board and/or committee members but only the whole room of the in-person meeting. This becomes an issue when there may be in-person presentations that a remote participant needs to clearly see and hear. WCTV offers the ability to focus on individuals and individual material, however, the feed is delayed, and the remote participant would not be able to react and comment in a manner befitting of a conducive public meeting. WCTV also does not cover all meetings of all boards and committees. We also need to take into consideration the town's limited personnel resources available to assist in conducting such hybrid meetings in the evenings.

Section IV, C, cites "required equipment" being available and section V, G, also refers to "required equipment." It may be helpful to elaborate on this. Will the town be expected to provide equipment for individuals to participate remotely? The town currently has limited equipment that can be loaned and would need to budget to purchase additional hardware to be available for this use.

I also have great concern with Section V, A in meeting remote accommodations 48 hours before a meeting start. As previously mentioned, the town has limited equipment and personnel to meet these expectations.



However, I will investigate alternative options to meeting the requirements outlined in the policy.

**From:** Kevin Caira [~~mailto:kevincaira57@gmail.com~~]

**Sent:** Thursday, January 7, 2021 10:43 PM

**To:** Jeffrey Hull <jhull@wilmingtonma.gov>; Jonathan R. Eaton <~~jonathaneaton@gmail.com~~>

**Subject:** [EXTERNAL] Town Hall/School Administration Building

Town Manager Hull & B.O.S. Chairman Eaton,

The Wilmington Town Hall/School Administration Building Committee held its first meeting on Tuesday, December 15, 2020 to discuss the selection of an Owner's Project Manager (OPM). The OPM will serve as the Town's representative throughout the study of the schematic design process. The OPM will be instrumental in hiring an architect, determining the location, estimate a construction cost for the project and communication with the Town residents.

Before the first meeting the Town issued an RFQ for the Owner's Project Manager and received proposals from 15 firms. The task of the committee was to review and evaluate each proposal and create a short list of 4 firms for interviews.

At our December 15th meeting each member announced their individual short list and four finalists clearly emerged — CHA Consulting (5 out of 8 votes), Colliers International (6 out of 8 votes), P-Three (6 out of 8 votes), and Vertex Companies (6 out of 8 votes). None of the other 11 firms received more than 2 votes.

The Committee interviewed two of the finalists (Vertex & Colliers) on Monday, January 4, 2021 and the other two finalists (P-Three & CHA) on Thursday, January 7, 2021. Each interview was approximately an hour and included ten (10) questions formulated by the committee. Due to the COVID-19 pandemic, the meetings were held on zoom and aired on WCTV.

After the final interview at the January 7th meeting, the committee received reference information on all 4 finalists from George Hooper-Vertex, Kevin Caira-Colliers, Paul Melaragni-CHA, and Diane Allan-P-Three. The committee discussed all 4 finalists. Each committee member ranked their choice in order of 1st, 2nd, 3rd and 4th. The results were as follows: P-Three - 1st (10), CHA - 2nd (17), Colliers - 3rd (18) and Vertex (25). The committee made a motion to accept the results. Town Manager Hull will reach out to P-Three to discuss and negotiate terms of the contract.

The Committee consisted of the town's 5-member Permanent Building Committee (George Hooper, Diane Allan, Paul Melaragni, Jack Hallaway, and Michael Tkachuk); Selectmen designee Kevin Caira; School Committee designee Steve Bjork; Finance Committee designee John Doherty; and Assistant Superintendent of Administration & Finance Paul Ruggiero.

George Hooper served as Chairman and Paul Melarangi served as Vice Chairman. In attendance at each meeting was Town Manager Jeff Hull.

Respectively submitted,

Kevin A. Caira, B.O.S.



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 6, 2021


TO: Finance Committee  
Department Heads

RE: Fiscal Year 2022 Budget and Finance Committee Meetings

Below is the schedule established by the Finance Committee to review departmental fiscal year 2022 proposed budgets. Meetings will be held virtually and are scheduled to begin at 7:00 p.m. Departmental reviews are scheduled to take place in the order listed. An approximate starting time is listed next to each department. Please notify the Board or Committee that falls in your department's jurisdiction of the appropriate meeting dates and provide email addresses for those members wishing to participate in the meeting to John O'Neil, IT Director, at [joneil@wilmingtonma.gov](mailto:joneil@wilmingtonma.gov). Additional Finance Committee meetings may be held as necessary.

## DEPARTMENT MEETINGS

Tuesday, January 26	FY 22 Budget Overview; Revenue; General Government, including debt service, unclassified, statutory charges, Insurance accounts and miscellaneous	
Thursday, January 28	Planning & Conservation	7:00 p.m.
	Building Inspector/Board of Appeals	7:30 p.m.
	Board of Health	8:00 p.m.
Tuesday, February 2	Department of Public Works	7:00 p.m.
Thursday, February 4	Veterans' Services	7:00 p.m.
	Elderly Services	7:30 p.m.
Tuesday, February 9	Public Buildings	7:00 p.m.
Thursday, February 11	Public Library	7:00 p.m.
	Recreation	7:30 p.m.
	Historical Commission	8:00 p.m.
Tuesday, February 23	Police Department	7:00 p.m.
	Public Safety Central Dispatch	8:00 p.m.
	Fire Department	8:30 p.m.
Thursday, February 25	Town Clerk	7:00 p.m.
	Information Technology	7:30 p.m.
Tuesday, March 2	Shawsheen Technical School District	7:00 p.m.
Thursday, March 4	Wilmington Public Schools	7:00 p.m.

  
Jeffrey M. Hull  
Town Manager

JMH/bjd

cc: Board of Selectmen

ANNUAL TOWN MEETING  
May 1, 2021

Town Manager's Budget Presentation	January 25
Town Meeting - Election of Town Officers	April 24
Articles	May 1
Deadline for submission of petitioned warrant articles	February 5
Advertise	January 6, 13 and 20
<u>Selectmen</u> - Warrant Signed	March 8
<u>Constable</u> - Post warrant at least 14 days prior	April 7
<u>Finance Committee</u> - Public Hearing	
a. Newspaper notice, 7 days before hearing	March 3
b. Hearing, no less than 10 days before meeting, Hearing joint with Planning Board	March 16
c. Recommendations to Printer	March 23
d. Recommendations in Town Clerk's office and Warrant mailed to residents not less than 7 days prior to Town Meeting	April 5 April 19
<u>Planning Board</u> - Public Hearing	
a. Advertise for 2 consecutive weeks at least 14 days before hearing	February 24 and March 3
b. Hearing (Zoning By-Laws) (Joint with Finance Committee)	March 16
c. Report with recommendations to Town Meeting, within twenty days of hearing.	April 5
<u>Selectmen</u> - Public Hearing	
a. Selectmen to vote their intention to layout the ways described in the proposed Town Meeting article ( <i>IF NECESSARY</i> ) (regular meeting date)	February 22
b. Newspaper Notice, at least 14 days prior to Hearing	February 17
c. Hearing ( <i>IF NECESSARY</i> ) (Acceptance of Streets at Annual Town Meeting held as part of a regularly scheduled Selectmen's meeting)	March 8

## CALENDAR FOR THE FY-2022 BUDGET and 2021 ANNUAL TOWN MEETING

January 25	Town Manager's FY-2022 Budget Presentation
January 26	Finance Committee Meeting – Revenue and General Government, including debt service, unclassified, statutory charges, Insurance Accounts and miscellaneous
January 28	Finance Committee Meeting – Planning and Conservation, Building Inspector/Board of Appeals and Board of Health
February 2	Finance Committee Meeting – Department of Public Works
February 4	Finance Committee Meeting – Veterans' Services and Elderly Services
February 5	Last day for submission of petitioned warrant articles
February 8	Last day for submission of departmental and committee non-petitioned ZONING articles
February 8	Board of Selectmen Meeting
February 9	Finance Committee Meeting – Public Buildings Department
February 11	Library, Recreation and Historical
February 12	Last day for submission of departmental and committee non-petitioned articles - other than ZONING
February 17	Newspaper Notice – Board of Selectmen Public Hearing of March 8 <i>(IF NECESSARY)</i>
February 22	Board of Selectmen meeting – Preliminary review of warrant articles. Board to vote their intention to layout the ways described in the proposed Town Meeting article and Public Hearing regarding acceptance of streets by Betterments, if necessary.
February 23	Finance Committee Meeting – Police Department, Public Safety Dispatch and Fire Department
February 24	Newspaper Notice (1 <sup>st</sup> ) – Planning Board Public Hearing of March 16
February 25	Finance Committee Meeting –Town Clerk and Information Technology
March 2	Finance Committee Meeting – Education – Shawsheen Technical School District
March 3	Newspaper Notice – Finance Committee Public Hearing of March 16 Newspaper Notice (2 <sup>nd</sup> ) – Planning Board Public Hearing
March 4	Finance Committee Meeting – Education – Wilmington Public Schools
March 8	Board of Selectmen Meeting – Final review of non-petition articles and Public Hearing regarding the acceptance of streets (if necessary) and Board of Selectmen to consider signing Annual Town Meeting Warrant
March 16	Finance Committee/Planning Board Public Hearing
March 18	Finance Committee Meeting
March 22	Board of Selectmen Meeting
March 22	Finance Committee Recommendations to Printer
April 12	Board of Selectmen Meeting
April 19	Town Meeting Warrant mailed to residents
April 24	Town Election – 8:00 a.m. - 8:00 p.m.
April 26	Board of Selectmen Meeting
May 1	Town Meeting – <b>9:00</b> a.m.
May 10	Board of Selectmen Meeting

*ALL FINANCE COMMITTEE MEETINGS ARE SCHEDULED FOR 7:00 P.M.*





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 8, 2021

TO: Board of Selectmen

RE: Town Meeting Location

As you know, Annual Town Meeting is scheduled for May 1, 2021. While distribution of vaccines to combat COVID-19 is beginning, the expectation is that the general population will not have access to the vaccine until May or June. It is hoped that the holiday surges of COVID-19 cases will abate and that we are in for a sustained decline in COVID-19 cases. However, the pandemic is likely to remain with us through the summer and the protocols that we have now grown accustomed to will remain in place. As a consequence, it is unlikely that Annual Town Meeting can be safely held in the high school auditorium again this year.

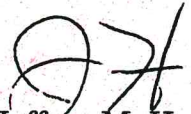
Other communities are presumably also engaged in planning for their annual town meetings which may include renting tents or reserving meeting spaces other than their customary venues. A few months ago, George Hooper contacted representatives from the Shriners Auditorium to hold the space for May 1, 2021 which they graciously agreed to do. Another option that could be considered is returning to the site of the 2020 Annual Town Meeting and, once again, rent a tent. My recommendation is that the Board of Selectmen schedule the 2021 Annual Town Meeting to occur in the Shriners Auditorium.

The auditorium provides more than enough space to accommodate expected turnout which was 296 registered voters and 14 non-residents in 2020. Adequate space will be available for registration, for WCTV's set-up and to provide seating for non-residents. The size of the Shriners Auditorium would allow for a similar set-up to the 2020 Annual Town Meeting with the appropriate social distancing. Keeping the bay doors open would provide adequate air circulation while removing the issue of weather as a factor for participants. The Shriners Auditorium, as demonstrated by the successful Presidential Election that took place in November of 2020, is accessible to all, has adequate parking, provides the necessary space and restroom facilities. Thanks once again to the generosity of the Shriners, the space is being made available at no charge to the Town.

Attendance at an Annual Town Meeting on May 1<sup>st</sup> under a tent will likely be impacted by the weather which in late April/early May can be quite variable. Weather could be sunny and in the 70s or cloudy, rainy or blustery and in the 50's. With a 9:00 a.m. start time cooler temperatures may discourage people from turning out for the start of the meeting. Inclement weather in an outdoor venue, even with the tent, poses concerns for WCTV and the equipment they must have on site to cover the meeting.

Making a commitment on the location for Annual Town Meeting as soon as possible is important. The Shriners have another group who has requested use of the auditorium for the same date but have been placed on a waiting list pending a final decision by the Town. Other communities and other organizations will likely be reserving tents much earlier than was the case in 2020 for annual town meetings, graduation ceremonies or other events. As a consequence, tents are like to be more expensive this year and in shorter supply.

The Board is urged to make your decision by January 25<sup>th</sup> so that arrangements can be made to prepare for the upcoming Annual Town Meeting.



Jeffrey M. Hull  
Town Manager

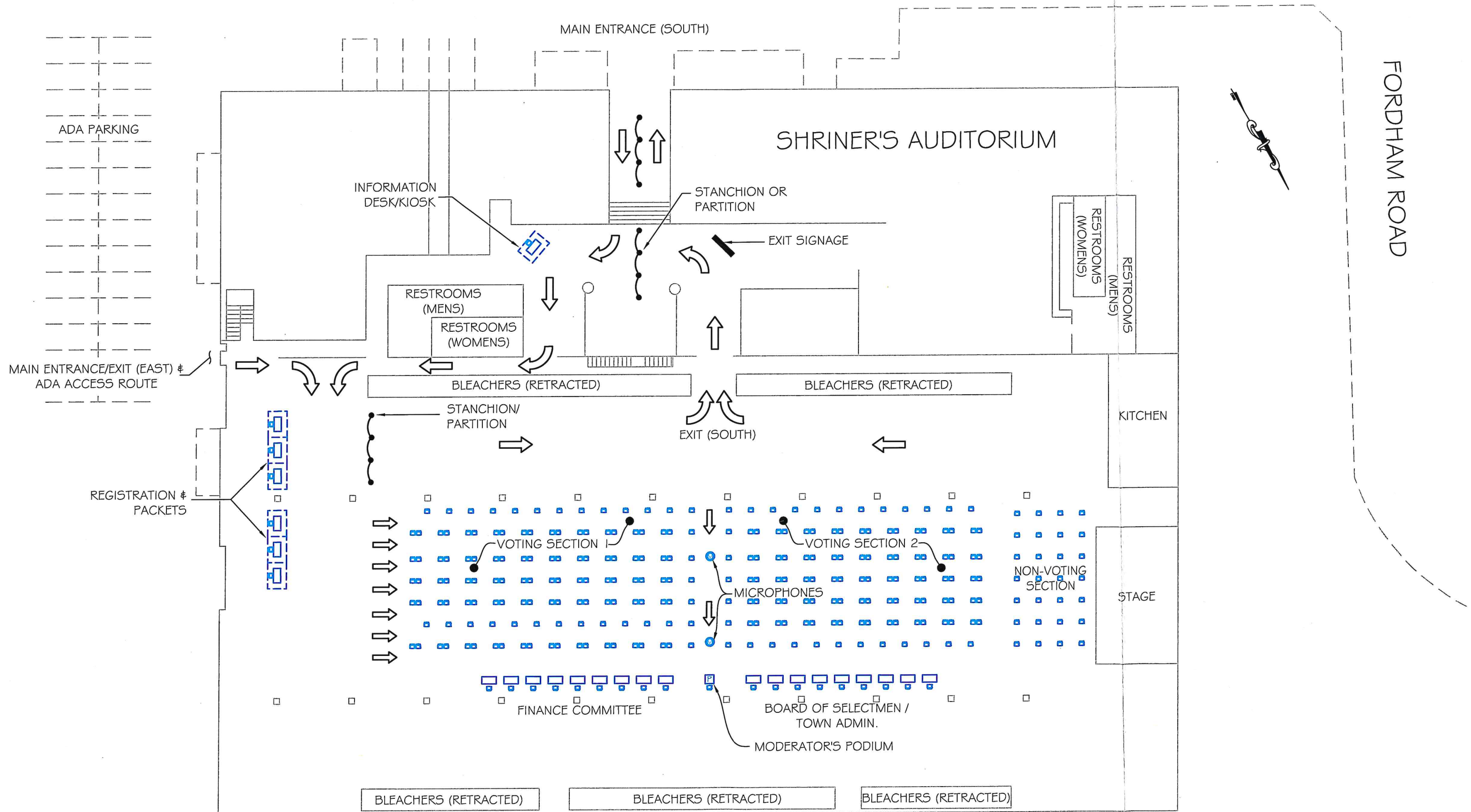
#### Attachment

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director  
George Hooper, Public Buildings Superintendent  
Shelly Newhouse, Health Director  
Christine Touma-Conway, Town Clerk  
Joseph Desmond, Police Chief  
William Cavanaugh, Fire Chief  
Michael Woods, Public Works Director





# TOWN OF WILMINGTON ANNUAL TOWN MEETING LAYOUT SHRINER'S AUDITORIUM







# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER


January 8, 2021

TO: Board of Selectmen

RE: Reading Municipal Light Department

The Reading Municipal Light Department (RMLD) has been pursuing property to locate a new power substation that would replace the existing substation on Wildwood Street. Coleen O'Brien, General Manager, appeared before the Board at your October 15, 2019 meeting to express RMLD's desire to work with the Town and construct a substation on Town land in north Wilmington. The property that was the focus of discussions was property purchased for the protection of the Browns Crossing well fields. This property is considered so-called Article 97 land as it is intended for the protection of a public water supply. As such, removal of property from that designation requires a number of steps including replacing the property with an amount of property in excess of the amount removed from Article 97 designation. Over the past several months RMLD has been working with a landowner with property along the Route 125 corridor to purchase land which they planned to use to convey to the Town in exchange for three acres of Town land which they are seeking along the New England Power utility corridor.

Chairman Eaton and I have been involved in several discussions in recent weeks between representatives of RMLD and representatives of the property owner about the prospect of the above noted transaction. On January 6, 2021 I was informed by Ms. O'Brien that discussions with representatives of the property owner reached an impasse. As a consequence, it is no longer necessary for RMLD to appear before the Board on Monday, January 11<sup>th</sup> as had been the plan.

  
Jeffrey M. Hull  
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Health Director  
George Hooper, RMLD Citizens Advisory Board  
Michael Woods, Public Works Director



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)

January 6, 2021

Maria Garay-Dodd, AVP, Branch Manager  
LowellFive Bank  
270 Main Street  
Wilmington, MA 01887

Dear Ms. Garay-Dodd:

On behalf of myself and the Board of Selectmen we wish to thank the LowellFive for their generous and timely donation of \$5,000 to the Town of Wilmington. These funds will be used to cover costs associated with the Town's response to COVID-19. There are several departments that have been on the frontlines of the response to this pandemic. The Health Department, for one, has been engaged in contact tracing and providing information to the public about the status of COVID-19 cases in Wilmington along with advisories on steps residents can take to reduce the risk of exposure. This donation by the LowellFive is expected to support ongoing efforts in the Health Department to conduct contact tracing, support the effort to vaccinate residents and take other steps to manage through this challenging time.

It is heartening to know that LowellFive's commitment to the community extends beyond lending and banking services into giving back to the communities it serves. Once again thank you.

Sincerely,

  
Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen  
Bryan Perry, Finance Director/Town Accountant  
Pamela MacKenzie, Treasurer/Collector



## **Fios® TV Programming Change**

### **Important programming information**

#### **Fios TV content update.**

We are committed to providing you with the best value in entertainment. As you're probably aware, Fios TV programming is supplied by various content providers, and we must periodically renegotiate our agreements to continue offering their programming.

Our contract with MGM HD, expired on December 31, 2020.

As we have been unable to reach an agreement with MGM HD, we are unable to provide its programming after that date.

Verizon is committed to giving customers the ability to watch what they want, but we simply cannot agree to MGM HD terms at this time.

You can watch similar programming to MGM HD on Turner Classic Movies.

For updates visit [verizon.com/mgm](https://www.verizon.com/mgm)

Thanks for choosing Verizon.