

ANNUAL TOWN MEETING

May 2, 2020

Town Manager's Budget Presentation	January 27
Town Meeting - Election of Town Officers	April 25
Articles	May 2
Deadline for submission of petitioned warrant articles	February 7
Advertise	January 8, 15 and 22
<u>Selectmen</u> - Warrant Signed	March 9
<u>Constable</u> - Post warrant at least 14 days prior	April 8
<u>Finance Committee</u> - Public Hearing	
a. Newspaper notice, 7 days before hearing	March 4
b. Hearing, no less than 10 days before meeting, Hearing joint with Planning Board	March 17
c. Recommendations to Printer	March 24
d. Recommendations in Town Clerk's office and Warrant mailed to residents not less than 7 days prior to Town Meeting	April 6
<u>Planning Board</u> - Public Hearing	
a. Advertise for 2 consecutive weeks at least 14 days before hearing	February 26 and March 4
b. Hearing (Zoning By-Laws) (Joint with Finance Committee)	March 17
c. Report with recommendations to Town Meeting, within twenty days of hearing.	
<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 24
b. Newspaper Notice, at least 14 days prior	February 19
c. Hearing (if necessary) (Acceptance of Streets at Annual Town Meeting held as part of a regularly scheduled Selectmen's meeting)	March 9

CALENDAR FOR THE FY-2021 BUDGET and 2020 ANNUAL TOWN MEETING

January 27	Town Manager's FY-2021 Budget Presentation
January 28	Finance Committee Meeting – Revenue and General Government, including debt service, unclassified, statutory charges, Insurance Accounts and miscellaneous
January 30	Finance Committee Meeting – Planning and Conservation, Building Inspector/Board of Appeals and Board of Health
February 4	Finance Committee Meeting – Department of Public Works
February 6	Finance Committee Meeting – Veterans' Services and Elderly Services
February 7	Last day for submission of petitioned warrant articles
February 10	Last day for submission of departmental and committee non-petitioned ZONING articles
February 10	Board of Selectmen Meeting
February 11	Finance Committee Meeting – Public Buildings Department
February 13	Library, Recreation and Historical
February 14	Last day for submission of departmental and committee non-petitioned articles - other than ZONING
February 20	Newspaper Notice – Board of Selectmen Public Hearing of March 9 <i>(IF NECESSARY)</i>
February 24	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 25	Finance Committee Meeting – Police Department, Public Safety Dispatch and Fire Department <i>(TO BE HELD AT PUBLIC SAFETY BUILDING)</i>
February 26	Newspaper Notice (1 st) – Planning Board Public Hearing of March 17
February 27	Finance Committee Meeting – Information Technology and Town Clerk
March 3	Finance Committee Meeting – Education – Shawsheen Technical School District <i>(TO BE HELD AT SHAWSHEEN TECH, 100 COOK STREET, BILLERICA)</i>
March 4	Newspaper Notice – Finance Committee Public Hearing of March 17 Newspaper Notice (2 nd) – Planning Board Public Hearing
March 5	Finance Committee Meeting – Education – Wilmington Public Schools <i>(TO BE HELD AT WILMINGTON HIGH SCHOOL)</i>
March 9	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 17	Finance Committee/Planning Board Public Hearing
March 19	Finance Committee Meeting
March 23	Board of Selectmen Meeting
March 23	Finance Committee Recommendations to Printer
April 13	Board of Selectmen Meeting
April 20	Town Meeting Warrant mailed to residents
April 25	Town Election – 8:00 a.m. - 8:00 p.m.
April 27	Board of Selectmen Meeting
May 2	Town Meeting – 10:30 a.m.
May 11	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, 2020

TO: Finance Committee
Department Heads

RE: Fiscal Year 2021 Budget and Finance Committee Meetings

Below is the schedule established by the Finance Committee to review departmental fiscal year 2021 proposed budgets. With the exception of Tuesday, February 25, Tuesday, March 3 and Thursday, March 5, the meetings will be held in Room 9 at the Town Hall. Meetings are scheduled to begin at 7:00 p.m. and 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. Additional Finance Committee meetings may be held as necessary.

DEPARTMENT MEETINGS

Tuesday, January 28	FY 21 Budget Overview; Revenue; General Government, including debt service, unclassified, statutory charges, Insurance accounts and miscellaneous	
Thursday, January 30	Planning & Conservation	7:00 p.m.
	Building Inspector/Board of Appeals	7:30 p.m.
	Board of Health	8:00 p.m.
Tuesday, February 4	Department of Public Works	7:00 p.m.
Thursday, February 6	Veterans' Services	7:00 p.m.
	Elderly Services	7:30 p.m.
Tuesday, February 11	Public Buildings	7:00 p.m.
Thursday, February 13	Public Library	7:00 p.m.
	Recreation	7:30 p.m.
	Historical Commission	8:00 p.m.
Tuesday, February 25	Police Department	7:00 p.m.
<i>Public Safety Building</i>	Public Safety Central Dispatch	8:00 p.m.
	Fire Department	8:30 p.m.
Thursday, February 27	Town Clerk	7:00 p.m.
	Information Technology	7:30 p.m.
Tuesday, March 3	Shawsheen Technical School District	7:00 p.m.
<i>Shawsheen Tech</i>		
Thursday, March 5	Wilmington Public Schools	7:00 p.m.
<i>Wilmington High School</i>		


Jeffrey M. Hull
Town Manager

JMH/bjd

cc: Board of Selectmen



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 10, 2020

TO: Board of Selectmen

RE: Feasibility Study and Schematic Design for a new
Town and School Administrative Building

In my FY2021 budget I will be recommending that the Town authorize the expenditure of \$955,000 from free cash to complete a feasibility study and schematic design for a new town and school administrative building. The Facility Master Plan issued in January of 2018, recommended this joint facility along with a senior center as the first buildings to address as part of a multi-year approach to provide public facilities that accommodate people of all abilities, that are energy efficient, that provide for appropriate and flexible meeting and office space and that allow for necessary space for retention of public records.

The Roman House is a 4,498 square foot Victorian home constructed in 1900. While elegant in its time as a home, the space is not conducive for use as the School Department's central administration building. Individuals with mobility challenges do not have access into the building. Due to the space constraints, administrative personnel including Student Support Services must be located in modified classroom areas within the schools. Limited space also creates a challenge for record retention. The building does not have fire suppression systems and is not energy efficient.

The Town Hall, formerly the Glen Road School, was constructed in 1959. Since June of 1984 the school has been repurposed as a town hall. With the increase in scope and scale of responsibilities for each department over the last 35 plus years, the current Town Hall has limited meeting and record retention space and inadequate office space. Its single pane windows do not retain heat in the winter and the heat distribution system leaves some offices stifling while other offices have inadequate heat. Accessibility issues also exist in parts of the building. The former school gymnasium has served as the main "auditorium" meeting space for larger gatherings. Due to the nature of the design of this room, the acoustics make clearly hearing speakers a challenge for the audience.

Locating town and school administration in the same building provides for some “economies” with respect to meeting rooms accessible to both administrations, for example. Working in the same building will also foster further collaboration in areas such as human resources. A combined facility will mean that the Public Buildings Department will be responsible for maintaining one HVAC system instead of two separate systems.

The Town Hall site is under consideration for multiple uses including the potential site of a future senior center. If the preferred location of a new town/school administration facility is not on the current site of the Town Hall, this decision will enable this site to be considered for use as a senior center or other facility without the need to work around a functioning Town Hall.

Authorization of funding will enable the hiring of an Owner’s Project Manager (OPM), a requirement of state law, to serve as the Town’s representative during design and construction and the hiring of an architect to provide schematic design services. As with similar services procured for a senior center, the end result of these efforts would be an identified site and an estimated cost for construction.



Jeffrey M. Hull
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director
George Hooper, Public Buildings Superintendent
Bryan Perry, Finance Director/Town Accountant
Valerie Gingrich, Director of Planning & Conservation