



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 14, 2022

TO: Board of Selectmen

RE: Assistant Town Manager/Human Resources Director

It is my pleasure to advise the Board that Susan Inman has been hired to serve as the Assistant Town Manager/Human Resources Director beginning January 31, 2022. Ms. Inman has served the Town of Boxford in several capacities for the past ten plus years and since 2018 as the Assistant Town Administrator. Prior to her work in Boxford, she worked for two years for the Town of Danvers and worked in the private sector before joining Danvers. Ms. Inman has an Associate Degree from the Katherine Gibbs School, a Bachelor of Arts with a concentration in management from Boston College and a Masters in Public Administration from Suffolk University Sawyer Business School. She has numerous certifications in the municipal field including a Certified Professional designation from the Society for Human Resource Management and is a Massachusetts Certified Public Procurement Officer.

Ms. Inman has been responsible for conducting salary surveys, participated in collective bargaining and led the effort to centralize Boxford's procurement system. During the COVID pandemic she was instrumental in arranging for personnel to have access to laptops and in coordinating efforts for employees to work remotely. My expectation is that Susan will be a positive addition to the management team and will provide the energy and intellect required to help keep the Town moving forward.

My thanks are extended to Kerry Colburn-Dion, current Assistant Town Manager/Human Resources Director; Valerie Gingrich, Planning and Conservation Director, William Cavanaugh, Fire Chief; John O'Neil IT Director; Jamie Magaldi, Public Works Operations Manager and Kathy Godfrey, Human Resources Generalist, for reviewing resumes, conducting initial interviews and providing me with a slate of strong candidates.

  
Jeffrey M. Hull  
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director  
Valerie Gingrich, Planning & Conservation Director  
William Cavanaugh, Fire Chief  
John O'Neil, IT Director  
Jamie Magaldi, Public Works Operations Manager  
Kathy Godfrey, Human Resources Generalist



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 14, 2022

TO: Board of Selectmen

RE: Assistant Town Clerk Position

Meghan Jones was appointed to the position of Assistant Town Clerk on November 3, 2021. Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director; Karen Campbell, Recreation Director, and Beth Lawrenson, Town Clerk, interviewed Ms. Jones and uniformly agreed that she interviewed very favorably. Ms. Lawrenson has been particularly impressed with her customer service skills and her ability to routinely approach residents who enter the office upset or in good spirits with a positive attitude. She has excellent computer skills and has demonstrated these skills through implementing a particular software that enables the department to effectively track the status of ongoing projects. Prior to serving as the Assistant Town Clerk, she served as the Senior Clerk in the Town Clerk's office beginning in May of 2021. Ms. Jones worked in the Wilmington Public School's IT Department before joining the staff in the Town Clerk's Office. I have also been very impressed with her attitude and responsiveness to information that I am seeking.

  
Jeffrey M. Hull  
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director  
Elizabeth Lawrenson, Town Clerk



## 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 M. Hull, Town Manager  
**From:** Valerie Gingrich, Director of Planning & Conservation *VG*  
**Re:** 100-104 West Street – Proposed 40B Development  
**Date:** January 13, 2022

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On January 12, 2022, the owner of 100-104 West Street, Derek Santini, and his representatives from LDS Consulting Group, Sousa Design, and Stantec hosted a Zoom meeting to present a revised 40B development plan.

The revised plans included a reduction of the unit count from 167 to 132 units with (54) 1-bedroom units, (63) 2-bedroom units, and (9) 3-bedroom units. The proposal is to have 25% of the units affordable at 80% of the area median income. The plan shows six (6) townhomes along West Street and a larger 126-unit four-story building with underground parking behind the townhomes. A total of 223 parking spaces are proposed at a 1.69 space per unit ratio. The development team indicated that they will be proposing to connect to the sewer system on Lowell Street.

Mr. Santini's representative, Lynne Sweet of LDS Consulting Group, stated that they will be filing an application for a project eligibility, also known as a project eligibility letter (PEL) with the Department of Housing & Community Development (DHCD) in the next 3-4 weeks. The applicant is also required to send a copy of the PEL to the Town. Once the PEL is submitted, the Town will be notified by DHCD and a 30-day comment period will begin.

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



# *Wilmington, Massachusetts*

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 21, 2022

TO: Board of Selectmen

RE: 2022 Cybersecurity Awareness Program

Once again, through the efforts of IT Director John O'Neil, the Town has been selected to participate in the state's 2022 cybersecurity awareness program for employees. As has been previously noted, the threats of cyber viruses, ransomware attacks and other cyber intrusions continue to be a growing risk to municipalities. Computer usage by all departments within local government, including general government and schools, is essential to our operations. A successful cybersecurity attack would be crippling to Town operations. This ongoing training will provide employees with an understanding of the various ways in which hackers seek to obtain access to computers and personal information. This awareness is beneficial not only for employees in their work roles but also within their personal lives. Training for new employees and employees who have not previously participated will be the goal for the coming year.

Jeffrey M. Hull  
Town Manager

**Jeff Hull**

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**From:** cmsmailer@civicplus.com on behalf of Town of Wilmington MA  
<cmsmailer@civicplus.com>  
**Sent:** Wednesday, January 12, 2022 8:58 AM  
**To:** Jeff Hull  
**Subject:** [EXTERNAL] Town earns \$28,790 in Insurance credits

## **Town earns \$28,790 in Insurance credits**

**Town of Wilmington earned \$28,790 in Insurance Credits through MIIA Rewards Program**

*Town facilities management and inspections, law enforcement and public official liability training, among initiatives*

**December 17, 2021** – The Town of Wilmington has received \$28,790.00 back on its workers compensation and property and casualty insurance costs – applicable toward premium reductions for this fiscal year – thanks to its participation in an incentive program offered by the Massachusetts Interlocal Insurance Association (MIIA), its insurance provider.

Committed to keeping the community safer and fiscally stronger, Wilmington's employees participated in training and seminars on town facilities management and inspections, law enforcement and public official liability training, among other initiatives support by the MIIA Rewards program.

Brian Scouten, Wilmington's Safety Committee Chairman provided the following regarding the MIIA Rewards program and the Town's focus on safety "Each department in the Town of Wilmington continues to be committed to policies and its internal set of standard operating procedures. These procedures ensure that employees perform their work in a safe and professional manner for the protection of themselves, other employees and the public. The Town partners with MIIA by utilizing their training programs as a source of continual improvement which results in credits. As noted, last year's credit totaled \$28,790 which was utilized to offset fiscal year 2022's insurance premiums."

In fiscal year 2021, MIIA awarded over \$2 million in premium credits to more than 300 of its member communities and municipal organizations – resulting in a 19-year total of over \$42.4 million in credits since the program's inception.

Stanley Corcoran, Executive Vice President of MIIA said, "Wilmington's commitment to ensure a safe workplace – is to be commended. Their targeted efforts to mitigate risk over the past year lowered their insurance costs by earning these Rewards credits. MIIA appreciates its ongoing partnership with Wilmington

and will continue to work with the town to ensure its employees continue to be well-trained and prepared to avoid unnecessary risks and losses.”

*The Massachusetts Interlocal Insurance Association (MIIA) is the non-profit insurance arm of the Massachusetts Municipal Association. As a member-based organization, MIIA’s sole focus is to provide excellent service and quality risk management and health insurance solutions to Massachusetts municipalities and related public entities. MIIA insures nearly 400 cities, towns, and other public entities in Massachusetts. For more information, visit [www.emiia.org](http://www.emiia.org) and [www.mma.org](http://www.mma.org)*

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*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LIEUTENANT GOVERNOR

Kathleen A. Theoharides  
SECRETARY

Tel: (617) 626-1000  
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January 11, 2022

Valerie Gingrich  
Director of Planning & Conservation  
121 Glen Road  
Wilmington, MA 01887

Re: Open Space and Recreation Plan

Dear Ms. Gingrich:

Thank you for submitting the draft Open Space and Recreation Plan for Wilmington to this office for review and compliance with the current Open Space and Recreation Plan Requirements. This plan was particularly thorough and has been conditionally approved through January 2027. Conditional approval will allow the town to participate in DCS grant rounds through January 2027, and a grant award may be offered to the town. However, no final grant payments will be made until the plan is completed.

Once the following items are addressed, your plan will receive final approval:

1. Section 5 – the table of town-owned recreation properties should be expanded to include columns on recreation potential (list specific recreational uses that could be developed at each site), type of grant, if any, used to purchase and/or renovate the property (fill this in completely and list which grant was received), and degree of protection. The table of town-owned conservation properties should be expanded to include columns on recreation potential (list specific recreational uses that could be developed at each site) and type of grant, if any, used to purchase the property (fill this in completely and list which grant was received). Note that this information is needed for town-owned conservation and recreation properties only. A list of any state, federal, or land trust or other private non-profit land in the town is needed.
2. Analysis of Needs – the Community's Needs section should include the needs of special groups, such as teens and seniors.
3. Action Plan – the action items should be listed in priority order with a specific grant identified when "grant" is listed as the option for funding. Please note that DCS now allows for a seven-year action plan. If the goals and objectives are spread over seven years instead of five, the plan will receive an additional two years of eligibility.
4. Letter of Review – a letter from the Regional Planning Agency is required.
5. Maps – the Inventory map should include APRs, CRs, and Chapter 61 land, as well as any non-profit land.

6. ADA – was the facility inventory form used as a basis for the information provided in this section? Please see the Open Space and Recreation Planner's Workbook for more information.

Congratulations on undertaking such an important task! Please contact me [melissa.cryan@mass.gov](mailto:melissa.cryan@mass.gov) if you have any questions or concerns, and I look forward to reviewing your final plan.

Sincerely,

*Melissa Cryan*

Melissa Cryan  
Grant Programs Supervisor





**TOWN OF WILMINGTON**  
**DEPARTMENT OF PUBLIC WORKS**

Highway  
Tree

Water & Sewer  
Parks & Grounds

Engineering  
Cemetery

**Interoffice Memorandum**

**TO:** Jeffrey M. Hull, Town Manager  
**FROM:** Michael J. Woods, Director of Public Works  
**SUBJECT:** PFAS6 Update  
**DATE:** January 14, 2022

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The Town's water system continues to function properly and all required sampling by the Regulators are being performed by staff. We sample for PFAS compounds per directive every month, and the last sample was taken on January 5. We are expecting testing results next week and do not anticipate a deviation from last month's laboratory results that were extremely low.

Samples that exceed 20 ppt are subject to public notification by the DEP and the Town Manager will be notified immediately. We will be sampling again in early February.

As with any issue concerning our drinking water, residents should not hesitate to contact the DPW at 978-658-4711 and speak with Joseph Lobao, Business and Utility Manager, directly about questions they may have.



# *Wilmington, Massachusetts*

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

January 21, 2022

TO: Board of Selectmen

RE: Town Hall Building Deficiencies

As the Town/School Administration Building Committee continues its work with the Owners Project Manager and architect to develop a schematic design and cost estimate for a joint building, residents need to understand the answer to the question "Why?" Why is it necessary to replace the Town Hall or the Roman House? Department managers who work in Town Hall have been asked to comment on the challenges and deficiencies they find in the Town Hall. Periodically, over the course of the next few months, their comments will be shared with members of the Board.

Karen Campbell, Recreation Director, states:

- The design of the building as a school has led to many compromises to make office space. There are still low countertops, black boards on walls, sinks (with cold water only) taking up space, low stalls and sinks in rest rooms and no regular office amenities (coat closets, electric outlets, etc.)
- There are no areas within the offices for private conversations with customers, vendors or employees. Our part-time seasonal employees seek guidance and advice, and periodically have issues relating to their positions. Although the 3 of us in the Department need to be readily available to the public most of the time, it would be helpful to have space for private discussions.
- We do not have any on-site storage space for our program/event equipment and supplies.
- Temperatures in the winter are often very cool and are always uneven. One sure way to get a surge of heat is to wear a sweater. We have had to wear fingerless gloves in the office on many occasions. When our office plugs in a space heater, our side of the building loses all power. Engineering is affected every time, so we no longer even try to use additional heaters.
- In the summer, the air conditioning unit is so loud that we have to turn it off to take phone calls or hold conversations.

- The Auditorium is not temperature controlled, except with ceiling fans. When we hold programs or meetings in the Auditorium in the summer, it can be extremely uncomfortable.
- We don't have any system of quick notification to another office in the event of an intruder.
- We do not have enough meeting space/classroom space. There have been many scheduling conflicts that necessitate "bumping" our programs. This is inconvenient and unfair for our customers, although it's understandable given the importance of meetings in comparison to STEM or craft class. The lack of space is especially difficult during elections with early voting that preclude our use of the Auditorium for several weeks at a time. The only other space available in the building is the Small Conference Room which is too small for a program. Additional space for programming can result in increased quantity and variety of offerings by the Rec. Dept.
- Parking can be a problem whenever there is a larger event or meeting, or if more than one meeting is scheduled. We have had to park at St. Dorothy's and walk down.



Jeffrey M. Hull  
Town Manager

cc: George Hooper, Public Buildings Superintendent



# *Wilmington, Massachusetts*

INTER-DEPARTMENTAL COMMUNICATION

January 21, 2022

TO: Board of Selectmen

RE: Update on Town / School Administration Building

On Wednesday, January 19<sup>th</sup> the Town/School Building Committee held a Zoom session with the Town's owners project manager, P3 and architect, Johnson Roberts. Chairman George Hooper noted that the Board of Selectmen had voted to accept the recommendation of the committee to site the building on the property at the corner of Middlesex Avenue and School Street. Chairman Hooper also referenced the recently printed trifold brochure that describes the two projects and noted that the information will be included with the upcoming water bills.

Phil O'Brien, from Johnson Roberts, provided design schemes of a building located against the hill near the existing Buzzell Senior Center and a second option with the building located close to Middlesex Avenue to the north of the Swain green. There was considerable discussion about possible locations along the hill and suggestions offered that constructing a building into the hill would enable access from the existing Buzzell Senior Center parking lot into the second floor of the building. This location appears to offer the greatest amount of area for parking and continuation of the existing community activities that take place on this site. There was no vote taken on the specific location for the building on this site but there does appear to be a general preference that the building be located away from Middlesex Avenue in the area of the hill.

Diagrams were presented showing the layout of space for offices, meeting rooms and storage for both the town and school administrations. Committee members posed a number of questions and offered feedback about the spaces depicted. It was noted that since the School representatives were unable to be present due to a conflict with their School Committee meeting, the information should be conveyed to Paul Ruggiero and Jesse Fennelly for their feedback. Discussion took place about studio space set aside for WCTV. A question was raised as to WCTV's expectation for space in this building. Chairman Hooper stated that he would be meeting with Ken Lord, President of WCTV Board of Directors, and would speak with him about their expectations.

Kevin A. Caira  
Selectman



# COMMONWEALTH OF MASSACHUSETTS

## Department of Telecommunications and Cable

1000 Washington Street, Suite 600, Boston, MA 02118

(617) 305-3580

[www.mass.gov/dtc](http://www.mass.gov/dtc)

2020 TOWN MANAGER  
22 JAN 14 PM 10:17

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**EDWARD A. PALLESCHI**  
UNDERSECRETARY

**KAREN CHARLES PETERSON**  
COMMISSIONER

January 11, 2022

Chairman, Board of Selectmen  
Town Hall  
121 Glen Road  
Wilmington, MA 01887

Re: License Expiration Notice

Dear Chairman:

Your cable television license (license) is set to expire on February 25, 2022. At this time, you as the Issuing Authority should be finalizing the license renewal process with Verizon New England, Inc. Pursuant to 207 C.M.R. § 3.06(2), you are required to provide a copy of the executed license to the Department of Telecommunications and Cable (Department) within seven days of execution. If you have decided to deny Verizon New England, Inc. a license, a written statement of your denial must be submitted to the Department within 14 days of your decision to deny.

If you have any questions, please do not hesitate to contact the Department at 617-305-3580 or [dte.filing@mass.gov](mailto:dte.filing@mass.gov).

Sincerely,

Shonda D. Green  
Department Secretary

1 Month



**The Commonwealth of Massachusetts**  
**Local Election Districts Review Commission**

c/o Elections Division  
One Ashburton Place, Room 1705  
Boston, Massachusetts 02108

Lilia Maselli, Chair  
Select Board  
121 Glen Road  
WILMINGTON, MA 01887-3597

January 11, 2022

ROY'S TEAM MANAGER  
1/22 JAN 19 PM 10:00

Dear Select Board Chair:

At a meeting held on October 15, 2021, the Local Election Districts Review commission considered the submission re-dividing WILMINGTON into precincts.

The Commission is pleased to inform you that this division meets the requirements of Massachusetts General Laws chapter 54, section 6, and is otherwise consistent with law and has thus been approved by the Commission. Please note that the effective date of your new precincts was December 31, 2021.

Thank you for your cooperation in this matter.

Sincerely,

LOCAL ELECTION DISTRICTS  
REVIEW COMMISSION

Hon. William Francis Galvin

Hon. Bradley H. Jones, Jr.

Beth Huang

**From:** Kevin Stevens  
**Sent:** Thursday, January 20, 2022 9:29 PM  
**To:** Lou Cimaglia; Jeff Hull  
**Subject:** Eagle Scout Project Outline

To whom it may concern,

Here is a very detailed outline of my Eagle Scout Project plan, followed by a summary of important information to be gathered from the larger, more specific proposal.

My project is to research and to erect a memorial for Leslie W. Wicks, Seaman First Class. Leslie W. Wicks, SEA1, was born in Somerville, MA on 10/10/1917 and resided at 71 Parker Street in Wilmington, MA at the time of his death. He served in the USN as a sailor in Motor Torpedo Boat Squadron 25. Wicks fought in World War II and was declared missing on 4/29/1944. At the time of his death he was serving in New Britain Island in Eastern New Guinea. Wicks was not officially declared deceased until 1/17/1946. Many KIA veterans have been recognized in town over the years. However, Wicks has no official town recognition. Wilmington is considered a Purple Heart Town, honoring all its veterans, and Mr. Wicks gave his life for the betterment of our town and country and deserves to be recognized for it. I propose we honor Mr. Wicks, with a visually appealing memorial stone including a plaque detailing his service. This would include solar lighting and aesthetically pleasing greenery. I would also like to plant a memorial garden, which may need to be deferred due to weather. As my project will be occurring in the winter, problems may arise with digging and planting a garden. If such problems arise, alternatives will be provided. If such instances should take place, I plan to use decorative gardening stones, giving the surrounding a nicer look. I propose to place this memorial in a well utilized part of town near his family home. Ideally the town of Wilmington would approve the Yentile Farm Recreational facility for this purpose. I anticipate this location being approved in front of the Wilmington Board of Directors in January, and while I have other potential sites, this is the priority spot, as it is closest to his family home. As Wilmington is very invested with its veterans, a ceremony is organized and carried out by the veterans committee for every new memorial. The current plan involves a ceremony of this sort for Leslie W. Wicks' memorial as well; however, as is tradition, this is not a part of my project. Although I am not organizing or carrying out this ceremony, I will be constructing the memorial and decorating it to fit this ceremony.

- I plan to make a veteran memorial for Leslie W. Wicks, a Seaman who was Killed in Action
- This memorial includes a large granite stone with a plaque detailing Leslie Wicks
- I also plan to create a memorial garden around the stone
- The proposed location for this memorial is somewhere within Yentile Farms
- The timeline of this project is quite strict, and I plan to be done by the end of February

Thank you very much and let me know if you have any further questions.

Kevin Stevens  
Troop 56, BSA  
Wilmington, MA