



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

June 10, 2022

TO: Board of Selectmen

RE: Wildwood School Remediation

A Zoom session was conducted on June 2<sup>nd</sup> with Attorney Art Maravelis, MIIA Counsel; Thomas Donaldson, MIIA Claims Representative; Mark Reich, Town Counsel; Susan Inman, Assistant Town Manager/Human Resources Director; George Hooper, Public Buildings Superintendent; Greg Morand, Licensed Site Professional with Omni Environmental Group, LLC; Glenn Brand, School Superintendent, and Paul Ruggiero, Assistant Superintendent of Administration and Finance, to discuss the status of remediation and efforts to pursue recovery of costs incurred due to this claim.

Attorney Maravelis has engaged in initial conversations with the attorney with Atlantic Oil Company, the delivery service responsible for overfilling the oil tank at the Wildwood School. It appears the company has accepted responsibility for the incident. Further discussions will follow to seek all costs incurred related to this incident. The Massachusetts Interlocal Insurance Association (MIIA) is seeking to recover the \$500,000 which they have paid to vendors associated with the remediation. However, MIIA is awaiting the final determination of costs borne by the Town so that a joint claim can be pursued with the responsible parties. At present, estimated costs in excess of insurance coverage is \$945,010. (An estimate to replace the leaching field is being obtained which will add to that cost.) A meeting with the Finance Committee will be scheduled for later in June to seek funding from the reserve fund to cover these unanticipated costs. Town Counsel will be seeking to recover those costs from Atlantic Oil Company.

Jeffrey M. Hull  
Town Manager

cc: Susan Inman, Assistant Town Manager/Human Resources Director  
George Hooper, Public Buildings Superintendent





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

June 10, 2022

TO: Board of Selectmen

RE: Rail Crossing Safety Issues Update

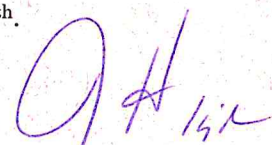
A Zoom session took place on June 2<sup>nd</sup> to receive an update on MBTA efforts to reduce irregular signal control issues at the rail crossings in town. Michael Muller, MBTA Executive Director of Engineering and Maintenance for Commuter Rail; Ryan Coholan, MBTA Chief Railroad Officer; Jody Ray, Deputy Administrator, Abdellah Chaijai, CEO with Keolis, Senator Bruce Tarr; Chairman Judith O'Connell and I participated in the session.

Mr. Chaijai reported that improvements to the ballast and signal circuitry on all 11 crossings have been completed. Air conditioning (AC) has been installed in some of the bungalows without it. Five of the 11 crossings had bungalows without AC which included crossings at Glen Road, Salem Street, Clark Street, Woburn Street and Kilmarnock Street. Two of the bungalows (Woburn Street and Kilmarnock Street) are not large enough to accommodate AC units. The installation will be completed by the week of June 6<sup>th</sup>. Battery replacement is taking place at each location and being relocated outside of the bungalows in concrete vaults at grade. The batteries serve as back up power.

Mr. Muller reviewed the recent cases in which incidents had been reported at crossings. Some discussion took place regarding a reported incident in which a train was disabled on the Lowell line and passengers reportedly disembarked into the back yard of a resident. Mr. Muller stated that passengers were being advised to disembark to enter another train. He noted that standard protocol would not call for passengers to be permitted to simply enter residential yards. The report from the investigation of the fatality that occurred at the north Wilmington crossing has been completed. The MBTA's safety subcommittee is expected to receive the report at an upcoming meeting in July. No details are being provided prior to that meeting. The meeting of the safety subcommittee is a posted public meeting and the Town will be advised when the final date and time is set.

Work has been completed in response to Federal Transit Administration (FTA) questions about the planned platform at the north Wilmington commuter rail station. Mr. Muller could not verify whether the information has been sent to FTA or how long they would take to review the information. The FTA is reviewing the design for accessibility to patrons seeking to use the platform to enter or exit a commuter rail train. If approval is granted, the work can be completed in about one year. The design is similar to a platform constructed in Bourne.

The group will hold its next Zoom session on June 15<sup>th</sup>.

  
Jeffrey M. Hull  
Town Manager





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

June 10, 2022

TO: Board of Selectmen

RE: Appointment of Treasurer/Collector for August 1, 2022

As you know, Pamela MacKenzie will be retiring from the position of Treasurer/Collector on July 31, 2022. The Town continues, as it has in the past, cultivating talent from within to step up to new challenges. Elizabeth Lallemand, the Town's current Assistant Finance Director, will be promoted from the "on deck circle" to the position of Treasurer/Collector as of August 1<sup>st</sup>, 2022. Ms. Lallemand has over 18 years of experience in various finance roles including: Assistant Finance Director, Assistant City Accountant in Amesbury and Senior Bookkeeper in the City of Amesbury. In addition, her previous experience in banking and various coursework in business and accounting further supports her readiness for the position of Treasurer/Collector.

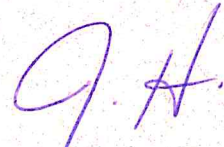
Beth is no stranger to conquering challenges in her time in Wilmington. She was recently an instrumental part of a restructuring of the Payroll/Benefits functions in the Town. She received this critical assignment primarily by being a team player willing to take on whatever was asked of her – including oversight of payroll. With a multitude of unions and the uniqueness of so many contractual agreements, Beth persevered through a challenging transition.

While she might have thought the challenges were at bay, the Town then ramped up its previous initiative to transition to Munis as an Enterprise Resource Planning (ERP) solution to manage financials, procurement, human resources, payroll, and revenues. Beth has had a key role in the Munis project because of her experience using the product and her previous experience with municipal software conversions. Her current role includes facilitating training and assisting the staff with Munis, most recently in decentralizing the Accounts Payable operations. Beth's experience, her intelligence, and her all-around pleasant demeanor have been key to her successful support of this second major project in the Town of Wilmington, and she has agreed to continue to support this initiative in her new role.



Ms. Lallemand's interest in the Treasurer/Collector position is a fortunate development for the Town as the need for Treasurer/Collectors statewide has made recruitment very challenging. Her entrance into the Treasurer/Collector position will be supported by education as she embarks on a certification process that will take between 5 to 7 years. In addition, the Massachusetts Treasurer/Collector Association will assign Beth a mentor, another Town's Treasurer/Collector to support her transition into the role.

We are very confident that Beth's perseverance and attention to detail will continue to deliver the excellence we have come to expect from Beth. Lastly, we wish our current Treasurer/Collector, Pamela MacKenzie, a wonderful retirement and thank her for her years of dedicated service.



Jeffrey M. Hull  
Town Manager

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





Town of Wilmington  
Public Buildings Department

June 9, 2022

TO: Susan Inman

RE: MIIA Rewards Program

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Once again, the town of Wilmington has been notified by MIIA Insurance Company that we have had another successful year in the MIIA rewards program. This year earning a total of \$32,868.00 in rewards credit. Wilmington also once again continues to place in the top 10% of the 400 communities in this program. This continued success is from the dedication, efforts and hard work of our Safety Committee Members, all who are committed to assure that all our departments, staff, supervisors and facilities are fully trained, supervised and work is performed safely at their best in safe working conditions, by developing better procedures and policies to provide the highest quality of service to students, parents, staff and residences of the Wilmington community.

Thank you.

Brian Scouten  
Assistant Superintendent of  
Public Buildings Dept.  
Safety Committee Chair



Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

Shawsheen Valley  
6/6/2022

Re: EXCESS AND DEFICIENCY - Shawsheen Valley

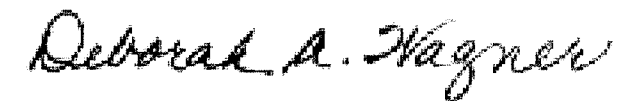
Based upon the unaudited balance sheet submitted, I hereby certify that the amount of excess and deficiency or "E & D" as of July 1, 2021 for Shawsheen Valley is:

General Fund \$1,615,966.00

This certification is in accordance with the provisions of G. L. Chapter 71, §16B½, as amended. The unencumbered funds certified above in excess of five percent of the operating budget and budgeted capital costs for the succeeding fiscal year must be applied to reduce the current fiscal year's assessment. For your district, this excess amount equals \$0.00.

This certification letter will also be e-mailed to the school superintendent, the board of selectmen in each member town and the city council in each member city immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

Sincerely

A handwritten signature in cursive script that reads "Deborah A. Wagner".

Deborah A. Wagner

Director of Accounts  
Massachusetts Department of Revenue



SUBMITTED BY	Melanie Hagman	DISTRICT	Shawsheen Valley RSD
PHONE	978-667-2111	SUBMISSION DATE	05/20/22
FIELD REP	Bobbi Colburn	SUBMISSION COMPLETE DATE	06/02/22

**EXCESS AND DEFICIENCY CALCULATION**

<b>BEGIN:</b>		
UNRESERVED FUND BALANCE/EXCESS AND DEFICIENCY		1,624,759
<b>LESS:</b>		
OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS		
SR: Title I		7,377
SR: MCAS		32
SR: Culinary		1,384
Additional Sheet		-
		8,793
<b>ADD:</b>		
CIRCUIT BREAKER, OTHER CLOSED ACCOUNTS, ADJUSTMENTS		
		-
TOTAL CERTIFIED UNENCUMBERED EXCESS AND DEFICIENCY		1,615,966

**UNENCUMBERED E & D IN EXCESS OF 5% CALCULATION**

OPERATING AND CAPITAL BUDGET	33,505,515
5% OF BUDGET	1,675,276
TOTAL IN EXCESS	-

REVIEWED BY:

Bobbi Colburn

DATE: 6/2/2022

PLEASE SEE CERTIFICATION LETTER

FOR DIRECTOR OF ACCOUNTS APPROVAL





NEWHOUSE LAW, P.C.  
80 MAIN STREET  
WILMINGTON, MASSACHUSETTS 01887  
TEL: 978-658-3000  
FAX: 978-694-1661

*Via Electronic Mail To*  
*joconnell@wilmingtonma.gov*

June 7, 2022

Judith L. O'Connell, Chair  
Board of Selectmen  
Town of Wilmington  
121 Glen Road  
Wilmington, MA 01887

**RE: Proposed 40B—Baldwin Landing**  
**Wilmington, MA**  
**MH ID NO. 1150**

Dear Chair O'Connell:

The purpose of this letter is twofold. First, be advised that in response to comments we have received in the past two weeks, my client is working to revise conceptual plans for the development, in order to replace the proposed garden style apartment to be located in the rear of the site with three-story buildings that have a more colonial design and appearance. I will forward copies of revised plans upon receipt.

Second, in furtherance of your inquiry at the Board of Selectmen's meeting on May 23, 2022, my client is ready, willing and able to arrange for the development team to meet with Town officials, in order to re-visit the prospective development of the site with a five-lot conservation subdivision. Given time constraints associated with the comprehensive permit (40B) process, time is of the essence in conducting that review. To that end, if you or the Town Manager could suggest a couple of meeting dates and times for late this week or sometime next week, I will bring these dates to the development group in the hopes of reviewing this option as soon as possible.

We leave it to the Town's judgment as to who should attend the meeting, but it seems that at a minimum, the input of the Planning Director and the Town Engineer would be essential.



Kindly contact me by email or telephone to advise of possible meeting dates, and I will pass these alternatives along to my client, permitting agent Kristen Costa, and civil engineer Steve Sawyer.

Very Truly Yours,

  
Michael J. Newhouse, Esq.

MJN

cc: Jeffrey Hull, Town Manager  
Valerie Gingrich, Director of Planning & Conservation  
Paul Alunni, Town Engineer  
Stephen Sawyer, GM2  
Kristen Costa  
Client





## 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:** 79 Nichols Street – Proposed 40B Development  
**Date:** June 9, 2022

An application was submitted to MassHousing on May 13, 2022 for Site Eligibility Approval under Massachusetts General Law (MGL) Chapter 40B for a proposed 20-unit 40B development at 79 Nichols Street. The proposal consists of four single family homes and a four-story, 16-unit rental apartment building at the rear of the site.

On May 17, 2022, the Town received a letter from MassHousing giving notice of the application and asking for comments from the Town within 30 days. To provide additional time for review, Town staff reached out to MassHousing about extending the comment period and the request was granted, resulting in a comment deadline of July 1, 2022.

An informational session was held during the Select Board meeting on May 23, 2022 at which the applicant's representatives, Attorney Michael Newhouse and Kristen Costa, gave an overview of the proposed 20-unit 40B development at 79 Nichols Street. At the meeting, residents expressed a number of concerns, including the density and style of the proposed housing, and traffic safety concerns on Nichols Street.

At the MassHousing site visit on May 31, 2022, Michael Busby from MassHousing advised the applicant's representatives that the proposed four-story garden style rental building would likely fail to meet the design review requirements that MassHousing uses to evaluate proposed developments. On June 7, 2022 Mr. Busby informed me that MassHousing requested that the applicant revise the plans to include a building typology that would fit into the context of the existing single-family neighborhood. Mr. Busby suggested that the Town hold off on providing comments since the plans will be revised. Once the revised plans are received by MassHousing, Mr. Busby stated that he will send the Town a new comment request letter with a new comment deadline date.

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



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

June 3, 2022

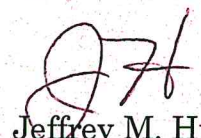
TO: Board of Selectmen

RE: KP Law Training

Attached is the sample of topics of KP Law training that is available to the Town. In accordance with the agreement between the Town and KP Law, they will provide two trainings at no additional cost to the Town. You will note the highlighted topics have been previously conducted by KP Law. The June 13<sup>th</sup> agenda will include a "Board to Consider" establishing training topics for fiscal year 2023. Topics that I would suggest the Board consider are:

Acquisition and Disposition of Land, Leases, Easements and Restrictions  
Effective Enforcement for Zoning, Planning, Health Boards, and  
Conservation Commissions

The Town is occasionally required to obtain easements and engage in the acquisition and disposition of property. This topic may be beneficial to Board members in addition to personnel in some departments. The second topic would be useful with respect to providing guidance to the named departments in addition to Board members with an understanding of the enforcement tools available to the respective boards and committees.

  
Jeffrey M. Hull  
Town Manager

Attachment



**SEMINARS AND WORKSHOPS:**  
**Knowledge is Prevention**

Topics Include:

- |  |   |
|--|---|
| The New Public Records Law: Technical Requirements and Practical Implications                      | Betterment Assessments  |
| Land Use and Zoning Law Updates  | Private and Public Ways – Municipal Duties and Liabilities                              |
| Tax Title Foreclosure Basics   | How to Conduct a Liquor License Hearing   |
| Basic Zoning Code Administration and Enforcement   | Municipal Tort Claims and Street Defects  |
| What Municipalities and Public Entities Should Know About CORI Reform in Massachusetts             | Effective Enforcement for Zoning, Planning, Health Boards, and Conservation Commissions |
| Public and Private Ways: Navigating Your way through the Law on Highways and Byways                | Cable TV – License Negotiations in the Age of Competition                               |
| Everything You Always Wanted to Know About Town Meeting but Were Afraid to Ask                     | Acquisition and Disposition of Land, Leases, Easements, and Restrictions                |
| Massachusetts Gaming Law   | Avoiding Unfair Labor Practice Charges  |
| Community Preservation Act   |   |
| Writing Sound Decisions for Planning Boards, Zoning Boards of Appeal, and Conservation Commissions |   |
| Drafting Reasonable Wetlands By-laws and Regulations to Withstand Successful Challenge             |   |
| Open Meeting Law   |   |
| Pre-existing Nonconforming Residences  |   |
| Street Layout Process  |   |
| Comprehensive Permits  |   |
| Discrimination/Harassment Avoidance Training   |   |
| How to Conduct a Flawless Public Hearing   |   |
| Disciplining Public Employees with Due Process   |   |
| Conflict of Interest   |   |
| Show Cause and Disciplinary Hearings   |   |
| Land Use Law and Procedures  |   |
| Procurement and Contracting  |   |



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION


FROM THE TOWN MANAGER

May 27, 2022

TO: Board of Selectmen

RE: Maple Meadow Brook Monitoring Wells

Olin Corporation has been directed by the U. S. Environmental Protection Agency (EPA) to prepare a plan to continue sampling monitoring wells in the Maple Meadow Brook to the south of Town Park and the Middlesex Canal for the presence of NDMA. Olin submitted the attached document which has been reviewed with the EPA resulting in the EPA giving the Town the opportunity to offer comment on their proposed plan. Also attached is the response document from GeoInsight (now known as Verdantas), the Town's environmental consultant, to EPA recommending measures to be taken by Olin.

  
Jeffrey M. Hull  
Town Manager

## Attachment

cc: Shelly Newhouse, Health Director  
Michael Woods, Public Works Director  
Valerie Gingrich, Planning/Conservation Director  
Jamie Magaldi, Public Works Operations Director  
Joseph Lobao, Public Works Business & Utilities Manager



# 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 well 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.

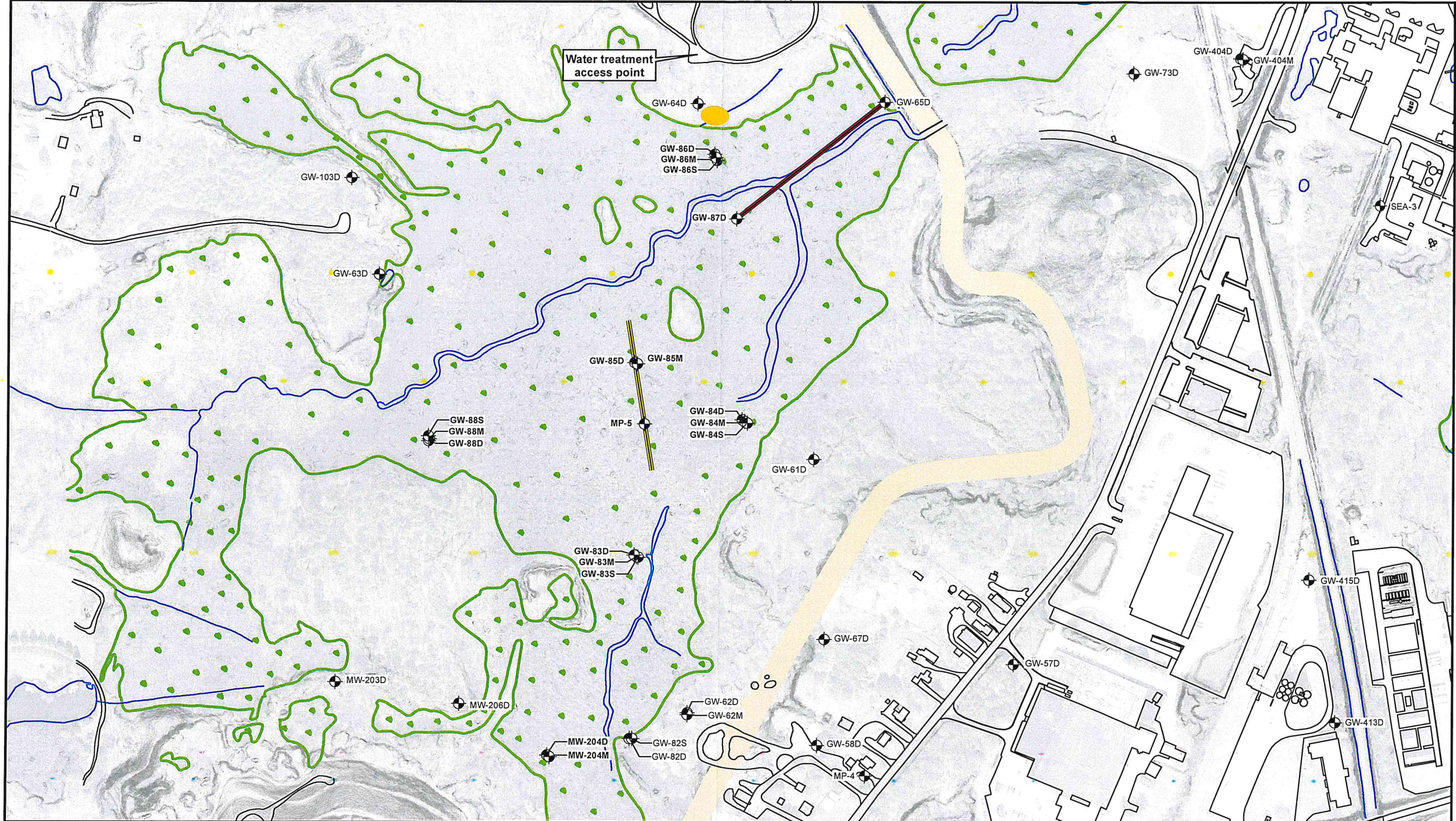
The proposed geophysical work may be completed prior to or concurrently with the monitoring well modification and sampling activities depending on the outcome and timing of the initial test.

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





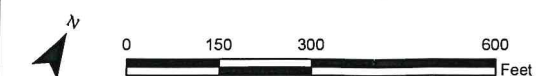
Monitoring Well  
GW-85M Need access by the Marsh Master

#### Legend

- Possible Launch Location
- Potential POC Transect 1
- Potential POC Transect 2
- Middlesex Canal
- Road
- Structure
- Surface Water
- Wetland

wood.

Wood  
Environment & Infrastructure Solutions  
271 Mill Road  
Chelmsford, MA 01824



#### MMB Wells within Wetlands

Prepared/Date: EFB 03/23/22 Checked/Date: JFR 03/23/22



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.

## PROJECT MEMORANDUM

To: Christopher Kelly  
United States Environmental Protection Agency

Date: May 24, 2022

From: Kevin Trainer and Robert Reynolds  
GeoInsight Project 5611-005

Cc: Valerie Gingrich and Jeff Hull  
Town of Wilmington

Re: Maple Meadow Brook Wetlands Access  
Olin Chemical Superfund Site  
Wilmington, Massachusetts

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GeoInsight, Inc. (GeoInsight) prepared this memorandum to provide comments and recommendations associated with proposed activities in the Maple Meadow Brook (MMB) wetlands in Wilmington, Massachusetts. These activities will be conducted by Olin Corporation (Olin) as part of investigations associated with the Olin Chemical Superfund Site (OCSS). Activities at the OCSS are being conducted under the oversight of the United States Environmental Protection Agency (USEPA).

### BACKGROUND

The MMB wetlands are drained by Maple Meadow Brook, which flows to the north and ultimately discharges to the Ipswich River. Monitoring wells were previously installed in the MMB wetlands by Olin to collect groundwater quality samples and to evaluate for the presence of dense aqueous phase liquid (DAPL) originating from the OCSS. As part of ongoing investigation activities for the OCSS, Olin will require access to the MMB wetlands for collecting groundwater and geophysical data, as described in an April 12, 2022 technical memorandum from Olin. The current water level in the MMB wetlands makes it difficult to safely access the monitoring wells by the previously-used methods (e.g. wading, canoe, or flat-bottomed boat), and therefore alternative approaches were evaluated.

Olin has proposed to use a Marsh Master amphibious vehicle to access the monitoring wells, collect groundwater samples, and conduct a geophysical survey. The Marsh Master has been used at fresh and saltwater wetlands at other locations, but specific information regarding the operation of the Marsh Master in a wetland similar to the MMB wetlands was not provided. The Marsh Master would access the MMB wetlands from the Butters Row water treatment facility, which is located to the north of the MMB wetlands. Turf protection mats will be placed at the edge of the wetlands to reduce damage at the wetlands entry and exit point. Ongoing field activities using the Marsh Master are expected to be conducted into the future, possibly on a quarterly (i.e., once every three months) basis.



## COMMENTS AND RECOMMENDATIONS

GeoInsight offers the following comments and recommendations associated with the proposed field work.

### Operations Plan

Olin should prepare an Operations Plan, or equivalent, before commencement of activities. The operations plan should include additional information regarding the proposed field operations including, but not limited to, the following:

- cleaning procedures that will be used prior to each field event (and before arrival in Wilmington) to remove sediment and vegetation, particularly invasive species, from the Marsh Master and other field equipment;
- a spill prevention and cleanup plan to address potential spills of fuel or other potentially hazardous fluids from the Marsh Master and supporting vehicles (if present) during operation;
- identification of the spill response materials that will be present on-site in the event of a spill; and
- information regarding vehicle fueling and maintenance operations (e.g., where the Marsh Master and supporting vehicles, if present, will be fueled or maintained, how fueling will be conducted to prevent potential spills, etc.).

### Field Monitoring

The degree of sediment disturbance and associated turbidity generation in the surface water generated by the operation of the Marsh Master in the MMB wetlands is unknown. An increase in suspended sediment could have detrimental effects to biota in the MMB wetlands. Although it is hoped that the disturbance will be localized and of short-duration, monitoring should be conducted to identify the degree of sediment disturbance.

Monitoring should be conducted by measuring turbidity at mobile or fixed monitoring stations and comparing those measurements to baseline values. Mobile monitoring could be performed from the Marsh Master vehicle. Fixed monitoring stations should be identified at safely-accessible locations in or near the proposed work area, and at a location suitable to evaluate potential downstream effects (e.g., where MMB crosses the former Middlesex Canal). Turbidity baseline values should be established by the pre-activity turbidity measurements at the sampling stations, or using a reference location that is outside of the area that could be affected by the proposed activities.

Monitoring from the Marsh Master vehicle would provide information on how quickly sediment generated by the vehicle settles out. If multiple consecutive measurements of turbidity in the measuring stations exceed a reference value (e.g., 10 nephelometric turbidity units [NTUs] above the baseline value), then sediment reduction measures (described below) should be implemented with approval of USEPA. If two consecutive turbidity measurements exceed a threshold value (e.g., 30 NTU above the baseline value), then field activities should temporarily cease until additional sediment reduction measures are identified and implemented.

Overhead drone imagery would also be useful to identify longer-term adverse effects or injury to the MMB wetland resources, if present, and to focus future restoration efforts in affected areas.

Pre-investigation imagery should be used to establish a baseline of conditions in the proposed work area. Periodic follow-up overhead imaging should be conducted to identify changes over time (e.g., annually).

Monitoring of the upland area in the location where the Marsh Master enters the marsh should also be conducted to evaluate the effectiveness of the proposed turf protection mats and potential damage associated with entering and exiting the wetlands.

#### **Sediment Reduction Measures**

Olin should identify sediment reduction measures that will be, or could be, implemented during the field activities. These measures could include:

- changes to the Marsh Master operation (e.g., reducing speed, taking different paths); and
- physical controls that could be implemented inside, or on the perimeter of, the work area (e.g., siltation fencing, floating sedimentation barrier, wattles, haybales).

#### **Restoration Plan**

Olin should prepare a restoration plan that describes future restoration activities that would be conducted to address damages caused by the field activities. It is understood that the restoration plan may be revised in the future, depending on future activities that may be conducted in the MMB wetlands.





## Community Update (May 2022)

### *Olin Chemical Superfund Site - Wilmington, Mass.*

- Throughout the spring, EPA held a series of interviews to further understand community members' concerns about the site. The feedback will be incorporated into a Community Involvement Plan (CIP), which will guide EPA's community involvement process for the site. EPA aims to have a draft CIP completed this summer for public review and comment.
- EPA is continuing to oversee subsurface investigation activities in areas east, north, and west of the 51 Eames Street Olin property. The purpose of these studies is to confirm the depth and shape of the bedrock surface to improve the efficiency of remediation within the aquifer.
- In May, Olin will begin a study to evaluate options to treat "Dense Aqueous Phase Liquid" (or "DAPL") and contaminated groundwater that will be pumped out of the aquifer. EPA estimates that the study, called a "treatability study," will take 9-10 months to complete.
- EPA continues its negotiations with the Potentially Responsible Parties (PRPs) for the site, with the goal of reaching an agreement (a Consent Decree) to conduct or finance the cleanup actions selected in EPA's March 2021 [Record of Decision](#).



For more information, please contact:  
Charlotte Gray  
EPA Community Involvement Coordinator  
(617) 918-1243  
[gray.charlotte@epa.gov](mailto:gray.charlotte@epa.gov)  
[www.epa.gov/superfund/olin](http://www.epa.gov/superfund/olin)





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

June 10, 2022

TO: Board of Selectmen

RE: Update on Town Hall / School Administration Building Committee

The Town Hall / School Administration Building Committee met on June 1<sup>st</sup> to review two options for placement of the building on the former Swain School site. Scheme B located the building closer to Middlesex Avenue and just south of the entrance and exit directly off Middlesex Avenue. The scheme would result in a net loss of 14 parking spaces over the existing complement of parking spaces. Scheme F places the building at the rear of the Swain parking lot and at the base of the hill. The building's northerly side is 25 feet away from the stream which runs down the hill into a catch basin on the edge of the parking lot. This option results in a net gain of 57 parking spaces. One concern is the proximity of the proposed building to the Buzzell Senior Center. There is approximately 33 feet of area separating the Buzzell Senior Center from the southerly portion of the proposed building. A suggestion was offered that a patio or other type of gathering space could be located between the buildings. Committee members voted unanimously to instruct Phil O'Brien, from Johnson Roberts Associates, Inc. to proceed with design of the building based upon Scheme F.

Discussion took place about scheduling a public forum for July 13<sup>th</sup>. Scheduling the forum on that date will provide the architect with time to further develop the details of the building and to present that detail to the committee for review. Dan Pallotta indicated that the timeline will be tight and that elevations need to be completed by mid-August with cost estimates completed by mid-September in order to be ready for a late fall Special Town Meeting.

Kevin A. Caira  
Selectman

Attachment

cc: George Hooper, Chairman, Town Hall / School Administration Building Committee



**JOHNSON  
ROBERTS**  
ASSOCIATES INC.

**ARCHITECTS**

# **Town Hall • School Administration Building**

**Wilmington, Massachusetts**

June 1, 2022

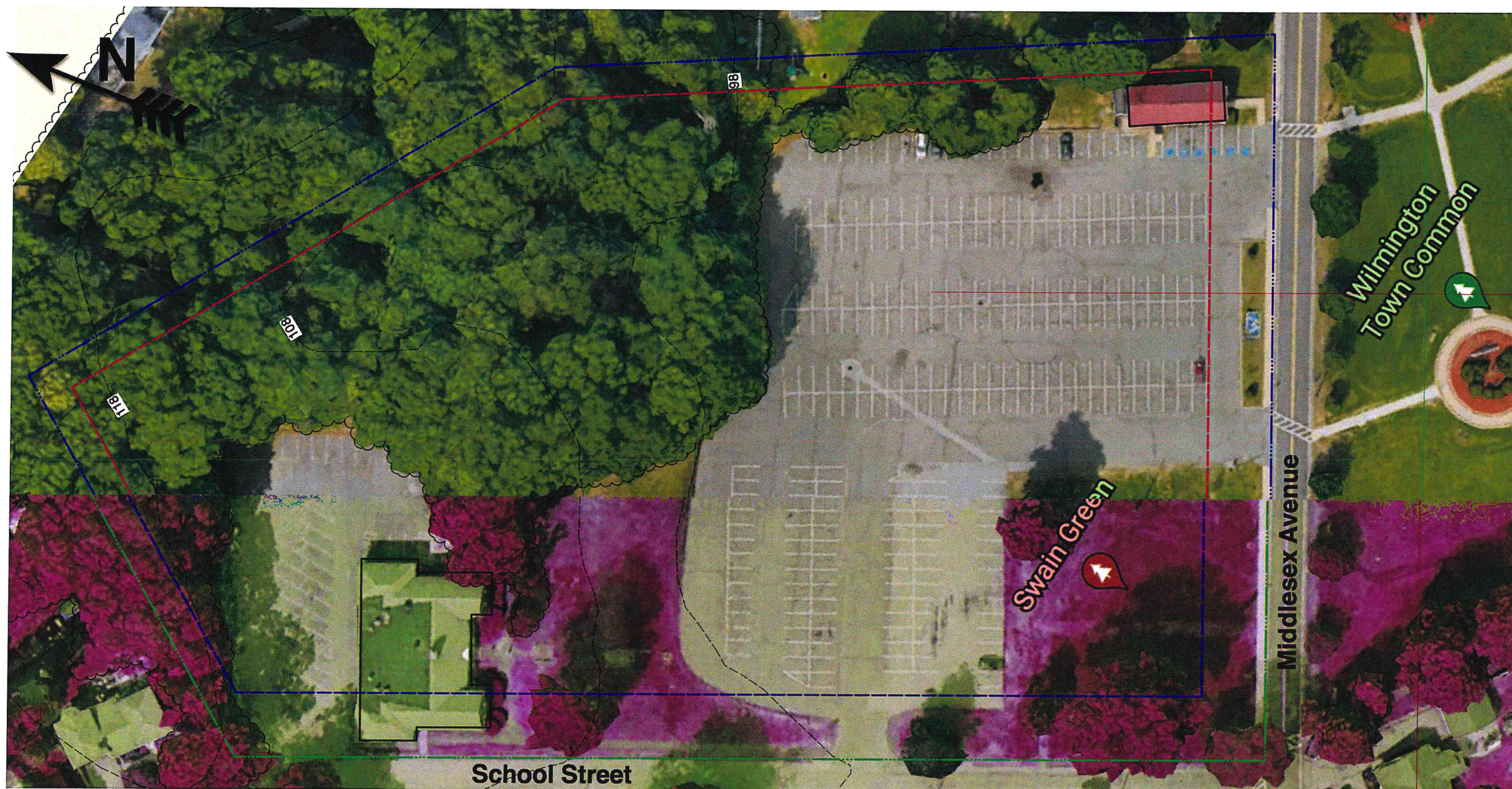
- Sketch Models
- Scheme B
- Scheme F





# Wilmington Town Hall • School Administration Building

## Site - Existing Conditions

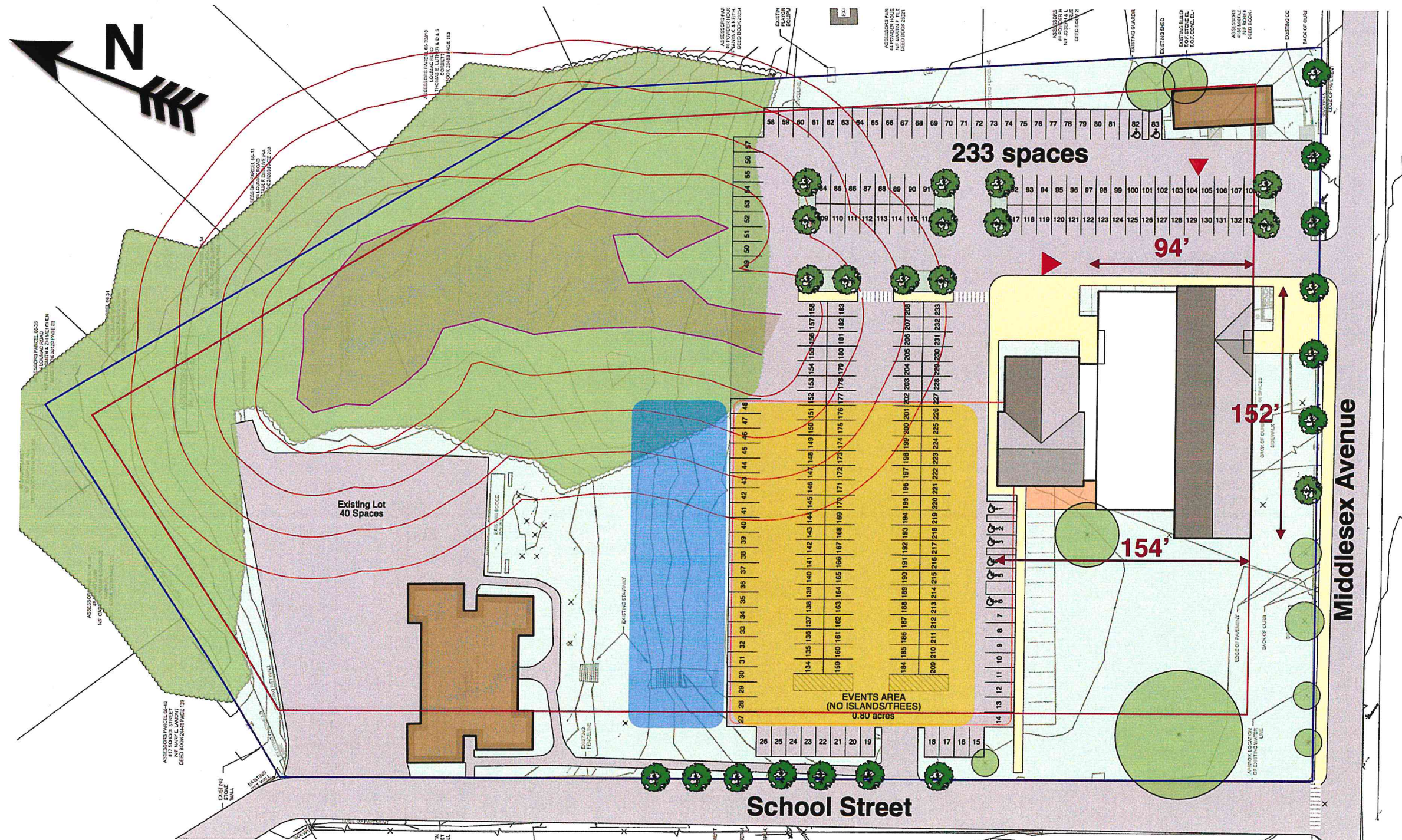




# Wilmington Town Hall • School Administration Building

## Site Diagram - Scheme B.3

**B.3**



**Parking Analysis**  
(Potential Parking)

**233 spaces**  
**247 spaces existing**  
**14 net lost**

**140 spaces req'd**  
**93 spaces avail.**

**\*± 40 spaces**  
**could be added in**  
**blue area**

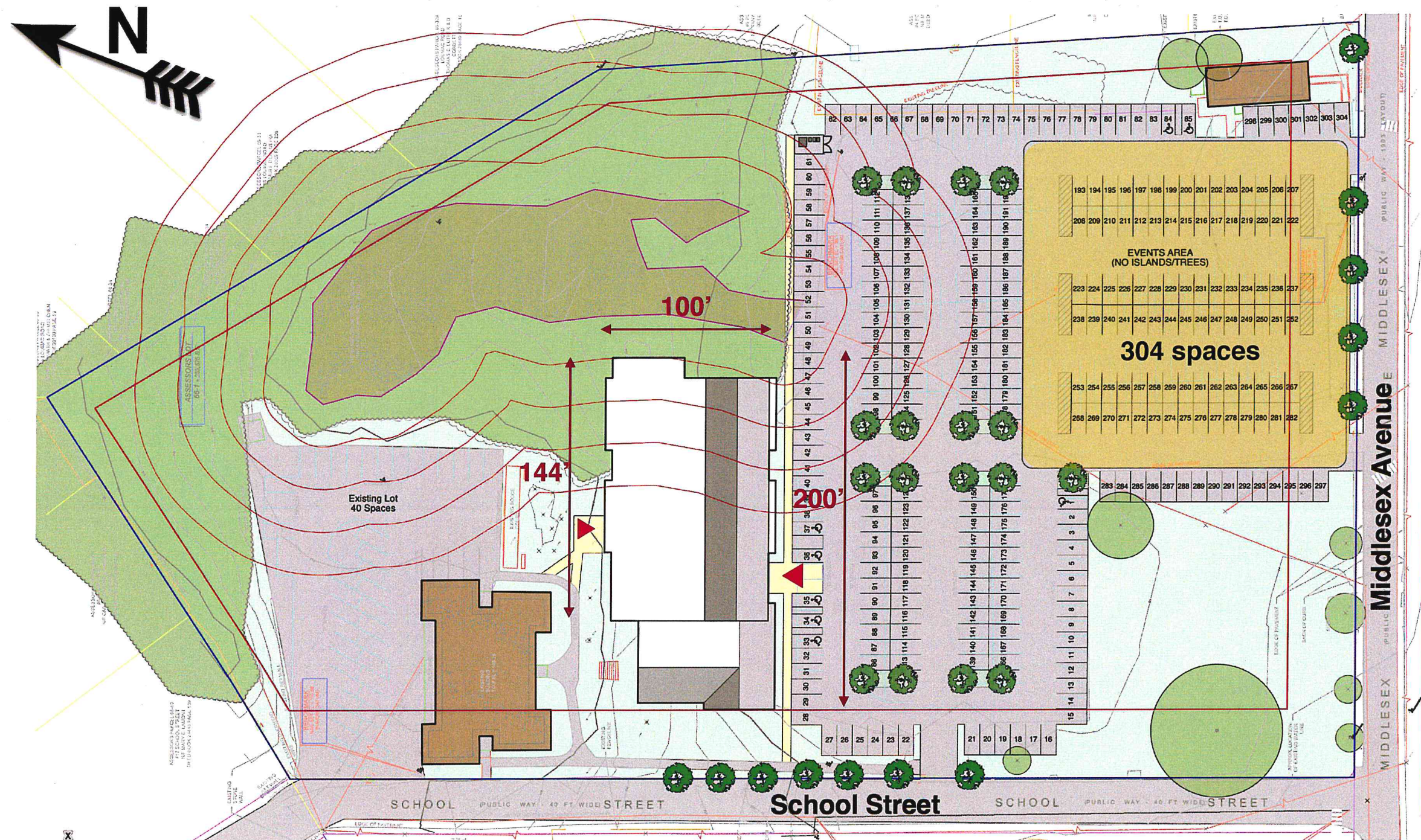
**Note: Count does**  
**not include Buzzell**  
**lot; 40 spaces**



# Wilmington Town Hall • School Administration Building

## Site Diagram - Scheme F

F



### Parking Analysis (Potential Parking)

304 spaces  
247 spaces existing  
57 net added

140 spaces req'd  
164 spaces avail.

Note: Count does not include Buzzell lot which contains 40 spaces.

Additional Spaces at Buzzell do not look feasible.



JOHNSON  
ROBERTS  
ASSOCIATES INC.

ARCHITECTS

# Wilmington Town Hall • School Administration Building

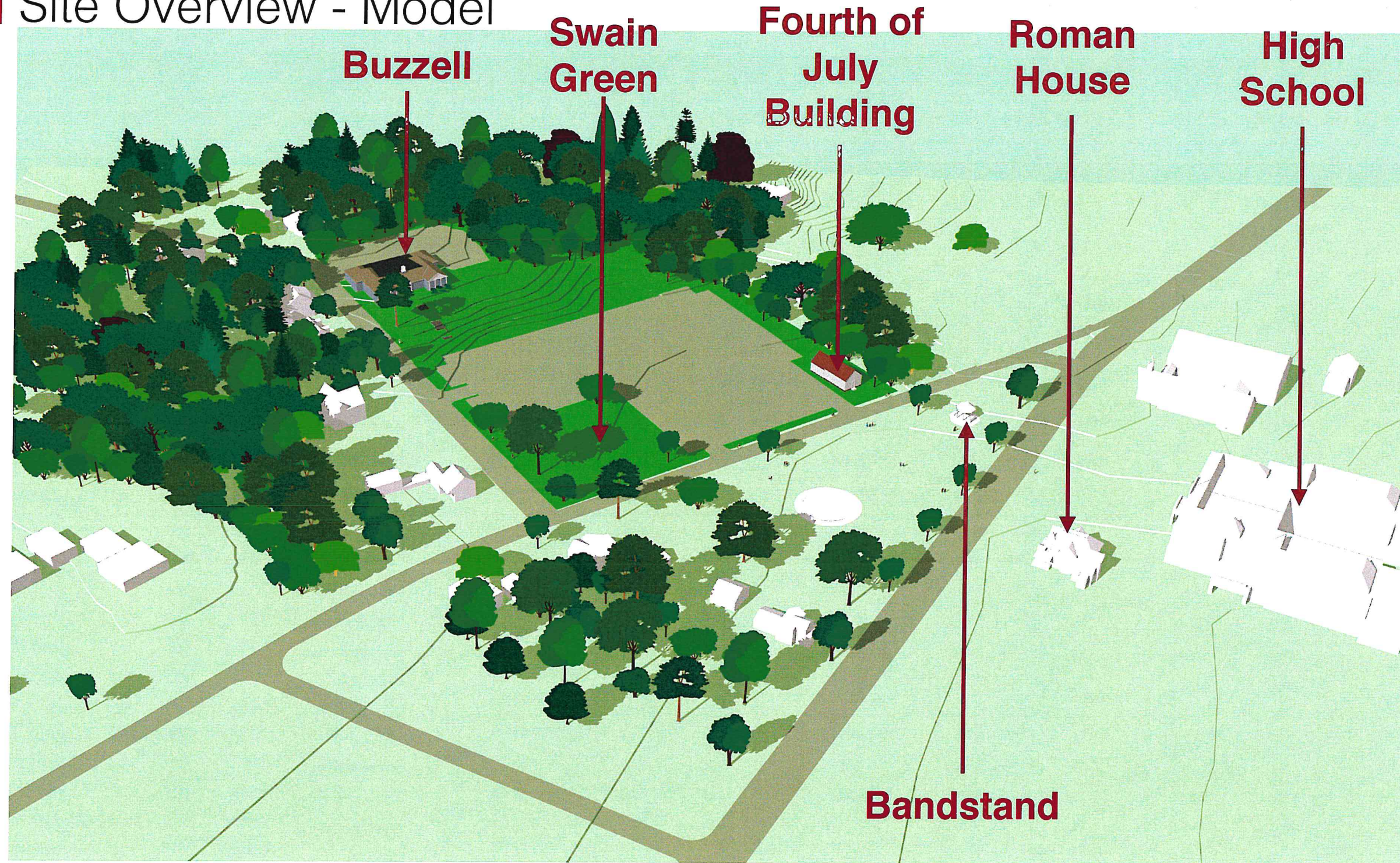
## Site Overview





# Wilmington Town Hall • School Administration Building

## Site Overview - Model





# Wilmington Town Hall • School Administration Building

Bird's-Eye View Scheme B.1 - Image from March 2, 2022 Meeting

**B.1**

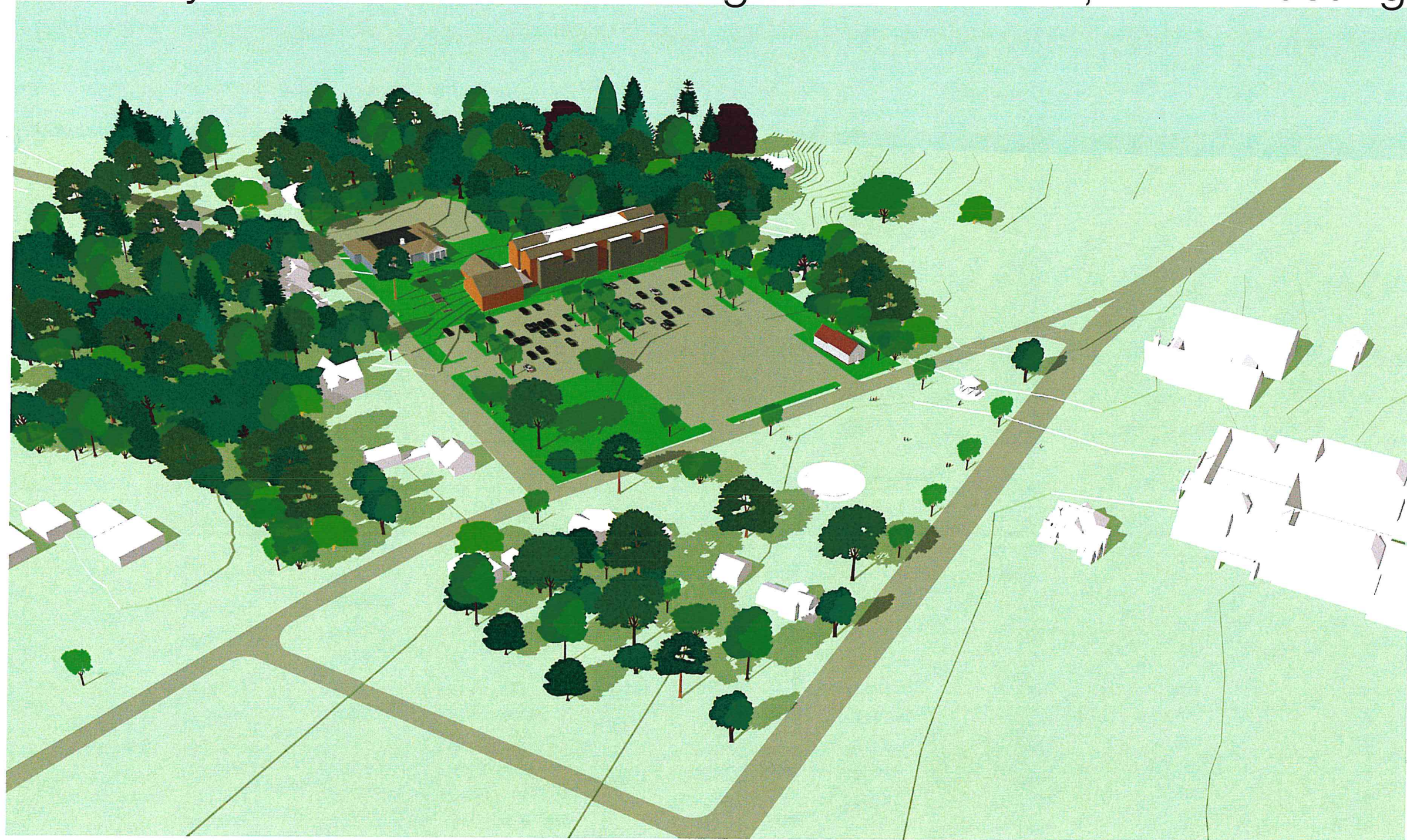




# Wilmington Town Hall • School Administration Building

Bird's-Eye View Scheme D - Image from March 2, 2022 Meeting

D





# Wilmington Town Hall • School Administration Building

## Bird's-Eye View Scheme F - New Image

F

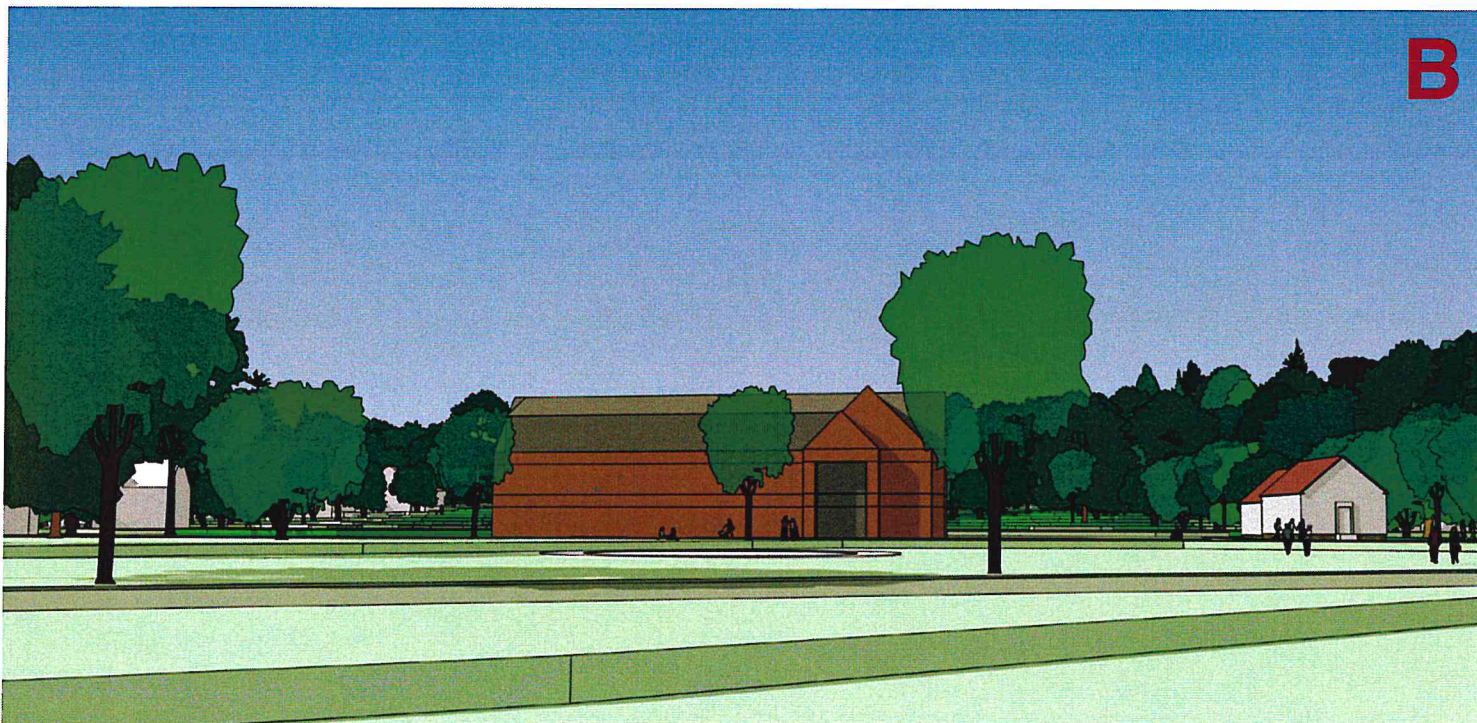


New Image



# Wilmington Town Hall • School Administration Building

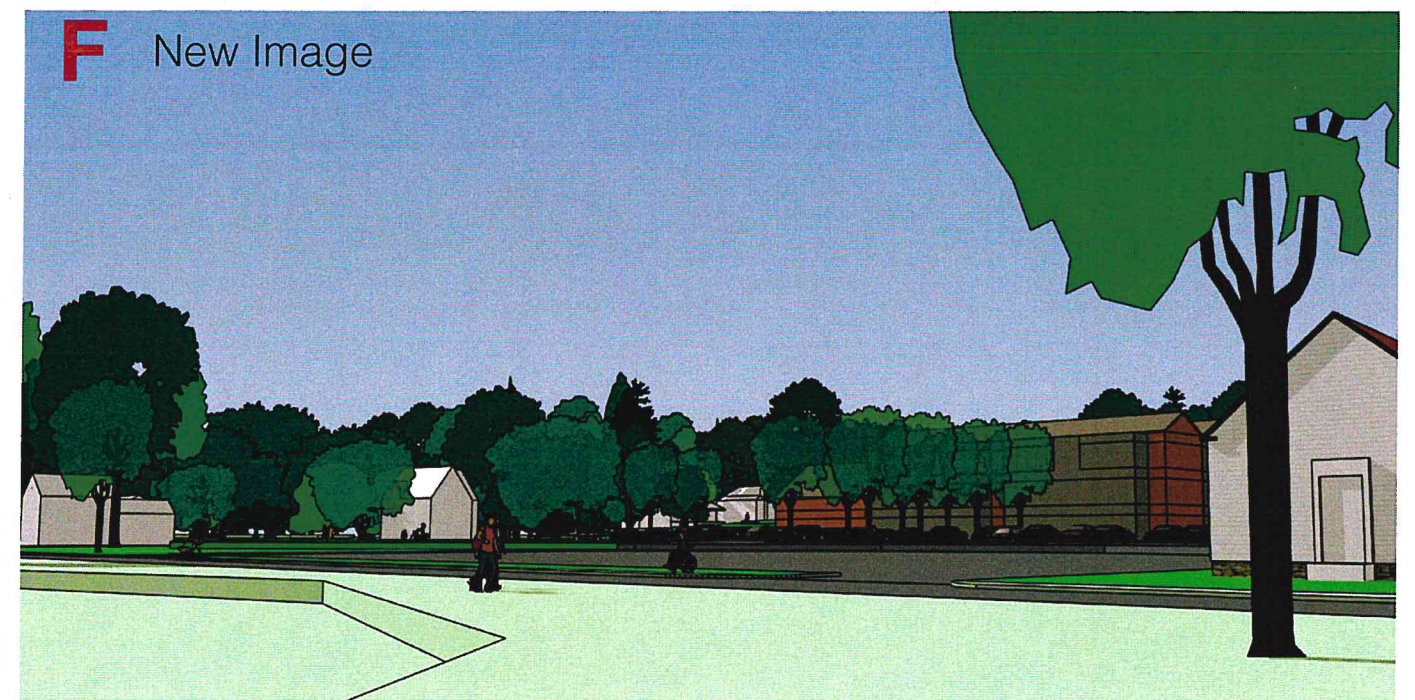
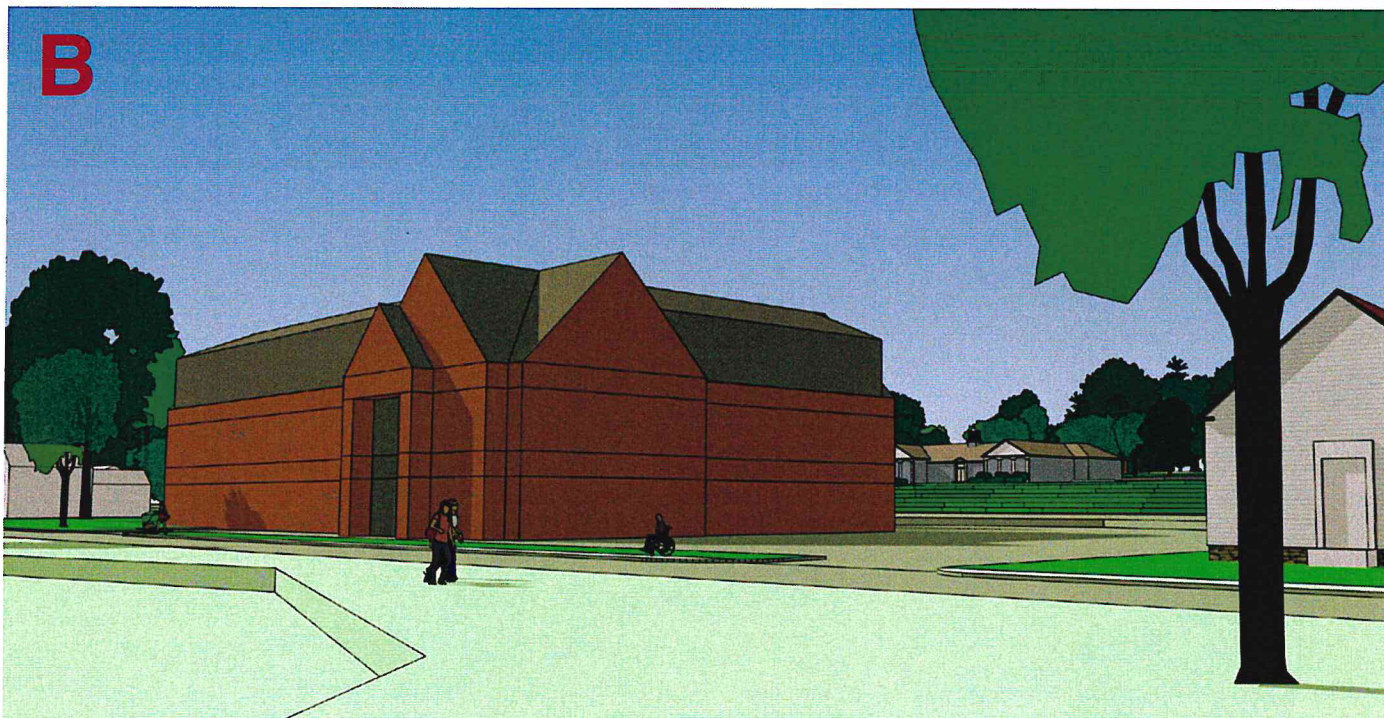
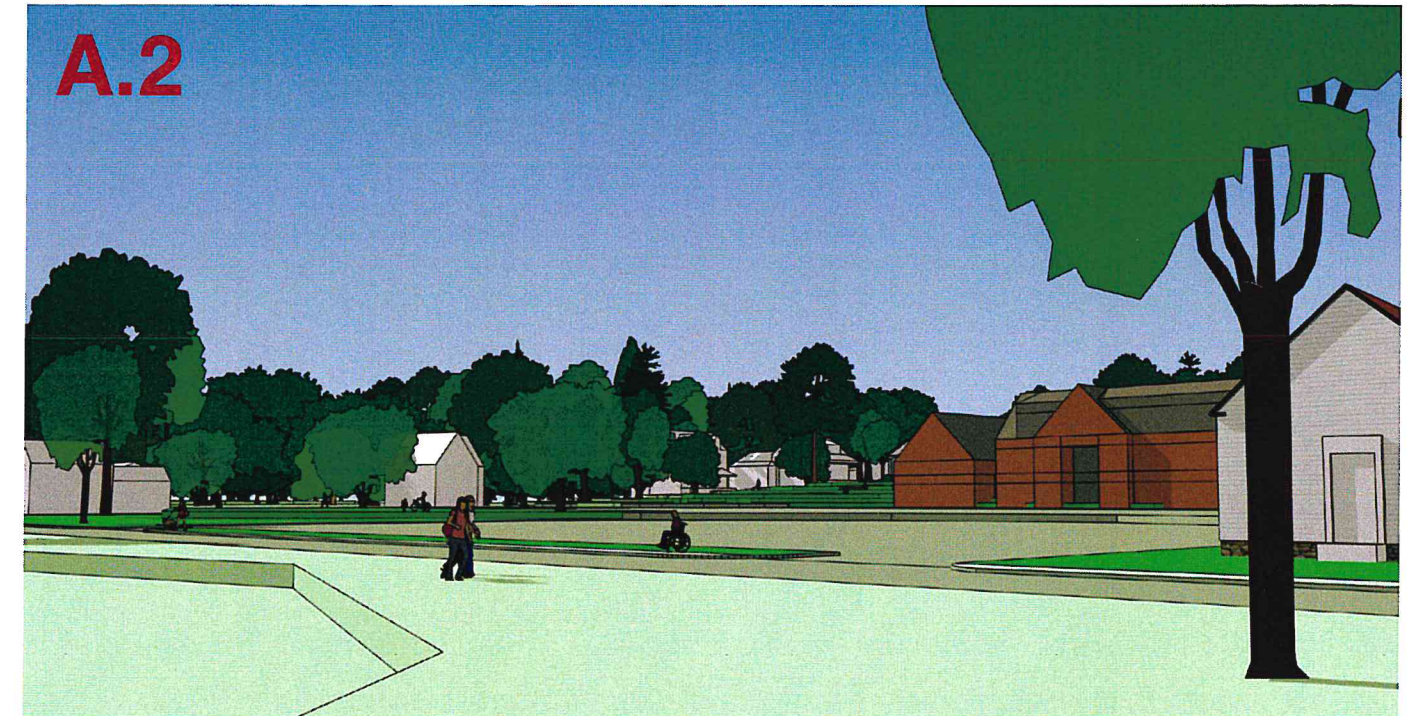
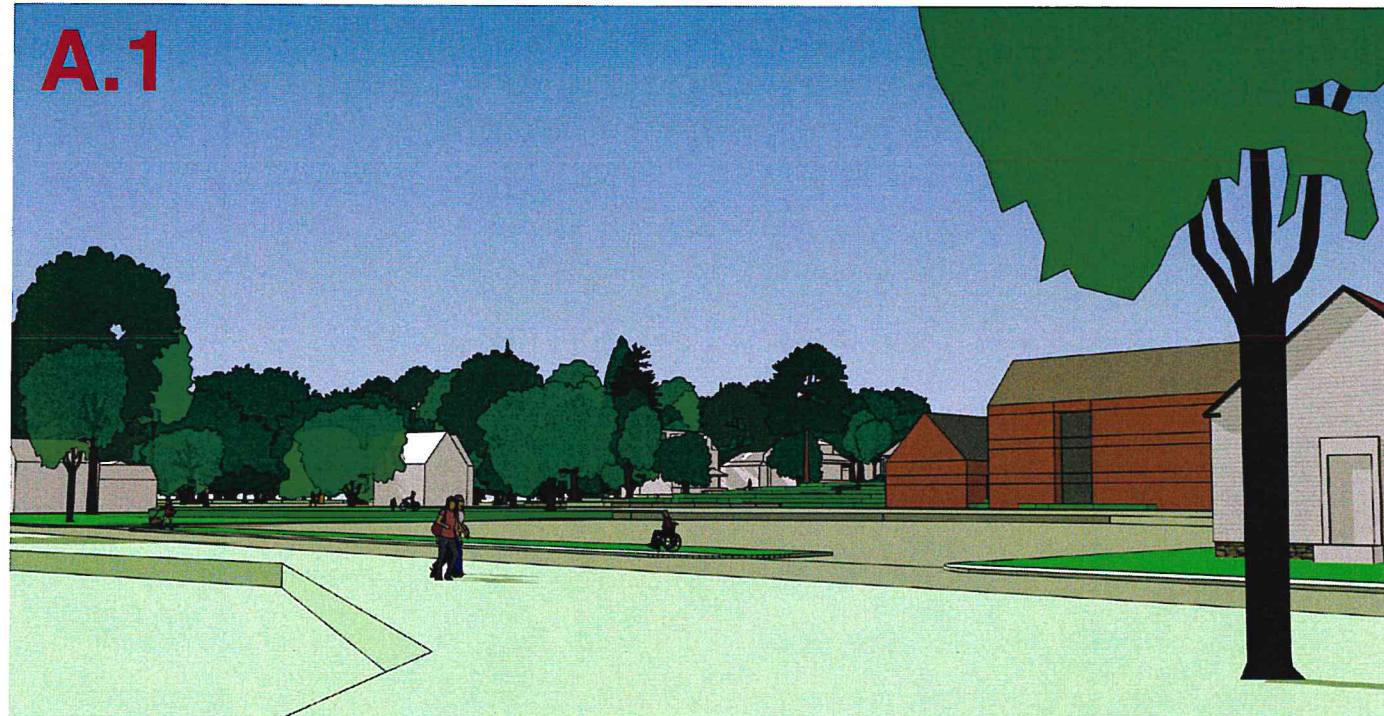
View from Roman House - Images from March 2, 2022 Meeting



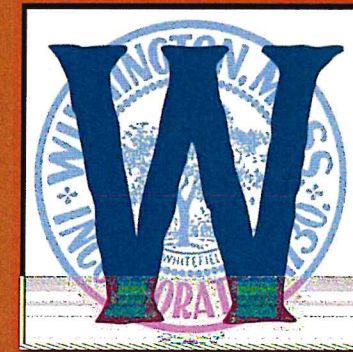
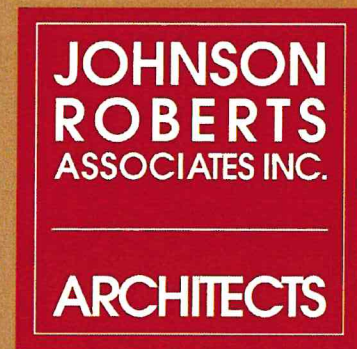


# Wilmington Town Hall • School Administration Building

View from Bandstand - Images from March 2, 2022 Meeting







# Town Hall

◆

# School Administration





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

June 10, 2022

TO: Board of Selectmen

RE: Senior Center Building Committee

The Senior Center Building Committee met on June 8th to give an update on the building plan, to discuss material choices for exterior of the building and to evaluate the MEP/FP System options for the building. This meeting was advertised as an informational forum for residents to view the developed project options and to participate in the discussion of choices as the committee moves toward choosing elements for a pricing option of the building. Lee Morrisette, architect with Dietz & Company, reviewed a plan diagram with the committee and roughly 40 attendees from the public, including an abutter to the project; also present was State Representative David Robertson. Representative Robertson noted that he and Senator Tarr are pursuing \$1,000,000 of potential funding for the project. Poster boards displaying the design options were set up in addition to a presentation on building options, including exterior material choices, HVAC systems, site plan, and the building system.

The proposed layout of office spaces and the kitchen area continue to be shown with increased detail. A couple questions from attendees were in relation to the size of hallways and the egress options. The designer and the OPM assured all that the building and fire safety code had been adhered to in the design of this project. In addition, the OPM noted that code enforcement will continue to be looked at as the project moves through regulatory boards. There was no vote taken but the committee continued to be in consensus over the organization, types, and layout of the spaces.

The architect reviewed the types of exterior siding, roofs and windows that were considered. Exterior siding options included: Fiber cement siding, prefinished painted trim, and stucco; masonry options discussed were precast concrete, field stone, and brick. Roofing materials discussed included asphalt shingles and standing seam metal. The compatibility with solar roof mounting was evaluated as well. Insulated window options reviewed included aluminum, wood and fiberglass. The audience was educated about the variations within exterior building finishes and roof types with respect to cost and long-term durability. The Designer presented three poster board options for viewing – Option I was Stucco & Siding, Option II – Clapboard and Stone and Option III – Brick and Painted Trim. All three options were shown with a metal roof option. During the discussion, the Public Building Superintendent expressed his preference for a mixed roof system incorporated asphalt and metal to decrease sound issues of a total metal roof.

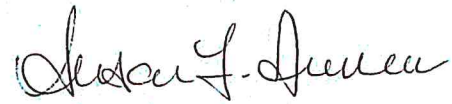
The committee discussed three mechanical system options for the Senior Center: A VRF (Variable Refrigerant Flow) Heat Pump System, a Condensing Gas Boiler with DX Cooling system and a Condensing Gas Boiler with Chiller system. After discussion of the pros and cons, the committee agreed to go forward with a price estimated on the VRF Heat Pump System. The decision was based on the lower first cost of the system, the flexibility of the system, and its lower emissions.



Board of Selectmen  
June 10, 2022  
Page 2

After questions and comments from the audience, the committee authorized the designer to base a cost estimate on Option II – the Clapboard and Stone exterior with a mixed roof of asphalt on the largest area of the roof, metal on smaller, second tier areas and the Variable Refrigerant Flow (VRF) Heat Pump System which uses electricity for heating and cooling. The building system for the pricing estimated will be based on a composite wood structure in main spaces (entry and dining room) and will include typical wood trusses and stick framing in all other spaces.

Please see attached Option II rendering, along with details regarding VRF system and building structure details.



Susan L. Inman  
Assistant Town Manager, HR Director



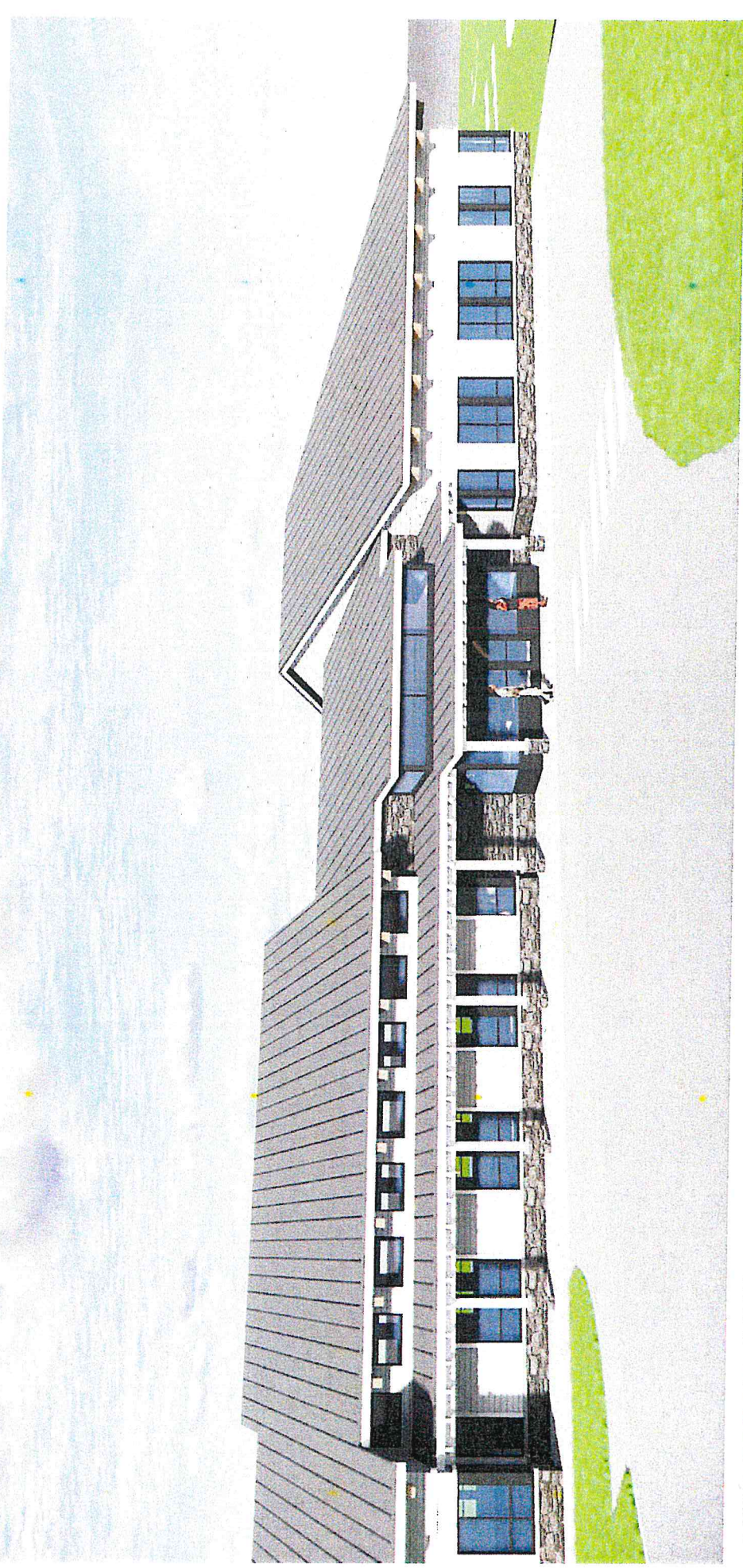
George Hooper  
Public Building Superintendent

Attachments



# Option 2 – Clapboard & Stone

Wilmington Senior Center



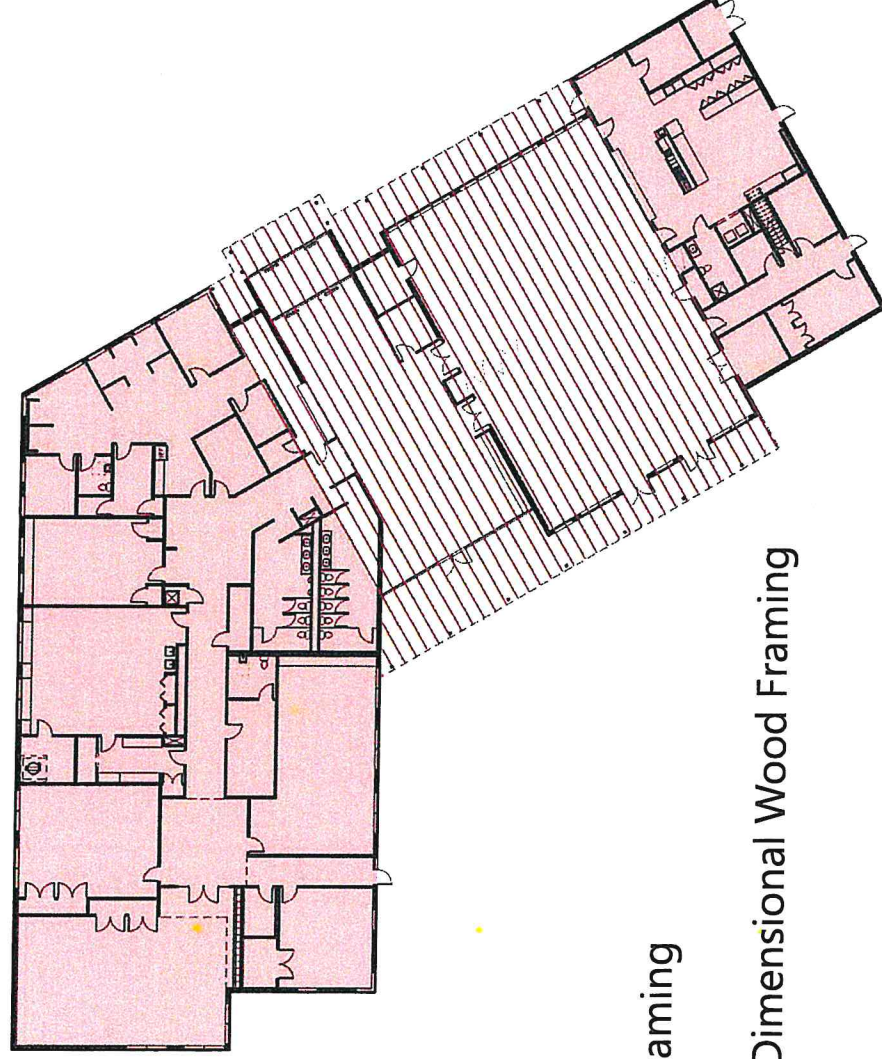
NIETZ & COMPANY ARCHITECTS, INC.

06/08/2022



# Building Structure

Wilmington Senior Center



Mass Timber Framing

Wood Truss & Dimensional Wood Framing

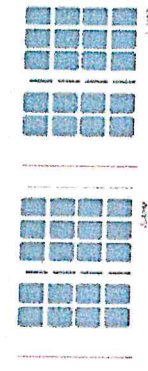
PIETZ & COMPANY ARCHITECTS, INC.

06/08/2022



## Option 1 - Variable Refrigerant Flow (VRF) Heat Pump System

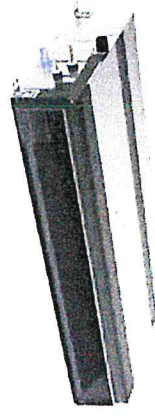
- Uses electricity for heating and cooling.
- Reduces CO<sub>2</sub> emissions but increases operating costs.
- Multiple heating and cooling zones
- No natural gas service installation



Outdoor Heat Pump



Recessed Ceiling  
Cassette  
Fan Coil



Concealed Ducted  
Fan Coil





247 Station Drive, SE-370  
Westwood, MA 02090-9230

June 1, 2022

Dear Mr. Hull,

RCVD TOWN MANAGER  
'22 JUN 6 PM 12:40

**Safety First and Always**

The safety of our employees, our customers, and the public is our top priority during the ongoing COVID-19 outbreak. Our commitment to safety, first and always, is continuous. Eversource representatives will continue to abide by all COVID-19 safety guidelines, which include wearing personal protective equipment, following social distancing, enhanced sanitizing requirements and other federal and state health and safety guidelines.

**Why Tree Work is Important**

- To protect the electric system, we remove tall-growing species from the right of way and cut branches extending into the right of way. These trees and branches pose a serious safety hazard, now or in the future, if they contact energized equipment.
- Vegetation contact with electric facilities may lead to power outages that could impact thousands of electric customers. The clearing of trees and branches in and along the right of way will improve system performance, especially during severe weather events.

**Work in Your Town**

The vegetation management work may include:

- Clearing of incompatible trees and/or removal of branches that are encroaching into the right of way.
- Removing tall-growing tree species that are incompatible to the transmission system, using manual climbing crew or mechanical tree-harvesting equipment, and tree-chipping machinery.

**What You Can Expect**

We want you to know that this work will not interrupt electric service to your property. Work hours will typically be 7 am to 7 pm, Monday through Saturday. Due to weather or other unexpected circumstances, from time to time crews may need to work longer hours or on a Sunday.

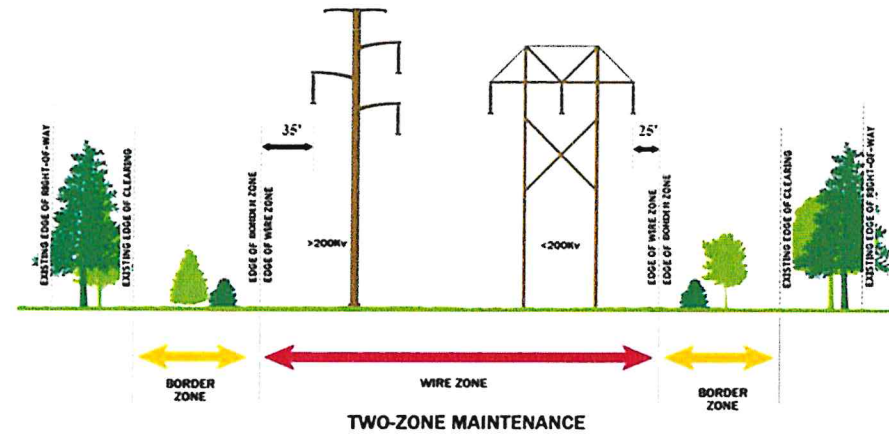
In certain areas, this vegetation management scope may be more than what has been experienced in the past.

Based on the width of the right of way, the type and number of transmission lines, the location of the lines within the right of way and the topography, Eversource employs a “two-zone” vegetation maintenance method. This method establishes the following:

- **The wire zone** is the area directly under the transmission lines, extending out 25 to 35 feet outside the wires depending on voltage. Eversource manages the wire zone to promote a low-growing plant community dominated by grasses, flowers, ferns and small shrubs under 3 feet in height at maturity. Within this zone, trees and brush are selectively removed to allow for the establishment and preservation of these native, low-growing plant communities in non-lawn areas. Only established compatible species with a mature height of 15 feet or less at maturity may be allowed to remain in the wirer zone, depending on location. All other plants with a mature height greater than 15 feet will be removed.
- **The border zone** is the area from outside wire zone to the edge of the cleared area or the easement edge. In this zone, incompatible tall-growing trees are removed and native trees and shrubs that have a mature height of 25 feet or less may remain where possible.

*The diagram illustrates a typical right of way condition. This work is occurring within the existing edge of clearing. Your neighborhood may have a different configuration of transmission structures.*





#### Work Performance

Eversource is using approved contractors to conduct this work. The work may be completed in several stages, or at various times during the year. Work may also be performed by different contractors depending on the scope of work required in the particular right of way. Trimming and tree removal is performed throughout the year.

#### Always Working to Serve You Better

Keeping the lines of communication open is an important part of our work in your community. Please contact us with any questions you might have. We can be reached at 888-673-9943 or [MAVegMaintenance@eversource.com](mailto:MAVegMaintenance@eversource.com)

Thank you for your patience and cooperation while Eversource performs this important system reliability work.

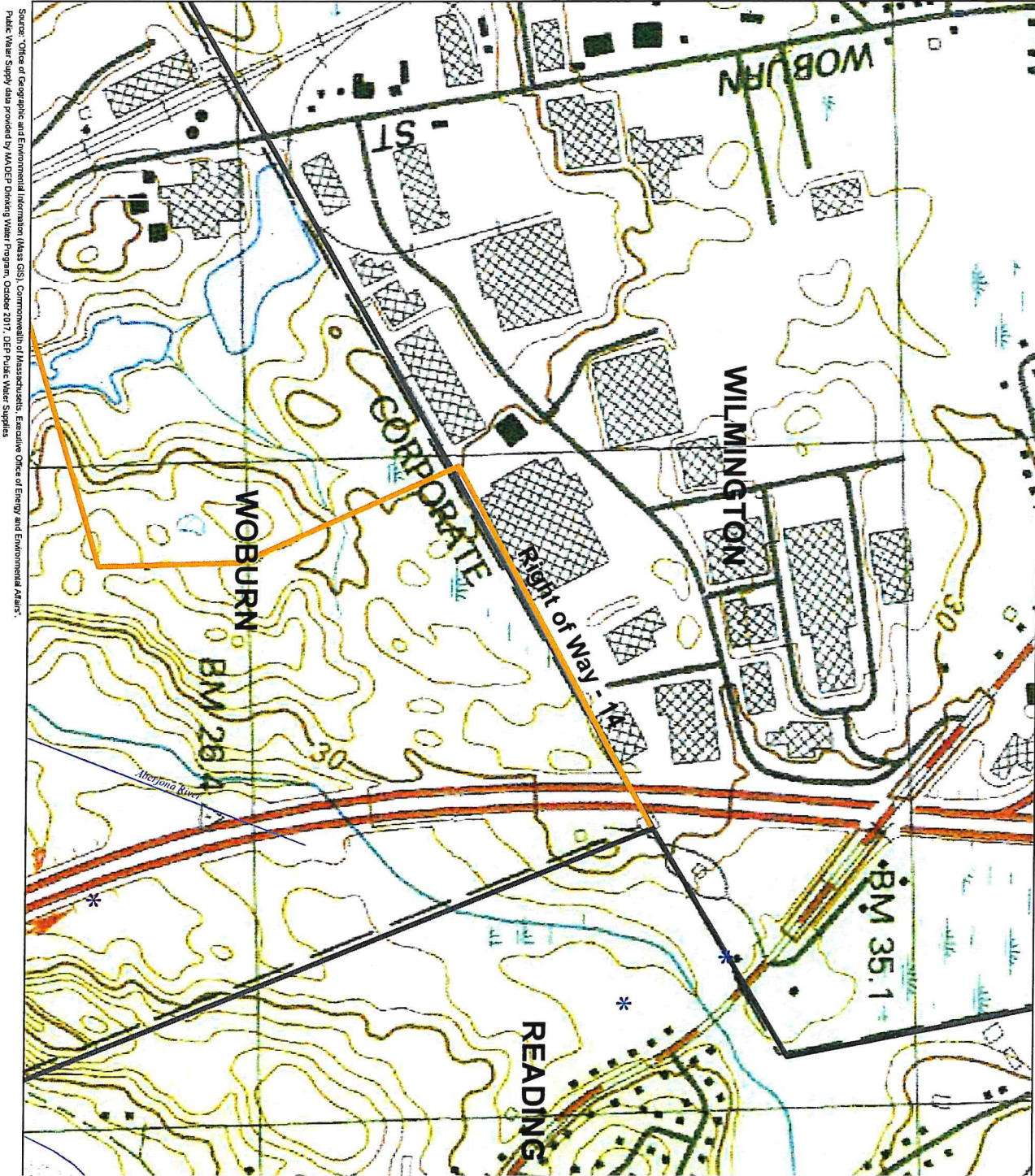
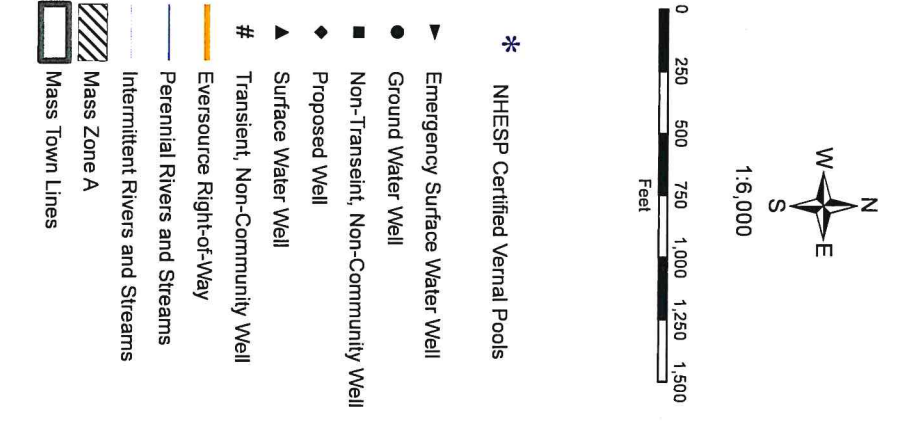
Sincerely,

*Michael Babineau*

Michael Babineau - Transmission Arborist, Vegetation Management



Eversource Energy  
Transmission  
Vegetation  
Management  
WILMINGTON  
Right of Way 14



Source: Office of Geographic and Environmental Information (Mass GIS), Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs.  
Public Water Supply data provided by MADEC Drinking Water Program, October 2017. DEP Public Water Supplies



**From:** Connors, Niall S <[niall.s.connors@verizon.com](mailto:niall.s.connors@verizon.com)>

**Sent:** Friday, June 3, 2022 4:11 PM

**Subject:** [EXTERNAL] Fios TV LFA Notice – Content Change – COMET TV

Dear Municipal Official:

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

Effective immediately, WFXT ION Mystery (channel 490) is now COMET TV featuring science fiction programming.

Verizon is notifying subscribers through the Fios TV Message Center. A sample customer notice is attached.

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

Effective immediately, WFXT ION Mystery (ch. 490) has changed to COMET TV. COMET TV features science fiction programming. This is a provider-driven change.