



Town of Wilmington

Fire Department



William F. Cavanaugh, III
Chief of Department

Emergency 911

June 5, 2020

Mr. Hull,

As you are aware, we have been notified by the Commonwealth of Massachusetts that we are eligible for \$2,107,825 in reimbursements due to costs incurred to combat COVID-19 as part of the CARES Act. As Governor Baker declared a state of emergency in Massachusetts on March 12, 2020, all COVID expenses incurred from that date to current are eligible for the grant. The end date for grant eligible expenditures is December 30, 2020.

The CARES Act is a grant that helps communities “bridge the gap” between the FEMA reimbursements for the National State of Emergency which only reimburses 75% of eligible costs. Some of the costs eligible for reimbursement are:

- Unbudgeted overtime costs
- Equipment
- Cleaning and disinfecting supplies
- Additional personnel costs associated with Public Health administration of COVID pandemic
- Personal Protective Equipment
- Costs associated with training for employees “Telecommuting”
- IT cost associated with virtual meeting platforms

The department heads have been great to work with while trying to gather the information that is necessary to apply for this grant. Deputy Pozzi and Rebecca Sanderson have been categorizing and keeping copies of documentation in the event of a grant audit at a later date. Also Finance Director Bryan Perrys expertise in navigating the nuances of the grant has proven invaluable as always.

Respectfully submitted,

William F. Cavanaugh, III
Chief
Wilmington Fire Department
Emergency Management Director
Town of Wilmington



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

June 5, 2020


TO: Board of Selectmen

RE: Request for FY2020 Transfers from Finance Committee Reserve

The Finance Committee will be conducting a Zoom meeting on Thursday, June 11th at 7:00 p.m. to vote on their recommendations for warrant articles. After they conclude with those discussions they will be asked to authorize the transfer of funds from the reserve account for the purpose of covering FY2020 accounts that are in deficit and to address the cost associated with the Annual Town Meeting. At present, based upon consultation with Bryan Perry, Finance Director/Town Accountant, the expectation is to seek transfers to cover the following account deficits:

- Central Dispatch – Overtime \$100,000
- Police – Overtime \$35,000
- Board of Selectmen (Annual Town Meeting) \$25,000

As we continue to finalize plans for the outdoor seating for Annual Town Meeting that amount has not yet been finalized. The amount is expected to be finalized before the Finance Committee's meeting. These matters would typically be addressed in the transfer article that is a part of each Annual Town Meeting. It is important to ensure that no accounts are in the negative at the close of the fiscal year. While it is the hope and expectation that the June 27, 2020 Annual Town Meeting will take place, in the event that the meeting does not take place due to lack of a quorum or weather conditions, addressing the transfers next week with the Finance Committee will ensure that all deficit accounts have been addressed prior to June 30, 2020.


Jeffrey M. Hull
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director
Bryan Perry, Finance Director/Town Accountant
Finance Committee



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

PHONE: (978) 694-2029
FAX: (978) 658-3334
TTY: (978) 694-1417
EMAIL: BPERRY@WILMINGTONMA.GOV

WWW.WILMINGTONMA.GOV

June 2, 2020

TO: Board of Selectmen
RE: Fiscal 2020 Grant Awards

I wanted to take the chance to advise the Board of notable grants awarded to the Town of Wilmington during FY20 and receive the formal authorization to accept and expend these awards. Please find attached a table outlining the town department, grantor, total award, and a brief description of the grant's use. These grants alone are anticipated to provide in excess of \$2.1 million in funding in FY20.

The town does receive various other awards that do not formally require a vote by the Board. The School Department received approx. \$1.074 million state and federal education grant awards for explicitly defined purposes. The School Department figure does not include Circuit Breaker Funds received annually to help defray certain costs with Special Education. The Police Dept receives certain levels of federal funding annually based on numerous factors that vary from year to year. The town is also the recipient of various gifts and donations. These funds help supplement operating expenses and may allow the town to fund projects that they otherwise would not have the opportunity to do so. These are all greatly appreciated and help the town in countless ways.

Should you wish to discuss this further, I will be available to answer any of your questions.

Thank you,

Bryan Perry
Finance Director/Town Accountant

cc: Jeffrey M. Hull, Town Manager

Town Department	Grantor	Total Amount Granted	Description
Library	MA Board of Library Commissioners	28,524.96	For maintaining standards of Free Public Library and meeting minimum open hours for service.
Elderly Services	Executive Office of Elder Affairs	30,000.00	FY20 Legislative Earmark for repairs and renovations to the Buzzell Senior Center.
Elderly Services	Executive Office of Elder Affairs	48,540.00	FY20 census-based formulary grant.
Sewer	MA Water Resources Authority	428,000.00	Phase 10 allocation for I/I rehab/construction. \$321k is purely a grant and the remaining \$107k is 0% loan.
Dispatch	State 911 Department	34,629.24	Reimbursement for State 911 Department Training.
Dispatch	State 911 Department	66,031.00	Reimbursement for State 911 Department Public Safety Answering Point & Regional Emer. Comm Center support.
Fire	FEMA SAFER Grant	1,509,600.00	Three year award covering salary and benefits for eight (8) additional full time firefighters.
Arts	MA Cultural Council	7,500.00	Local cultural council allocation for Wilmington Cultural Council.
Board of Health Public Works	Metropolitan Area Planning Commission MA DOT	12,500.00 844,855.00	For expenses incurred to cover the costs to combat the spread of COVID-19. FY20 apportionment for Chapter 90 transportation aid.
Board of Health	Executive Office of Health and Human Service	75,000.00	Two year award to address the current epidemic of youth vaping, and to support implementation of new tobacco laws.
Library	MA Board of Library Commissioners	7,500.00	For Library Services and Technology Act special projects.
Police	Cummings Grant	300,000.00	Ten year award to help fund community based programs.

Beverly Dalton

From: bladata@dor.state.ma.us
Sent: Thursday, May 28, 2020 4:26 PM
To: Karen Rassias; Kerry Colburn-Dion; Town Selectmen; dlsgateway@dor.state.ma.us
Subject: [EXTERNAL] PROPOSED 2020 EQUALIZED VALUATIONS

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Date: 5/28/2020

The Bureau of Local Assessment has completed the 2020 proposed Equalized Valuation (EQV) Program, representing the full and fair cash value of all taxable property for each municipality as of January 1, 2020.

These EQVs will be used as a basis of comparison among the 351 municipalities within the Commonwealth for certain state and local purposes. Specifically, EQV is used in the allocation of aid to public libraries, in the calculation of Chapter 70 funding, and in the reimbursement rate of school construction projects. Certain Cherry Sheet charges also use EQV: County Tax, Boston Metropolitan Transit District, Mosquito Control Projects and Air Pollution Control Districts. In addition, EQV is used in calculating a community's debt limit (MGL Ch.44, §10).

To complete the 2020 Equalized Valuations, the Bureau of Local Assessment (BLA) depended on sales information provided by the Board of Assessors for the FY 2020 Interim Year Adjustment study or the FY2020 Certification program. Primarily, the calendar year 2018 sales reports reflecting assessed values as of January 1, 2019 were analyzed. In addition, we relied on the Form LA-4, Total Assessed Value as of January 1, 2019, submitted as part of the FY2020 tax rate setting process.

Through a statistical analysis, the levels of assessment were determined for each of the major classes of property and then the estimated full and fair cash value was derived. To this was added a projected 2020 new construction value developed through a review of the past four years' new growth. (Currently absent from the total EQVs are the Urban Redevelopment Corporation numbers (MGL, Ch.121A). That information is generally made available to us in December; at that time we will add the numbers to the relevant communities, approximately 40.) The resulting final figures for your municipality appear on the Form LA-19, 2020 Equalization Study, which can be accessed via the Gateway login page; under the "Public Reports and Database" section, click the link labeled "LA-19 Equalized Valuation Report" or click here: <https://dlsgateway.dor.state.ma.us/gateway/DLSPublic/LA19>.

In accordance with Sections 18-25 of Chapter 30A of the Massachusetts General Laws and the Governor's Order suspending certain provisions of the Open Meeting Law, M.G.L Ch. 30A §20, notice is hereby given of a Public Hearing to be conducted via a virtual hearing by the Bureau of Local Assessment on Tuesday, June 9, 2020 at 10:00 a.m. Please register by contacting James Paquette at paquettej@dor.state.ma.us to receive further instructions regarding the hearing.

Informal Hearings will also be held for the convenience of communities who wish to question their proposed EQV. These hearings will be held Monday, June 2nd through Friday, June 5th, and Monday, June 8, 2020. We will conduct telephone conference calls to address concerns and discuss documentation submitted by the Board of Assessors via email that support different values. If you would like to schedule an appointment, please contact James Paquette at paquettej@dor.state.ma.us.

A notification of any change to a community's proposed Equalized Valuation based on new information furnished at a hearing, or otherwise, will be sent to the assessors of the city or town on or before July 20, 2020.

Assessors who subsequently remain dissatisfied can file an appeal at the Appellate Tax board (ATB). Appeals must be filed on or before August 10, 2020.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.



TOWN OF WILMINGTON
DEPARTMENT OF PUBLIC WORKS

Highway Water & Sewer Engineering
Tree Parks & Grounds Cemetery

Memorandum

TO: Jeffrey M. Hull, Town Manager

CC:

FROM: Paul M. Alunni, PE, Town Engineer

SUBJECT: **Main Street Corridor Improvements**
 Virtual Design Public Hearing Notice
 Transportation Improvement Program (TIP)

DATE: June 4, 2020

Please be advised that the Massachusetts Department of Transportation (MassDOT) is moving forward with Phase 1 of hosting virtual Design Public Hearings for active MassDOT design development and Transportation Improvement Program (TIP) projects. As such, we have been notified that the Main Street Corridor Improvement Project (from Route 62, south to the Town line) virtual Design Public Hearing has been scheduled for Friday, June 12, 2020.

This virtual Design Public Hearing is a pre-recorded presentation by MassDOT that will review and inform the public about the scope of work for the project. The presentation will be a power-point presentation with a voiceover describing the project scope, and will be posted to MassDOT's website (link provided below). There will be no live interaction; however, an email and website link will be provided during the presentation for the public to post comments within ten (10) days of the June 12th posting. The traffic consultant for the project, Green International Affiliates, Inc., will then respond to comments accordingly.

The video will be posted on June 12th at <http://www.massdot.state.ma.us/Highway/>. MassDOT cannot give a specific time on June 12th that the video will be uploaded to the webpage but noted their requirement is to just have it available by that day (and then it will remain available online).

In an effort to aid MassDOT in public outreach and awareness for the Design Public Hearing, on Thursday May 28, 2020, the Department of Public Works posted a meeting notice and flyer (see Enclosures 1 and 2) for

the Design Public Hearing in public view at the Wilmington Public Safety Building and at Town Hall. The documents were uploaded to the Town's website, and the Town's twitter account. We also posted the flyer and notice at twenty-three (23) local business establishments in Wilmington, including Market Basket, CVS, Dunkin Donuts, Cumberland Farms, and Wilmington House of Pizza.

Design Public Hearing Overview

Design Public Hearings are scheduled for all projects on the TIP subsequent to the review and acceptance of the 25% design plans by MassDOT (a major milestone in the MassDOT Design Development Process).

The Design Public Hearing is hosted, and advertised by MassDOT. The primary objective is to give all affected property owners and stakeholders a chance to review the project, and for MassDOT to receive comments so they [MassDOT, and their consultant] can address them in the 75% design plan set.

Local Project Coordination and Stakeholder Outreach

As you may recall, an appointment was scheduled with the Board of Selectmen on July 17, 2017, where the Town's traffic consultant [Green International] gave a detailed presentation of the corridor improvements, and received feedback from the Board. One talking point was for the Department of Public Works to meet with any property owner along the corridor that involved direct impacts and land takings. We notified all affected land owners, and held an "open house" meeting here at Town Hall on January 9, 2018. We received feedback (relatively minor comments) from impacted property owners and believe we have addressed all comments from property owners.

Project Overview and Background Information

This complete streets project includes reconstruction of the Route 38 corridor from Route 62, south, to the Town (Woburn) line. The scope of project improvements are expansive, including correcting safety and operational deficiencies at two major intersections; Route 62 at Main Street, and the Butters Row/Cross Street intersection. Overall, this project will reduce traffic congestion along the corridor, and improve safety and traffic operations. This project will provide healthy transportation alternatives for our community by vastly improving pedestrian and bicycle connectivity between adjoining residential neighborhoods, Wilmington Commuter-Rail Station, Town Park, and Yentile Farm Recreational Facility. Also as part of the project, the Town will be investing in our water infrastructure, through replacement of 9,000 feet of an aging and undersized water main.

The Town voted to appropriate funding in the FY17 budget to finance this project through 25% design of the MassDOT design development process; and MassDOT agreed to fund the project's remaining design and permitting all the way through construction. The Town has attended multiple Metropolitan Planning Organization (MPO) meetings, and provided the MPO with support letters from our State Legislative Delegates, and the Board of Selectmen. This project was formally placed on the TIP for construction funding in 2024.

Project Coordination with other Planned Infrastructure Improvements

This project is being closely coordinated with the Woburn and Lowell Intersection Improvement project, and three (3) proposed bridge replacement projects being undertaken by MassDOT: the Butters Row Bridge Project, the Route 38 (crossing MBTA tracks) Bridge Project, and the New Boston Street Bridge replacement project in Woburn. The following table summarizes the current TIP schedule for each project mentioned above:

Project	Programmed TIP Year	Description/comments
Main Street Corridor Improvements	2024	Was previously 2023 – moved out 1 year to 2024 due to budget constraints.
Woburn and Lowell Street Improvements	2024	Is flagged to move forward to mitigate impact from these other projects.
Butters Row Bridge Project	2022	None
Main Street over MBTA Bridge Project	2022	None
New Boston Street Bridge Project	2021	None

Please do not hesitate to contact me with any questions or for clarification on any items described above.

Enclosures (2)

Enclosure 1: Design Public Hearing Notice

Enclosure 2: Design Public Hearing Flyer

THE COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION – HIGHWAY DIVISION
NOTICE OF A PUBLIC HEARING WEBINAR
Project File No. 608051

A Design Public Hearing Webinar will be published on the MassDOT website to present the design for the proposed Reconstruction of Route 38 project in Wilmington, MA.

WHEN: Friday, June 12, 2020

PURPOSE: The purpose of this hearing webinar is to provide the public with the opportunity to become fully acquainted with the proposed Reconstruction of Route 38 project. All views and comments submitted in response to the webinar will be reviewed and considered to the maximum extent possible.

PROPOSAL: The proposed project consists of reconstruction of Route 38 from Route 62 to the Woburn City Line. Reconstruction will consist of Mill and Overlay of the roadway surface, some widening and some full depth reconstruction where required. Additional sidewalks, ADA accommodating curb ramps throughout, 5-foot shoulders for bike accommodation and an extensive closed drainage system are proposed. A Signal and intersection improvements at Route 62 and a new signal with intersection improvements at Cross Street will be constructed. All Complete Street improvements will be provided in accordance with applicable design guides.

A secure right-of-way is necessary for this project. Acquisitions in fee and permanent or temporary easements may be required. The **Commonwealth of Massachusetts** is responsible for acquiring all needed rights in private or public lands. MassDOT's policy concerning land acquisitions will be presented in the webinar.

Written views received by MassDOT subsequent to the date of this notice and up to five (5) days prior to the date of the webinar, plans and a project handout will be made available on the MassDOT website listed below.

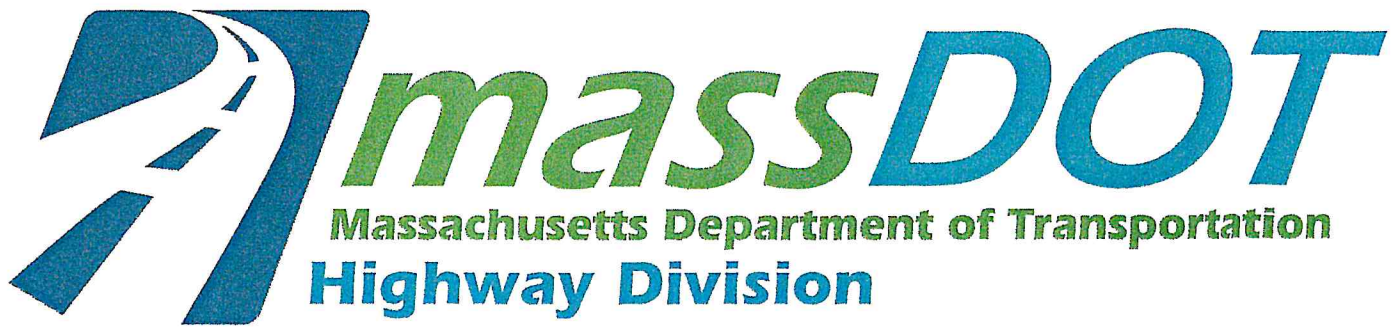
Written statements and other exhibits regarding the proposed undertaking are to be submitted to Patricia A. Leavenworth, P.E., Chief Engineer, MassDOT, 10 Park Plaza, Boston, MA 02116, Attention: **Project Management**, Project File No. 608051. Mailed statements and exhibits intended for inclusion in the public hearing webinar transcript must be postmarked no later than ten (10) business days after the webinar is posted to the MassDOT website listed below. Project inquiries may be emailed to dot.feedback.highway@state.ma.us

This location is accessible to people with disabilities. MassDOT provides reasonable accommodations and/or language assistance free of charge upon request (including but not limited to interpreters in American Sign Language and languages other than English, open or closed captioning for videos, assistive listening devices and alternate material formats, such as audio tapes, Braille and large print), as available. For accommodation or language assistance, please contact MassDOT's Chief Diversity and Civil Rights Officer by phone (857-368-8580), fax (857-368-0602), TTD/TTY (857-368-0603) or by email (MassDOT.CivilRights@dot.state.ma.us). Requests should be made as soon as possible prior to the meeting, and for more difficult to arrange services including sign-language, CART or language translation or interpretation, requests should be made at least ten (10) business days before the webinar.

Hearing webinar or cancellation announcements will be posted on the internet at <http://www.massdot.state.ma.us/Highway/>

JONATHAN GULLIVER
HIGHWAY ADMINISTRATOR

PATRICIA A. LEAVENWORTH, P.E.
CHIEF ENGINEER



NOTICE OF A PUBLIC HEARING WEBINAR

PROJECT FILE NO. 608051

A pre-recorded Design Public Hearing webinar will be posted to the MassDOT website below on June 12, 2020 to present the proposed Route 38 Reconstruction project in Wilmington, MA.

<http://www.massdot.state.ma.us/Highway/>

PURPOSE: The purpose of this webinar is to provide the public with the opportunity to become fully acquainted with the proposed Route 38 Reconstruction project. All comments submitted in response to the webinar will be reviewed and considered to the maximum extent possible.

PROPOSAL: The proposed project consists of reconstruction of Route 38 from Route 62 to the Woburn City Line. Reconstruction will consist of Mill and Overlay of the roadway surface, some widening and some full depth reconstruction where required. Additional sidewalks, ADA accommodating curb ramps throughout, 5 foot shoulders for bike accommodation and an extensive closed drainage system are proposed. A Signal and intersection improvements at Route 62 and a new signal with intersection improvements at Cross Street will be constructed. All Complete Street improvements will be provided in accordance with applicable design guides.

Please submit any written statements regarding the proposed undertaking to Patricia A. Leavenworth, P.E., Chief Engineer, MassDOT, 10 Park Plaza, Boston, MA 02116, Attention:
ROADWAY PROJECT MANAGEMENT, PROJECT FILE NO. 608051
Project inquiries may also be emailed to dot.feedback.highway@state.ma.us.

REC'D - TOWN MANAGER



20 JUN -1 AM 10:44

May 29, 2020

TOWN OF
WILMINGTON, MASS

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

Re: Xfinity Package Information

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity packages. Accordingly, please note as of June 30, 2020, the following packages will no longer be available for new subscriptions:

- *Super Triple Play*
- *Signature Triple Play*
- *Select Triple Play*
- *Standard Triple Play*
- *Super Double Play*
- *Signature Double Play*
- *Select Double Play*
- *Standard Double Play*

Customers currently subscribing to one of these packages, will continue to receive the package until they make a change, or receive further notice.

This information is being shared with customers via bill message. If you have any questions, please feel free to contact me at Catherine_Maloney@comcast.com.

Very truly yours,

Catherine Maloney

Catherine Maloney, Sr. Manager
Government Affairs