



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

March 25, 2022

TO: Board of Selectmen

RE: Receipt of \$50,000 for Andover Street Sidewalk Design

Through the efforts of the state legislative delegation, the state Department of Housing and Community Development, Division of Community Services has awarded the Town \$50,000 from American Rescue Plan Act (ARPA) funds for use to “support Wilmington Andover Street Pedestrian Safety and Stormwater Improvements.”

Green International Affiliates will be assigned the work of completing engineering services for the sidewalk project from Andover Street to Emerald Avenue. The grant funds are expected to permit work to be completed to the 25% design stage. The scope of work will include topographic and boundary survey, base map development and a preliminary layout. Factors to be considered during this phase will be environmental constraints, utility poles, sight distance, drainage issues and ledge. The Town’s Capital Improvement Plan (CIP) estimates that construction could begin in fiscal year 2027 at the earliest. Taking advantage of the ARPA funds by completing 25% design will provide the Town with insight about the challenges and costs associated with moving the project to final design and construction.

In the upcoming construction season sidewalk construction will continue on Shady Lane Drive to Whitefield Terrace with the expectation that the final stretch along Shady Lane Drive to Middlesex Avenue could be completed during the 2024 construction season. Following completion of the Shady Lane Drive sidewalks, design and construction of sidewalks on the remainder of Woburn Street from Sheridan Road to Salem Street will be the next sidewalk project. The projects on the CIP are all subject to shifting demands, available funding, the ever-increasing cost of construction and more recently the supply shortages given the existing supply chain issues.

Jeffrey M. Hull
Town Manager

cc: Michael Woods, Public Works Director



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

March 18, 2022

TO: Board of Selectmen

RE: Rail Crossing Safety Issues Update

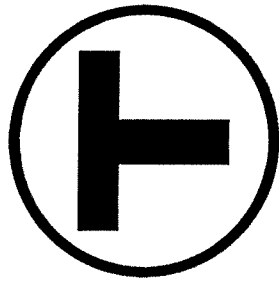
The second Zoom session was held on March 16th with representatives from the MBTA including Jeffrey Gonneville, MBTA Deputy General Manager; David Abdoo, MBTA Chief of Staff; Ryan Coholan, MBTA Chief Railroad Officer, and Abdellah Chaijai, CEO with Keolis, along with Board Chairman Lilia Maselli, Selectman Judith O'Connell, Senator Bruce Tarr, Representative David Robertson and me. Mr. Gonneville explained that the MBTA has a staff of 30 that oversees the Keolis contract to operate commuter rail service. The Keolis contract is the largest contract in the Commonwealth. There are four (4) maintenance facilities throughout the transit system with one located in Wilmington. A total of 36 signal maintainers respond to issues throughout the commuter rail system and 18 to 20 signal maintainers operate out of the Wilmington facility. Wilmington hosts the largest maintenance facility outside of Boston. They have a call center that operates 24/7 receiving calls about issues within the system and dispatching signal maintainers. He noted that the MBTA exceeds the inspection schedule required under the Code of Federal Regulations with inspections occurring on 30-day, 90-day, annually and on ten-year cycles.

In response to a question about the frequency of gate issues, Mr. Gonneville reported that the MBTA recorded 35 occurrences in calendar year 2021 and have recorded 20 occurrences to date in calendar year 2022. Mr. Coholan provided an explanation for the mechanisms that control the gates referencing the approach circuit, the island circuit and the exit circuit (see PowerPoint slide). When the snow/salt combination is on the tracks it can interrupt the electrical current falsely suggesting something is on the rails. There is no technology to overcome this snow/salt sensitivity. A similar circumstance has occurred in other communities and there have been discussions with their DPWs about their application of salt but there is also recognition that left untreated the crossing areas become slick. Representatives from the MBTA once again reviewed the procedures they have put into place to avoid a reoccurrence of the January 21, 2022 accident.

They were appraised of the most recent episodes involving the gates on Glen Road and Salem Street. Town representatives posed the question about why only certain crossings in Wilmington appear to have the majority of the aberrant gate activity. They were unable to offer an explanation. The MBTA will review the latest reports and the parties will convene again on March 30th.


Jeffrey M. Hull
Town Manager

Attachment



Massachusetts Bay
Transportation Authority

The management and operation of highway grade crossings

Jeff Gonneville, MBTA Deputy General Manager
Michael Muller, MBTA Executive Director of Commuter Rail
Ryan Coholan, MBTA Chief Railroad Officer

March 16, 2022



Grade crossing maintenance operations

1. **Local maintenance facility**
 - Located in Wilmington
 - Operated by Keolis

2. **Signal employees on the property**

Signal employees remain on MBTA property; which allows them to respond to maintenance calls.

3. **Maintenance call center**

The call center, operated by experienced staffers, is open 24/7 to dispatch signal maintainers when needed.

Testing and requirements

The MBTA operates in full compliance with the Code of Federal Regulations (CFR), and holds itself to additional operating standards; which go beyond federal limits.

CFR sets the minimum testing and inspection standards. The MBTA uses more restrictive standards for signal and track inspection and testing.

Federal compliance

The MBTA operates within the CFR Railroad Operating Rules and Practices. Federal Railroad Administration (FRA) inspectors routinely visit MBTA property to ensure compliance of all railroad operating rules.

Additional operating standards

Detailed in the Operating Manual C&S1, additional MBTA standards include: stringent performance routines, as needed maintenance at all highway grade crossings, and regular testing, increasing in scope at the following intervals: every 30 days, every 90 days, annually, and every 10 years.

30-Day Testing

All active warning and protection systems at grade crossings are subject to 30-day testing, which includes checking the performance and operation of all vital components including wiring, relays and programmable logic controllers (PLCs)

Signal Maintainer Training

Keolis Signal Maintainers must receive extensive training before becoming qualified to work on any MBTA Territory. Training takes a minimum of 1 year.

- Code of Federal Regulations (CFR) <https://www.govinfo.gov/help/cfr>
- CFR Railroad Operating Rules and Practices - Title 49, Part 217 <https://railroads.dot.gov/library/title-49-cfr-part-217-railroad-operating-rules-and-practices>

Rail crossing protection system

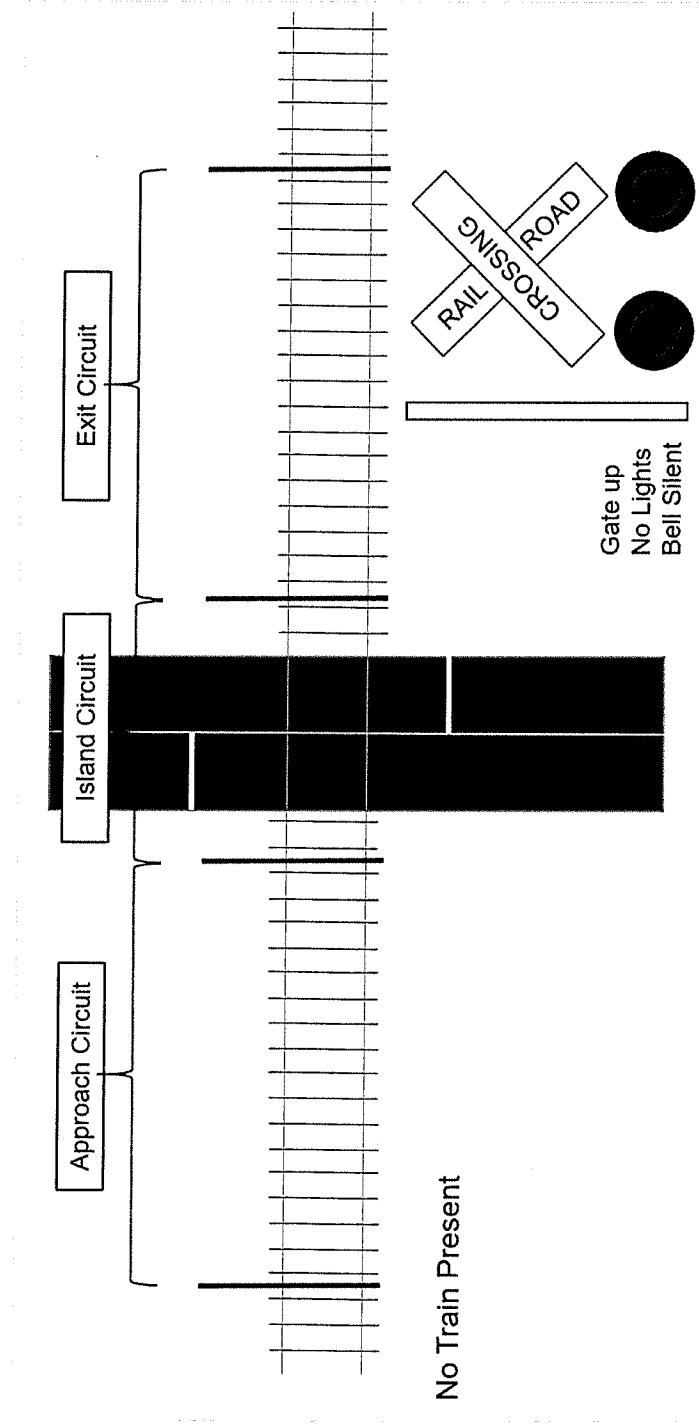
Grade crossings

At each grade crossing, there are 3 separate operating circuits:

- an approach circuit,
- an island circuit,
- and an exit circuit.

1. Constant voltage

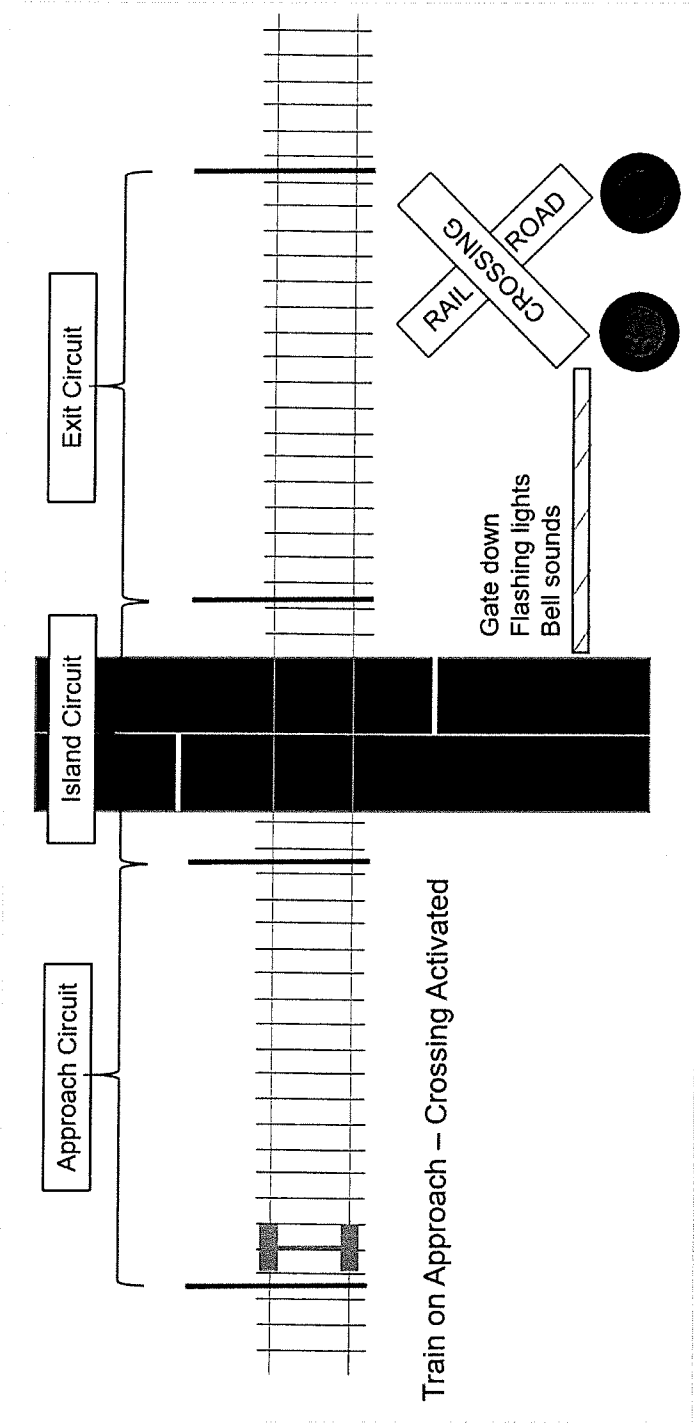
induced into the rail creates a loop which looks for the presence of a train. This is achieved when the transmitter wire is attached directly to the rail.



Rail Crossing Protection Systems

2. An audio-tuned frequency shunt at the outer limit of the circuit completes the detection circuit.

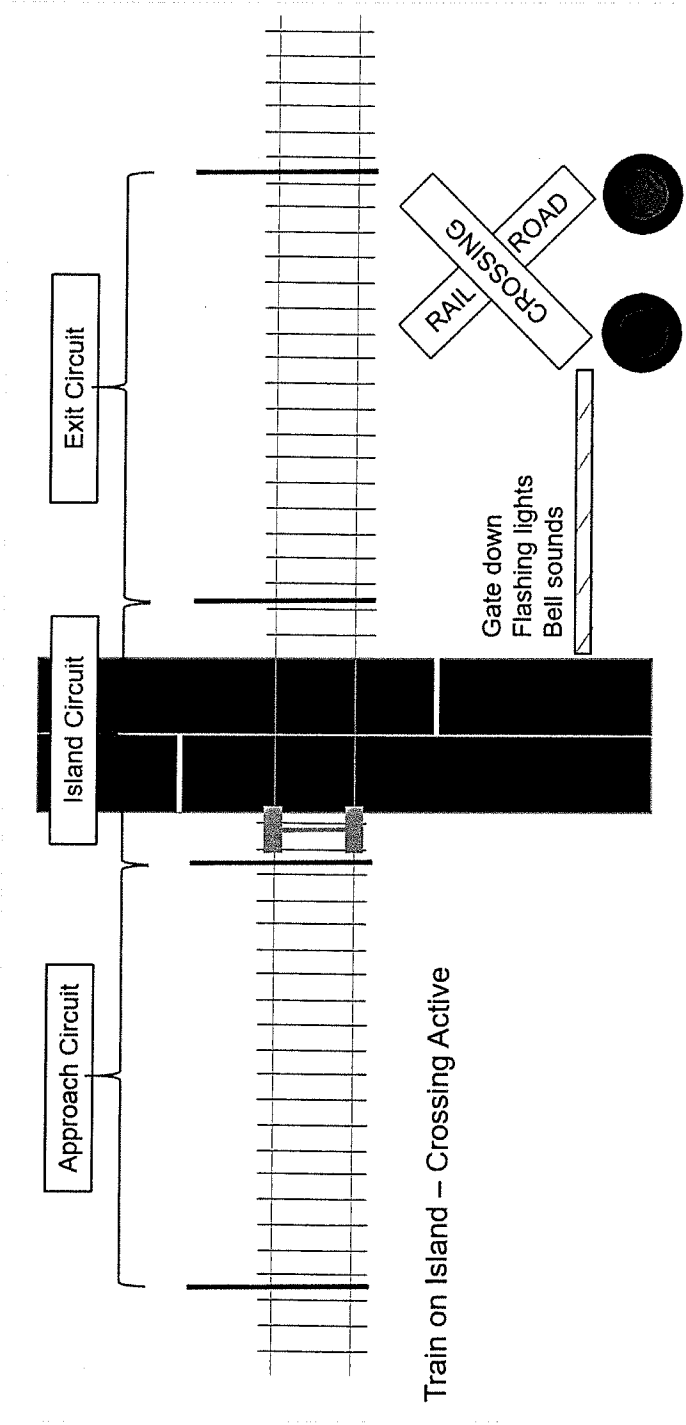
3. A processor unit monitors the approach circuit looking for changes in voltage. The unit constantly calculates the movement of trains to activate the crossing with a determined warning time.



Active crossing protection system

4. Activation and deactivation of safety equipment

A train needs to make a full move through all 3 circuits in succession to activate and deactivate the equipment at a crossing.



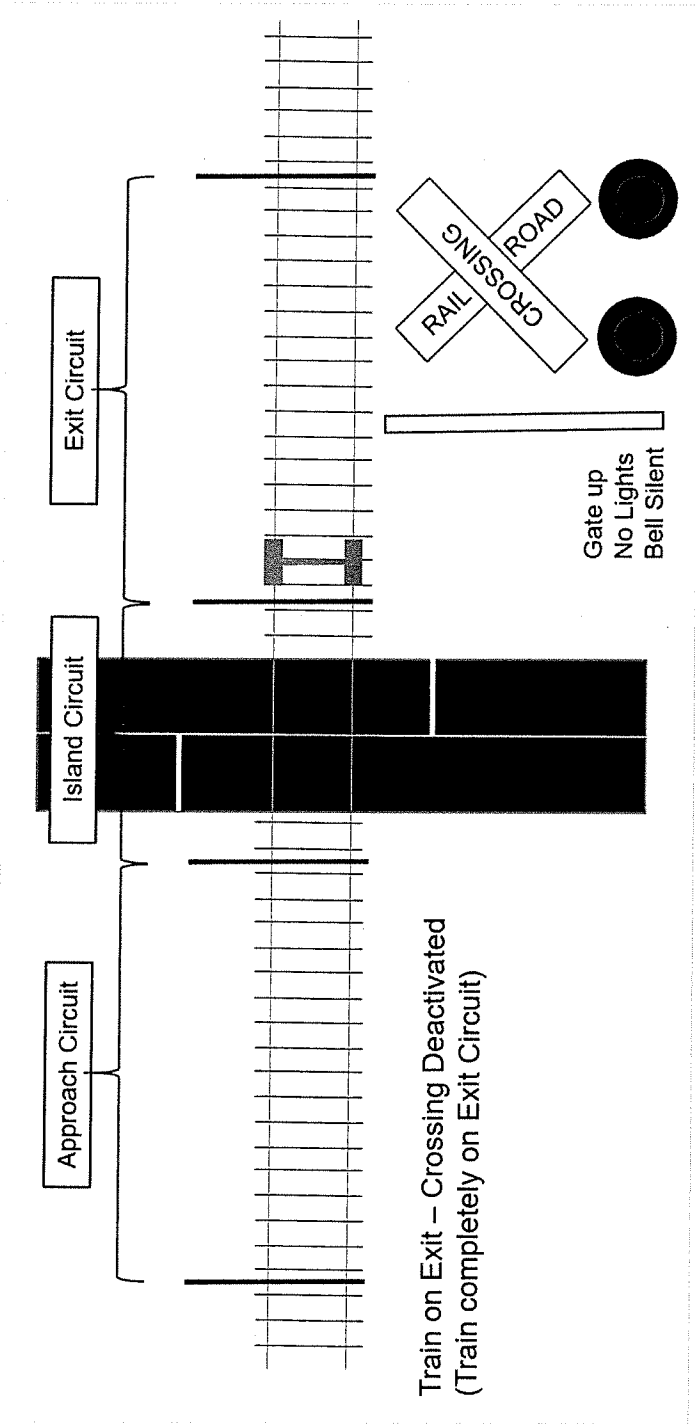


The management and operation of highway grade crossings

Grade Crossing Protection System

5. De-activation

As the train trails away from the crossing, a return-to-normal voltage allows the processor to calculate the direction of travel, and determine when to de-activate safety equipment.





“On top of our regular maintenance, inspection, and testing procedures, additional rules and instructions for Commuter Rail personnel have been introduced to provide another layer of safety-related enhancements.”

MBTA General
Manager Steve Poflak

Additional rules and procedures in place:

- 1. Signal maintainers retrained.**
Keolis retrained all of its signal maintainers on the procedures that must be followed before, during, and after the process of performing regular testing of the railroad crossing's protection system.
- 2. Dispatchers required to get confirmation of enabled signal protection before allowing for train movement.**
After maintenance testing is completed, Commuter Rail dispatchers must request, and receive, affirmation from the signal maintainer that the protection system is enabled.
- 3. Signal maintainer must remain on-site until next train passes.**
Signal maintainer must then remain on-site until the next train passes to ensure the crossing's protection system is fully operational and, if necessary, be prepared to manually control the protection system should the system does not perform as expected.
- 4. New signage acts as a constant reminder to enable the signal protection system after crossing gate work.**
Signage installed on the inside of each signal bungalow door serves as a visual reminder to Keolis personnel to ensure that the crossing equipment has been fully and properly returned to service.



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

March 17, 2022

TO: Board of Selectmen

RE: Town/School Administration Building Committee

The Town/School Administration Building Committee met on March 16th to continue discussions about the building layout. Phil O'Brien, LEEP, AP, from Johnson Roberts Associates Inc. presented another draft of the program spaces to be included in the building. Based upon discussions from the previous meeting suggesting that the Public Works administrative staff should be considered for space in this facility, he incorporated space for six (6) individuals into the building which adds 1,181 square feet of space. These additional occupants would also impact storage with 450 square feet of storage being added to the plans. Their presence has been incorporated into the building block diagram. I noted that, based upon further discussion with Public Works personnel, concern has been expressed about having the administrative personnel further separated from the staff than is currently the case at Brown's Crossing. The suggestion has been made that an addition to the existing building at 135 Andover Street be considered in the future. Chairman Hooper noted that the Facilities Master Plan does not call for addressing the Public Works garage area until 2028 or 2030 and noted the office space at Brown's Crossing is in a flood plain. He suggested that further discussion will occur with Public Works personnel so that a decision can be made at the next committee meeting.

Mr. O'Brien developed a new alternative referenced as Scheme E to follow-up on comments from the prior meeting. In this option, the building is not as elongated as the previous drafts and is slightly wider. In the Town office areas counter space is created in the main hallway of the second floor for patrons to complete applications or other documentation. Discussion took place about the appropriate location for the stairways that are required to create egress out of the building from all floors. One stairway is currently proposed on the opposite end of the building from the large meeting rooms. Doors out of the building may be placed at this same location.

The survey work is nearing completion but Dan Pallotta, from P-3, reported that he does not have definitive information yet available to present. He noted that once the survey work is completed, the geotechnical work can be completed which will involve some test borings. It was noted that with the experience of water issues in the former Swain School close attention must be paid to the groundwater table. Mr. Pallotta presented a budget update and explained that the expenditures to date are \$120,790 from the appropriation of \$955,000 and expects there to be a balance remaining after the work is completed that could be transferred to the next phase of the project. A newsletter is in the works to be issued following the meeting of March 16th.

Chairman Hooper reminded the committee of the need to prepare a report to Annual Town Meeting and suggested that at the meeting of April 13th the committee review a draft of the report to Annual Town Meeting and that there would be no meeting on April 27th. Committee members agreed to this plan. The committee will meet next on March 30th.


Jeffrey M. Hull
Town Manager



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

March 25, 2022

TO: Board of Selectmen

RE: Senior Center Building Committee

The Senior Center Building Committee met on Wednesday, March 23rd via Zoom. Dan Pallotta, the Owners Project Manager (OPM), advised the committee that the survey work on the site has been completed. Preliminarily, there does not appear to be any issues of concern. Test borings to identify ledge or other constraints will not occur until the committee has confirmed the location of the building on the site.

John Hammer, landscape architect with SLR Consulting, provided the committee with a revised layout of the area surrounding the proposed location of the senior center. The primary changes include locating the trash/recycling collection area further from the building towards the rear of the parking lot. Two pickleball courts are now located towards the rear of the parcel near the extension of the property which parallels Glen Road. Bocce courts are proposed to be located closer to the building near the patio area. Discussion took place about whether more than two pickleball courts should be included in the project given the popularity of the project. The question was raised as to whether these courts would be available for use by the general public or would be restricted to seniors. No vote was taken with the general consensus being to consider four courts.


Considerable discussion took place regarding the drop-off area at the main entrance to the building. Currently there are four handicapped parking spaces located near the main entrance on the approach from Main Street. Some concern was expressed about the vehicular safety of vehicles leaving that parking lot and merging into the travel lane which leads to the drop off area and main parking area. A suggestion was made to remove the parking lot near the drop off area. Further discussion is expected before a decision is made.

Lee Morrissette, AIA, LEED AP with Dietz & Company Architects, presented a revised rendition of the interior building space. Multiple designated rooms including restrooms, fitness, arts & crafts and the medical suite have been reoriented or relocated based upon input from the previous meeting. The “bend” in

the building has been altered slightly from a 50 degree angle to a 60 degree angle. A 3D image of the exterior views of the building was presented. The committee appears very receptive to the design at the rear of the building which adjoins the patio area. Members were far less comfortable with the design of the front of the building and appear to suggest that the entrance needs to have more prominence and be distinguishable from the remainder of the front of the building. Discussion took place with respect to the degree to which the building should reflect a contemporary or a traditional style. Mr. Morrissette will revisit this portion of the design.

Matt Bean, Principal with Norian/Siani Engineering, presented the committee with options for heating and cooling of the building. The options presented consisted of heating and cooling via electricity or gas. The operational costs of electricity are greater than for gas but electric heat and cooling allows for more precise temperature control in individual rooms than is the case with gas.

The committee will meet again on April 6th in person at the Town Hall at 6:00 pm. Prior to the committee meeting George Hooper, Dan Pallotta and Lee Morrissette will visit the Senior Center at 3:00 p.m. to present a summary of the current state of the design and answer questions. The full committee will meet again on April 20th to review the proposed report to be provided to the Annual Town Meeting.



Jeffrey M. Hull
Town Manager

cc: George Hooper, Chairman, Senior Center Building Committee



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

PHONE: (978) 658-3311

FAX: (978) 658-3334

TTY: (978) 694-1417

WWW.WILMINGTONMA.GOV

March 23, 2022

Sarah Przybylowicz, MSBA Project Coordinator
Massachusetts School Building Authority
Fifth Floor
40 Broad Street
Boston, MA 02109

Dear Mrs. Przybylowicz:

During the recent conversation between representatives from the Massachusetts School Building Authority (MSBA) and the Town of Wilmington, the MSBA was informed about a proposed affordable so-called Chapter 40B development that may impact the enrollment projections in the elementary schools. Representatives from the MSBA conveyed a willingness to consider information related to this planned 40B development and requested additional information. In light of the Town's Eligible Period expiring on March 28, 2022 the Town is seeking a thirty (30) day extension of time to the Eligibility Period. This extension will afford an opportunity for the Town to provide the requested information and for any communications with respect to the potential impact of this development on enrollment figures to occur prior to the close of the Eligibility Period.

Thank you for your consideration of this request.

Sincerely,

Jeffrey M. Hull
Town Manager

cc: Diane Sullivan, MSBA, Director of Program Management
Elena Seiti, MSBA, Program Manager
Kathryn DeCristofaro, Capital Program Manager
Glenn Brand, Superintendent of Schools
Paul Ruggiero, Assistant Superintendent of Administration and Finance
George Hooper, Public Buildings Superintendent
Bryan Perry, Finance Director/Town Accountant
Jennifer Bryson, Chairman, School Committee
✓ Lilia Maselli, Chairman, Board of Selectmen

From: BOA Daniel Veerman <dveerman@wilmingtonma.gov>
Sent: Monday, March 14, 2022 2:01 PM
To: Beverly Dalton <bdalton@wilmingtonma.gov>; Kelly Malatesta <kmalatesta@wilmingtonma.gov>
Subject: Re: re: Board of Appeals meeting for the 4th of July carnival

March 14, 2022

Jeffrey Hull
Town Manager
Town of Wilmington
121 Glen Road
Wilmington, MA 01887

Dear Mr. Hull:

As you are aware, I am a member of the Wilmington Board of Appeals. It has just recently been brought to my attention that the 4th of July Committee will be applying for a special permit to locate the 4th of July Carnival to the property known as the former Swain School site on Middlesex Avenue for this year's upcoming Independence Day celebration. This area is directly across the street from my residence at 131 Middlesex Avenue. Although I am not sure if I am technically a direct abutter, I certainly may be, and clearly live within 300 feet of the area.

When this issue first arose years ago, I contacted Town Counsel who informed me that due to the proximity of my residence to the area in question, the safe course of conduct would be to recuse myself from hearing the Committee's special permit application, since a direct abutter would be presumed to have a financial interest in the matter. Although I do not believe the Carnival would necessarily benefit or disadvantage me financially due to the location of my house to the area, I was advised that the presumption of a financial interest is a matter of law, if not fact. He advised me to communicate my conflict to my appointing authority, namely the Board of Selectmen, and they have on all four previous occasions decided to waive my conflict after proper deliberation and decision.

Toward that end, please forward this communication to the Board of Selectmen, should they decide to entertain this issue at their next meeting, deliberate and take such action.

Please feel free to contact me if needed.

Thank you

Daniel Veerman, Esq