



# EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

**CHARLES D. BAKER**  
Governor

**CURTIS M. WOOD**  
Secretary

**KARYN E. POLITO**  
Lieutenant Governor

February 24, 2021

Jeffrey Hull  
Town Manager  
Wilmington and Wilmington Public Schools

Dear Jeffrey Hull, Town Manager

We are pleased to inform you that following review of applications for the competitive Cybersecurity Awareness Grant program, Wilmington and Wilmington Public Schools has/have been selected to participate in the program.

As you know, cybersecurity is a growing threat to communities across the Commonwealth, and we are excited to partner with you to improve the cybersecurity posture of Wilmington and Wilmington Public Schools.

This program will make end-user cybersecurity training, assessment and simulation tools, which will be administered by EOTSS and ProofPoint (cybersecurity vendor), available to employees. As specified in the program application, participation will require:

- Confirmation of executive-level commitment to the program.
- Identification of a point of contact who will work directly with EOTSS and ProofPoint to successfully deploy the program.
- Commitment to ongoing efforts to educate employees throughout this one-year program, including review of reports to identify and encourage employees who have not participated in the training.
- Acceptance of standardized curriculum and scheduling to support a multi-jurisdiction effort.
- Approval for EOTSS and/or ProofPoint to send simulated phishing emails to staff in an effort to better understand cybersecurity posture and educate employees on how to identify phishing attempts.
- Approval for EOTSS to leverage data collected through the program to support efforts to better understand the cybersecurity posture of local government in the Commonwealth.

Your contact for this program will be Nick Gonzales, he will work with you to successfully deploy the program.

Again, we look forward to partnering with you on this critically important initiative to improve cybersecurity posture across the Commonwealth.

Sincerely,

Curtis M. Wood  
Secretary

**Glenn Brand, Ed.D.**  
Superintendent of Schools

**Christine Elliott**  
Assistant Superintendent for  
Curriculum & Staff Development

**Paul Ruggiero**  
Assistant Superintendent of  
Administration & Finance



**WILMINGTON PUBLIC SCHOOLS**  
161 Church Street | Wilmington, MA 01887  
Tel: (978) 694-6000 Fax: (978) 694-6005

**Alice Brown-LeGrand**  
Director of Student Support Services

**Andrea Stern Armstrong**  
Director of Human Resources

**Kenneth Lord**  
Director of Technology &  
Digital Learning

*A school and community partnership that provides an inclusive, respectful, and collaborative learning environment where all stakeholders are engaged in the development of the whole child.*

TO: Wilmington School Committee/Board of Selectmen/Finance Committee  
FROM: Glenn Brand/Jeff Hull  
DATE: March 5, 2021  
RE: Opportunity for Wilmington with the Massachusetts School Building Authority

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As you are aware, the Town and District are engaged in the application process with the Massachusetts School Building Authority (MSBA) as part of their 2020 grant application cycle. You will recall that we submitted applications to the MSBA in the spring of 2020 for our elementary schools, identifying the Wildwood School as our priority project given the immense needs of that facility.

While the original timeline for the 2020 MSBA grant cycle has been delayed due to the pandemic, their organization intends to move forward in making their final decision by early April. While the timing of our engagement in this important opportunity is far from ideal, it nevertheless is a very critical endeavor for the entire Wilmington community as it relates to not only the Wildwood School, but the future of our elementary schools.

As a result of numerous discussions between school and town administration and the MSBA, we are optimistic that Wilmington is seriously being considered as a potential candidate to be invited into the program. As a community we have:

- *The need for assistance, given the age of our schools*
- *A sound rationale in support of school consolidation given the findings and recommendations of the master plan report*
- *Past success in similar joint projects with our high school*
- *The financial readiness to take on the initial commitment necessary to explore options*

The one area that remains unanswered for the MSBA is the specific readiness of the community to identify the various consolidation options we want to explore. MSBA understands Wilmington is interested in consolidation but, with many possible options, they need to know which options we *might* be interested in and, more importantly, those that we are not.

The timeframe for us is short but we are committed to doing what we can to share information about this opportunity with the community, including the School Committee, Board of Selectman and the Finance Committee.

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Notice of Non-Discrimination

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.

**Glenn Brand, Ed.D.**  
Superintendent of Schools

**Christine Elliott**  
Assistant Superintendent for  
Curriculum & Staff Development

**Paul Ruggiero**  
Assistant Superintendent of  
Administration & Finance



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The intent is to deliver a slide presentation that will provide information around the following:

- Information about our elementary schools and enrollment
- Background and findings of the Town of Wilmington's Facilities Master Plan
- A brief review of school facilities in support of teaching and learning
- Facility Master Plan recommendations
- Overview of the opportunity with MSBA

As part of this informational campaign, we intend to engage the community in a survey to gather a sense of the various options that the Town stakeholders do not want us to ask the MSBA to pursue with us, should we be invited into the grant program.

**The timeline for the presentations is as follows:**

**March 10** - Presentation to the School Committee

**March 11** - Presentation to the Finance Committee

**March 15** - Presentation to the Board of Selectmen

The survey will be sent out on March 11 to the Wilmington community and the results will be tabulated and shared with both the community and the MSBA by the end of the month.

Glenn Brand  
Superintendent of Schools

Jeffrey Hull  
Manager, Town of Wilmington

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# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

March 5, 2021

TO: Board of Selectmen

RE: Award of Owners' Project Manager Services  
Town / School Administration Building

In response to a request for qualifications (RFQ) issued by the Town seeking owners' project manager (OPM) services, fifteen proposals were received. The Town/School Administration Building Committee was tasked with reviewing all proposals and establishing a shortlist of firms. Four firms were identified and were scheduled for interviews via Zoom. After completing interviews and rating the four firms, the committee recommended the firm P3 from Norwell, MA to serve as the OPM. Following my discussions with Daniel Pallotta, a principal at P3, the parties agreed to a fee of \$107,000 for the first phase of this project. The work to be completed by P3 will involve working with the Town and the designer/architect to complete the feasibility study to identify the best location for a new facility and oversee the efforts of the designer/architect in the development of a schematic design for the building along with a cost estimate for construction. Completion of this work will place the Town in the position of making a recommendation to town meeting for appropriation of construction funding. If construction funding is approved, and if the Town is satisfied with the work performed by P3, the Town can engage them for the second phase of the project to oversee final design and construction.

P3 served as the OPM for the City of Westfield on multiple projects including rehabilitation of their city hall. The Town of North Andover hired P3 to serve as the OPM for renovations and expansion to their Town Hall. Additionally, the firm has served as the OPM on construction of a new library in Eastham, renovation of an elementary school in Hanover and construction of a new senior center in Rockland amongst other projects. The firm's immediate task is development of a RFQ to seek the services of a designer/architect to work with the Town through the steps previously referenced. When proposals are received, P3 will work with the committee to assess the proposals and recommend the best firm to complete the feasibility study and schematic design.

The fact that P3 is the OPM for both the senior center and town/school administration project is advantageous because both projects will be evaluating the same sites as possible locations. If both projects proceed along a similar track it will be extremely important that communication and coordination exist between the two projects.

  
Jeffrey M. Hull  
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager  
George Hooper, Public Buildings Superintendent



Town of Wilmington  
Office of the Town Manager  
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*WWW.WILMINGTONMA.GOV*

March 5, 2021

To: Board of Selectmen

Re: In Person Board and Committee Meetings

This memo is in response to questions regarding the ability to begin holding in person board and committee meetings. Governor Baker's Covid-19 Order No. 63, which came into effect February 8, 2021 served to supersede and rescind Order No. 57 regulating gatherings in the Commonwealth. While Order 63 reaffirms CDC guidance strongly discouraging large gatherings and community events, Section 6a. of Order 63 exempts the Board of Selectmen. However, there is no exemption for the audience nor the appointments participating in a meeting of the Board of Selectmen. These individuals, along with other Town boards and committees, would be subject to Order No. 63's restriction of indoor gathering limits to the maximum of 10 people. These limitations apply to both gatherings held at private residences and gatherings held at event venues and in public settings as well. The Order further states that virtual-only activities are the safest in preventing further spread of the virus.

With a 10 person maximum indoor gathering limitation, a Selectmen's in person meeting could easily reach the maximum limitation. Meeting attendance outside of the Board typically consists of the Town Manager, the Recording Secretary, and two personnel from WCTV. The meetings would also require Zoom coverage to accommodate public participation which would bring the number of in person attendees to five. Individuals with appointments and those who wish to make public comment would be required to participate via Zoom.

Additionally, meeting attendees would still need to be spaced out in an area of at least 1000 square feet, leaving the Auditorium as the only option for a meeting space within the Town Hall. A temporary setup would be required for broadcasting via WCTV. A large screen TV could be used to allow Board Members to see those participating via Zoom, but due to the spacing, it may be difficult for both the in person attendees and those participating remotely to see each other and any visual presentation clearly. Lastly, the spacing requirement will also make it difficult to capture and transmit audio for the virtual portion of the meeting.

Governor Baker has stated that he intends to increase the indoor gathering limit to 100 people effective March 22, subject to current public health data. Depending on the timing of the Governor's expected announcement, the Board of Selectmen may be able to fully accommodate an in person meeting as of March 22nd, subject to public meeting posting regulations. If the announcement is not made in time to post the meeting as an in person meeting and the gathering limitation is expanded effective March 22, the Board of Selectmen could begin to meet in person on April 5<sup>th</sup>. I conferred with Shelly Newhouse in drafting this memo. Ms. Newhouse recommends that boards and committees begin to meet in person in April, pending the Governor's expected announcement later this month.

*Kerry Colburn-Dion*  
Kerry Colburn-Dion

Assistant Town Manager

cc: Jeffrey M. Hull, Town Manager



**GREEN INTERNATIONAL AFFILIATES, INC.**

239 LITTLETON ROAD, SUITE 3 WESTFORD, MA 01886

T: (978) 923-0400 | F: (978) 399-0033 | WWW.GREENINTL.COM

ROVYD TOWN MANAGER

'21 MAR 1 11:23

February 25, 2021

Mr. Jonathan R. Eaton  
Wilmington Board of Selectmen  
Wilmington Town Hall  
121 Glen Road  
Wilmington, MA 01887

**Subject: Bridge Replacement, Bridge No. W-38-003 (2NV)  
Butters Row over MBTA  
Wilmington, MA  
MassDOT File No. 608929**

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Dear Mr. Eaton:

On behalf of the Massachusetts Department of Transportation – Highway Division (MassDOT), Green International Affiliates, Inc. (Green) wishes to notify the Board of Selectmen that MassDOT is proposing to replace the Bridge No. W-38-003 (2NV) which carries Butters Row over the MBTA Commuter Lowell line/Pan Am Railroad in the Town of Wilmington. The enclosed locus map and Project Description are attached for the Board's review so that any concerns you may have can be addressed while the project is still in its early stages. Project plans for the 25% Submittal have been sent to the Town Manager if you or other Board members would like to examine them.

The project will consist of the replacement of the existing 66'-5" three-span Bridge No. W-38-003 (2NV), and the reconstruction of an approximately 710-foot section of Butters Row, that contains the bridge and its eastern/western approaches between Butters Row/Main Street (Route 38) and Butters Row/Factory Road intersections. The existing bridge is structurally deficient and functionally obsolete, and has a low clearance of 16'-3" over the tracks, with a history of the bridge being hit multiple times by trains or rail maintenance vehicles.

MassDOT requests that you review the enclosed materials at your earliest convenience and solicits any comments that you might wish to make regarding this project. Written comments should be submitted within 30 days to: Patricia Leavenworth, P.E., Chief Engineer, Massachusetts DOT, Highway Division, 10 Park Plaza, Boston, MA 02116, Attn: Paul King, P.E., with a copy to Green International Affiliates, Inc. Please include the six-digit MassDOT File No. noted above in all correspondence.

If you have any questions concerning the enclosed project information, please feel free to contact Paul King at (857) 368-9328 or [Paul.C.King@dot.state.ma.us](mailto:Paul.C.King@dot.state.ma.us). Your attention to this letter is greatly appreciated.

Sincerely,  
**Green International Affiliates, Inc.**

Marc Caufield, P.E.  
Senior Environmental Engineer

MRC/of

Attached: Locus Map, Project Description

cc: Paul C. King, P.E., MassDOT, w/att.  
Michael Cruz, P.E., Project Manager

**BRIDGE REPLACEMENT, W-38-003 (2NV), BUTTERS ROW OVER MBTA  
WILMINGTON, MASSACHUSETTS  
MASSDOT PROJECT NO. 608929**

**PROJECT DESCRIPTION**

The Massachusetts Department of Transportation, Highway Division (MassDOT) proposes to replace the Bridge No. W-38-003 (2NV) which carries Butters Row over the MBTA Commuter Lowell line/Pan Am Railroad. The bridge is located in the central part of the Town of Wilmington approximately 300 ft southwest of the Butters Row/Main Street (Route 38) intersection. The project includes the reconstruction of an approximately 700-foot section of the Butters Row that contains the bridge and its eastern/western approaches between the Butters Row/Main Street (Route 38) and Butters Row/Factory Road intersections. Proposed work includes full depth reconstruction of approximately 320 feet of eastbound and westbound approaches.

Butters Row is classified by MassDOT as an Urban Collector and is owned and maintained by the Town of Wilmington, with the exception of approximately 67 feet of the roadway including the Bridge No. W-38-003 (2NV), which is under MassDOT jurisdiction. The roadway in the vicinity of the project area provides generally east-west movements connecting to Route 38 (Main Street) northeast of the project limits and Chestnut Street southwest of the project limits in the Town of Wilmington. The road has an average traffic flow of approximately 2,809 vehicles per day, with 1.4% being truck traffic. The area surrounding Bridge No. W-38-003 (2NV) is relatively flat and rural, with forested land, forested and non-forested wetlands with some low-density residential properties around the project limits.

**Purpose and Need**

The purpose of this project is to replace the existing Bridge No. W-38-003 (2NV) because the existing bridge is structurally deficient and functionally obsolete. The existing superstructure has a low clearance of 16'-3" over MBTA/Pan Am Railroad, with a history of the bridge being hit multiple times by trains or rail maintenance vehicles. Existing horizontal clearance from centerline of railroad track to face of structure does not meet standards (7'-0" west/ 6'-10" east). The bridge substructure is in fair condition overall, with the bridge seats and backwalls in satisfactory condition, and the breastwalls and wingwalls in fair condition due to extensive cracking, spalling, and scaling. The bridge was built in 1920 and was reconstructed in 1987. It has been recommended that the bridge be replaced with a new superstructure to allow adequate clearance over the tracks.

**Existing Conditions**

Butters Row is a two-lane, two-way road classified as an urban collector and under the Town's jurisdiction, with the exception of approximately 67 feet including the bridge which is under MassDOT jurisdiction. Its eastern approach carries two (2) travel lanes ranging between 8 and 14 feet wide, one for each direction, widening towards Route 38 (Main Street). No shoulders are currently present on either side of the eastern approach roadway. The two-lane roadway narrows down to a single-lane roadway, shared for both directions, approximately 100 feet prior to the east end of the bridge and approximately 200 feet prior to the west end of the bridge. The bridge's western approach carries two (2) 10-foot wide travel lanes, one in each direction, with shoulders varying from 1 to 3 feet wide on both sides of the roadway. No sidewalks, pedestrian or bicycle accommodations are provided along the corridor. Factory Road intersects with the Butters Row approximately 300' south of Butters Row bridge, providing access to residential properties. The posted speed limit is 25 mph in both directions. In area of the single-lane portions of the eastern and western approaches, the posted speed limit is 15 mph.

Bridge No. W-38-003 (2NV) is a three (3) span simply supported structure with an overall length of 66'-5" and an overall width of approximately 15'-5". The spans vary in lengths and are 20'-10", 26'-4" and 19'-3" long respectively. The structure has a curb-to-curb width of 13'-6" feet with chain link fence mounted to the back of timber safety curbs along both sides of the roadway. The bridge carries one (1) 13'-6" wide travel lane, serving both directions, with no shoulders or sidewalk on either side. Convex mirrors are present on each side of the bridge to aid motorists see oncoming traffic on the other side of the bridge. There are no roadway markings on the bridge.

The bridge superstructure consists of timber beams at variable spacing, with Span 1 and Span 3 having eight (8) beams and Span 2 having seven (7) beams. The deck consists of transverse wooden deck planks, which overhang beyond the bridge railing. Wearing surface consists of approximately one-half inch thick of bituminous concrete paved directly onto the wooden deck boards. The existing bridge substructure consists of timber piers, gravity type concrete abutments, and concrete and wood wingwalls. Wingwalls are parallel at the east abutment and splayed at the west abutment of the bridge structure. All substructure elements are founded on spread footings. The bridge is currently posted for 5 tons for all statutory vehicles.

Wetland resource areas are located at the southwest, southeast and northwest quadrants of this bridge, and field delineation of these resource areas on the south side of the bridge occurred on July 18, 2018 and on the north side of the bridge on May 22, 2020 as part of another MassDOT project No. 608051. There is one intermittent stream on the southeastern side of the bridge.

The project site is located within the Maple Meadow Brook subwatershed of the Ipswich River Basin that extends across northeastern Massachusetts. The bridge is not located near the 100-year Flood Plain, however, the wetland area to the west of the bridge is assessed to have a 0.2 % Annual Chance Flood Hazard, based on FEMA Flood Insurance Rate Map 25017C0291E, dated June 4, 2010. East of the bridge, the 100-year flood zone limit associated with the Maple Meadow Brook, lies several hundred feet away from the Butters Row Bridge.

### **Proposed Conditions**

Butters Row will have a curb-to-curb width of 32'-0" with a total roadway width of 43'-0". It will carry two 11-foot travel lanes, one in each direction, 5-foot shoulders, and 5'-6" wide sidewalks (including curb). Proposed horizontal alignment will be offset to the west from the existing roadway centerline in the bridge area, and will approximately follow the same bearing. Vertical alignment will be raised to increase clearance under the bridge, which will require a 9% grade on the western approach and 7% grade on the eastern approach. Work will also include installation of granite curb and concrete sidewalks and guardrail. To limit impacts to surrounding wetlands and right-of-way, 2:1 side slopes are proposed. Proposed work includes full depth reconstruction of approximately 320 feet of eastbound and westbound approaches, as well as pavement milling/overlay and installation of accessible ramps at the Factory Road intersection.

The proposed bridge will be a simply supported single span structure with a span length of 40'-3", a curb-to-curb width of 32'-0" feet and an out-to-out width of 45'-6" feet. The proposed superstructure will consist of 7 steel rolled beams with an 8" full depth cast-in-place composite concrete deck and a 3" superpave wearing surface. Beams will be spaced 6'-9" on center with 2'-6" overhangs. The existing piers and abutments will be removed, and the proposed abutments will be installed within the existing first and third spans to provide the required horizontal clearances from the railroad. The proposed abutments will be reinforced concrete cantilever type abutments and will require filling in the remainder of the existing



first and third spans for the approach roadway. Proposed wingwalls/retaining walls will be u-type walls to tie into the approach roadway grading and contain the proposed fill. The new cantilever abutments will be supported on reinforced concrete pile caps and drilled micropiles with sockets into bedrock.

The proposed bridge will carry two 11-foot wide travel lanes, one in each direction, two 5-foot shoulders and two 5'-6" sidewalks on both sides. There will also be a cantilever retaining wall supported on micropiles constructed along the NW approach to maintain the access road below.

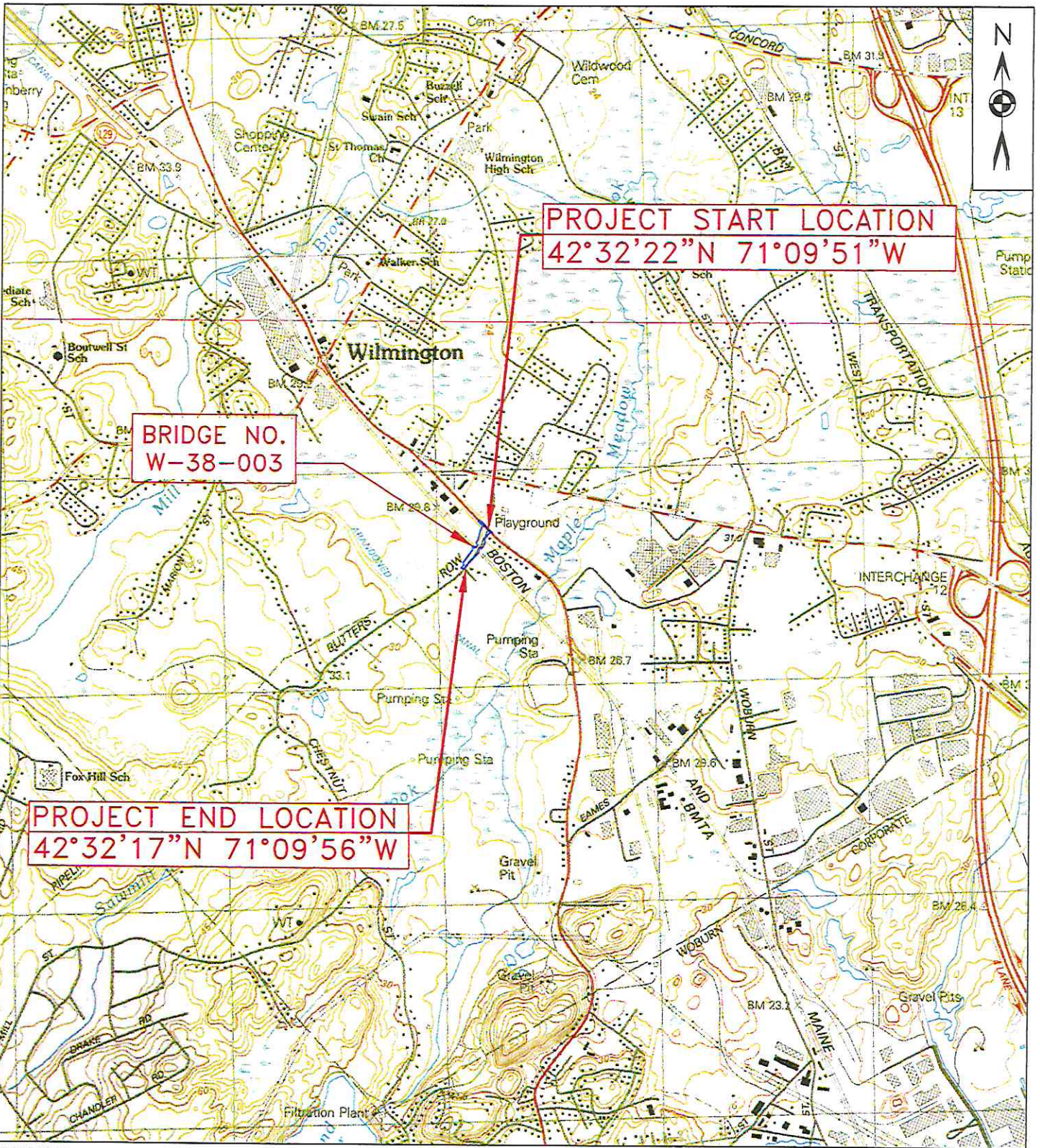
As a result of the proposed bridge replacement, a minimum vertical clearance of 18'-6" is proposed to avoid future train impacts to the bridge superstructure, while not introducing a vertical curve that violates standard requirements.

Since Butters Row is an Urban Collector with a relatively low design speed of 25 mph (15 mph on the bridge), no special provisions will be made for pedestrian traffic. Pedestrians and bicycles will be accommodated on the roadway as per existing conditions.

Environmental permitting for the proposed alterations to Butters Row will be performed during the 75 Percent Design phase of the project. At the time of 25% submittal, MassDOT is considering combining the impacts from the Butters Row over MBTA Bridge Replacement project (#608929) with the neighboring Reconstruction on Route 38 project (#608051) for permitting purposes.

### **Traffic Management**

Butters Row will be closed during demolition of the existing bridge and construction of the proposed bridge. The detour around the work site will utilize Chestnut Street, Burlington Avenue, and Main Street (Route 38).



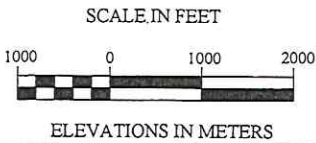
**BRIDGE NO.  
W-38-003**



**PROJECT START LOCATION  
42°32'22"N 71°09'51"W**

**PROJECT END LOCATION  
42°32'17"N 71°09'56"W**

**LEGEND**

— APPROXIMATE LIMIT OF WORK



|   |   |                            |
|---|---|----------------------------|
| <p><b>USGS LOCUS MAP</b><br/>BRIDGE REPLACEMENT<br/>BRIDGE NO. W-38-003 (2NV), BUTTERS ROW OVER MBTA<br/>WILMINGTON, MA, PROJECT #608929</p>  |   |                            |
| <p>PREPARED BY:<br/> <b>GREEN INTERNATIONAL AFFILIATES, INC.</b><br/>CIVIL AND STRUCTURAL ENGINEERS<br/>239 LITTLETON RD, WESTFORD, MA (978) 923-0400<br/>24 ALBION RD, LINCOLN, RI (401) 305-7895</p> | <p>PREPARED FOR:<br/> <b>massDOT</b><br/>Massachusetts Department of Transportation<br/>Highway Division</p> | <p><b>FIGURE</b><br/>1</p> |
| <p>SCALE: AS NOTED</p>  | <p>PROJECT NO. 13033.184</p>  |                            |
| <p>DATE: 11/16/2020</p>   | <p>DRAWN BY: OF</p>   |                            |
| <p>REVISED:</p>   | <p>CHECKED BY: MC</p>   |                            |

\\FS1\Engineering\Projects\2013\13033\13033.184 - Wilmington Butters Row\608929\DWG\ENV\FIGURE 1 - USGS.dwg

**From:** Mike Champoux  
**Sent:** Thursday, March 04, 2021 7:55 AM  
**To:** Mike Champoux  
**Cc:** Jeff Hull; Selectman Jonathan Eaton  
**Subject:** [EXTERNAL] LRRP - WEBINAR

Good morning WEDC Team,

We received the message below regarding the Local Rapid Recovery Plan grant. Please pay particularly close attention to the registration link below for the informational Webinar that takes place on Tuesday 3/9 at 3:00 pm. They state that this is “Mandatory”. I will be in attendance. While I recognize not all of you will be able to do so, I would be delighted for as many of you as possible to.

The consultant from Berry Dunn McNeil & Parker, LLC will be in touch with me next week to discuss next steps.

Congratulations LRRP Community!

This e-mail is to notify you of the consultant that you have been matched with for Plan Facilitation technical assistance. The LRRP Plan Facilitator for your community is:

|            |          |                                 |
|------------|----------|---------------------------------|
| Wilmington | \$30,000 | Berry Dunn McNeil & Parker, LLC |
|------------|----------|---------------------------------|

The Plan Facilitator/Consultant will be in touch the week of March 8, 2021. The initial kick-off activities will be outlined in the webinar referenced below.

The Mass Downtown Initiative (MDI)/LRRP team invites communities participating in the Rapid Recovery Plan Program to join us for a detailed information session. This webinar is a comprehensive overview of the role Communities will play in the success of the program. We will review details including project timeline, budgets, and resources/templates, as well as details of the program approach throughout all three phases of the program. Community representatives will be invited to submit questions at the end of this presentation.

**This is a mandatory meeting.** The session will be recorded but attendance ensures that any questions you have can be answered at the session or in a follow-up FAQ.

When: March 9, 2021 3:00 PM Eastern Time (US and Canada)

Topic: Rapid Recovery Plan Program Train the LRRP Community Information Session

**Register in advance for this webinar:**

**Registration link:**

**[https://streetsense.zoom.us/webinar/register/WN\\_B3n\\_31itRFyW6d5IAOte6Q](https://streetsense.zoom.us/webinar/register/WN_B3n_31itRFyW6d5IAOte6Q)**

Best,

**Mike Champoux**  
978-973-9816



Town of Wilmington  
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*WWW.WILMINGTONMA.GOV*

February 23, 2021

Mr. Thomas C. Card

Wilmington, MA 01887-3008

Dear Mr. Card:

I am writing to acknowledge your decision to resign as a member of the Economic Development Committee.

On behalf of the Board of Selectmen, may I take this opportunity to thank you for the exemplary service you have provided to the community as a member of the Economic Development Committee. We appreciate the time and effort that you have put forward and your willingness to share your expertise and your time on behalf of Wilmington's citizens deserves the respect and admiration of the entire community.

Sincerely,

Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen



Town of Wilmington  
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*WWW.WILMINGTONMA.GOV*

January 12, 2021

Mr. Edward L. Sousa

Wilmington, MA 01887-1136

Dear Mr. Sousa:

I am writing to acknowledge your recent decision to resign as a member of the Board of Registrars.

On behalf of myself and the Board of Selectmen thank you for your 37 years of volunteer service to the Town of Wilmington during your tenure both as a member and past chairman of the Board of Registrars. The election of representatives to serve the best interests of our community in local, state and federal government can never be taken for granted. The ability to conduct accessible and fair elections relies upon a cadre of volunteers and staff to ensure that residents have the ability to cast ballots and know that their votes will be counted. Thank you for your investment of time and talents to enable this "experiment" called democracy to continue to function for the benefit of all. Your willingness to share your expertise and your time on behalf of Wilmington citizens deserves the respect and admiration of the entire community.

We wish you good health and all the best in your future endeavors.

Sincerely,

Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen  
Christine Touma-Conway, Town Clerk



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

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[WWW.WILMINGTONMA.GOV](http://WWW.WILMINGTONMA.GOV)

January 12, 2021

Robert A. Fasulo, Jr., Chairman  
Republican Town Committee

Wilmington, MA 01887-1314

Dear Mr. Fasulo:

Edward Sousa announced his resignation from the Board of Registrars effective December 31, 2020. Currently there is one representative from the Democratic Party and one representative from the Republican Party serving on the Board of Registrars. The Board of Selectmen are seeking nominations from the Republican Town Committee and the Democratic Town Committee to fill the vacancy. Once nominations are received, the Board of Selectmen, at a regularly scheduled meeting, will make a selection of one person to fill the vacant seat.

The filling of vacancies on the Board of Registrars is prescribed by Massachusetts General Law Chapter 51, Section 15 which states in pertinent part:

Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote of a duly called meeting, at which a quorum was present, of such committee; and every member of a Board of Registrars of Voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted said list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such list.

The term of the seat formerly held by Mr. Sousa expires on April 30, 2023. Your attention to this matter is greatly appreciated.

Sincerely,

Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen  
Christine Touma-Conway, Town Clerk

CERTIFIED MAIL RETURN RECEIPT REQUESTED



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](http://WWW.WILMINGTONMA.GOV)

January 12, 2021

Jay Donovan, Vice Chairman  
Democratic Town Committee

Wilmington, MA 01887-3347

Dear Mr. Donovan:

Edward Sousa announced his resignation from the Board of Registrars effective December 31, 2020. Currently there is one representative from the Democratic Party and one representative from the Republican Party serving on the Board of Registrars. The Board of Selectmen are seeking nominations from the Republican Town Committee and the Democratic Town Committee to fill the vacancy. Once nominations are received, the Board of Selectmen, at a regularly scheduled meeting, will make a selection of one person to fill the vacant seat.

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The term of the seat formerly held by Mr. Sousa expires on April 30, 2023. Your attention to this matter is greatly appreciated.

Sincerely,

Jeffrey M. Hull  
Town Manager

cc: Board of Selectmen  
Christine Touma-Conway, Town Clerk  
Roberta Lasky, Secretary, Democratic Town Committee

CERTIFIED MAIL RETURN RECEIPT REQUESTED

**From:** [epd0407@aol.com](mailto:epd0407@aol.com)

**Date:** February 4, 2021 at 7:44:00 PM EST

**To:** Jeffrey Hull <[jhull@wilmingtonma.gov](mailto:jhull@wilmingtonma.gov)>, [kscr777@icloud.com](mailto:kscr777@icloud.com), [jpgoggin@comcast.net](mailto:jpgoggin@comcast.net)

**Subject:** [EXTERNAL] Wilmington Republican Town Committee: Registrar Submission.

**Reply-To:** [epd0407@aol.com](mailto:epd0407@aol.com)

Greetings Mr Hull,

Per your request dated January 12th with regards to Mr Sousa's resignation from the Board of Registrars I would like to submit the following two names of interested individuals from the Wilmington Republican Town Committee as discussed at our most recent meeting. I hope this format is acceptable for our submission of these names. If not I would be happy to follow it up with a hard copy.

Kelly S.C. Richards 31 Shady Lane Drive  
Robert Fasulo - 28 Marjorie Rd Wilmington

If you have any questions or require further information please let me know

Robert Fasulo  
Chairman: Wilmington Republican Town Committee





**Wilmington Democratic Town Committee**

February 22, 2021

Jeffrey M. Hull, Town Manager  
Town of Wilmington  
121 Glen Road  
Wilmington, MA 01887-3597

Dear Jeff,

In response to your letter dated January 12, 2021, the Wilmington Democratic Town Committee approved Roberta L. Lasky at our February 1<sup>st</sup> meeting as our nominee for the vacant Board of Registrars position. Roberta has been an active member of the Wilmington Democratic Town Committee, currently serves as our Clerk and respects the electoral process in the Town of Wilmington. We had previously submitted Roberta's name in April 2018, along with that of Mary H. Osgood, who was appointed by the Board of Selectmen.

Please let me know if you would like me or someone else from the Wilmington Democratic Town Committee attend the Board of Selectmen's meeting when this position is on their agenda. We believe that Roberta would be an excellent candidate for the position.

Thank you,

A handwritten signature in black ink that reads "Jay J. Donovan". The signature is fluid and cursive.

Jay J. Donovan

Acting Chair

Wilmington Democratic Town Committee

cc: Roberta Lasky