



Town of Wilmington  
Office of the Town Manager  
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Wilmington, MA 01887-3597

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

March 6, 2020

TO: Board of Selectmen

RE: COVID 19 (Coronavirus) Update

As of March 6, 2020 in Massachusetts

Total confirmed cases of COVID-19	1
Total presumptive positive cases of COVID-19	7
Total of individuals subject to quarantine	719
Total of individuals who have completed monitoring (no longer in quarantine)	470
Total of individuals currently undergoing monitoring/under quarantine	249

Someone's risk for COVID-19 is closely tied to their recent travel history, and the travel histories of their immediate contacts — specifically, travel to areas with community transmission of COVID-19 or close contact with a person confirmed to have COVID-19. (Italy, China, South Korea, Japan)

**Is it safe to travel/fly internationally?**

CDC recommends everyone avoid all non-essential travel to Level 3 countries (currently China, Iran, Italy, and South Korea) and that older individuals and those with chronic health conditions avoid non-essential travel to Level 2 countries (currently Japan).

**Should public events be cancelled?**

No, not at this time. The health risk to the general public in Massachusetts remains low. Massachusetts state and local health officials are actively working to help protect the health of our residents and we will share new guidance as it becomes available. There is no need to cancel mass gathering events at this time, i.e. sporting events, concerts, etc.

**Is it safe to travel/fly in the United States?**

Currently, there are no travel restrictions for traveling within the United States. However, the situation is rapidly changing so please check back regularly for updates.

**What can we do?**

Promote everyday preventive actions to help prevent the spread of COVID-19, which include:

- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean frequently touched surfaces and objects daily.

**What are the public buildings staff doing to prepare?**

The custodians are deep cleaning all the schools. This is done at night when the schools are relatively empty. All custodians in the other public buildings such as the Library, Town hall and Senior Center are actively deep cleaning.

**What about the Senior Center?**

Traci Mello, the public health nurse, visits the Senior Center weekly on Monday's. She will be speaking routinely to the seniors about preparations they can take as individuals such as cleaning their homes and social distancing themselves.

Town department heads, including the School departments are in constant contact and will begin meeting regularly to discuss Coronavirus (COVID-19)

Please follow the Wilmington Board of Health's Facebook page, The Town of Wilmington's twitter account for up to date information as well as our webpage. [www.wilmingtonma.gov/health](http://www.wilmingtonma.gov/health)



Shelly Newhouse  
Health Director



Kerry Colburn-Dion  
Assistant Town Manager/HR Director

cc: Jeffrey M. Hull, Town Manager

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

**Brian Reagan, Ed.D.**  
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;  
Jeff Hull, Town Manager; George Hooper, Superintendent of Public Buildings

**FROM:** Glenn Brand  
Superintendent of Schools

**DATE:** March 11, 2020

**RE:** Massachusetts School Building Authority (MSBA) Applications

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I am writing to provide you with a brief update on the work surrounding the Massachusetts School Building Authority (MSBA) Statement of Interest (SOI) applications.

For the last few weeks Mr. George Hooper, *Superintendent of Public Buildings* (Town of Wilmington), Mr. Paul Ruggiero, *Assistant Superintendent of Administration & Finance* (Wilmington Public Schools) and I have worked extensively on compiling information from previously completed facilities reports to include in our six (6) statement of interest applications. These are moving toward a draft stage before we share with our third party consultant to help us review.

I want provide you with an overview of the steps that are still to come, along with the specific dates that we are currently planning to align with related to this important work:

*Week of March 2 – Finalize SOI drafts*

*Week of March 16 – Review of SOI drafts by third party consultant*

*March 23 to March 18 – Entry of final data into online MSBA portal*

*March 19 – Final SOI reports generated and distributed to School Committee and Board of Selectman*

*Week of March 23 - School Committee & Board of Selectman Review a summary of the SOI applications  
and vote to authorize their submission*

*April 6 or 7 – School Committee/Board of Selectman meet as necessary to approve minutes*

*April 8 - Deadline to submit Core Program applications*

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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.

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Superintendent of Schools

**Brian Reagan, Ed.D.**  
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As a reminder, it is necessary per MSBA requirements that both the local school committee and the local governing body (i.e. Board of Selectman) authorize the Superintendent of Schools to submit an SOI. In addition, *"....a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly taken and recorded."* For the School Committee, *"...minutes of the School Committee meeting at which the vote was taken must be submitted with the original signatures of the Committee Chairperson and the School Committee minutes should contain the text of the motion that was voted."*

In order to meet the requirements, it will likely be necessary to schedule a brief meeting of the School Committee following the March 25<sup>th</sup> meeting and prior to the April 8<sup>th</sup> deadline to approve the minutes.

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**TOWN OF WILMINGTON  
DEPARTMENT OF PUBLIC WORKS**

Highway            Water & Sewer            Engineering  
Tree                Parks & Grounds           Cemetery

**Interoffice Memorandum**

**TO:** Jeffrey M. Hull, Town Manager  
**FROM:** Michael J. Woods, Director of Public Works  
**SUBJECT:** 2020 Solid Waste Management Contracts – Trash/Recycling Update  
**DATE:** March 5, 2020

Per your request, I've prepared this summary that outlines the relevant points related to Casella Waste Management and their upcoming transition as the new trash and recycling collection contractor and Wheelabrator Technologies contract for the Town of Wilmington.

**Contract Terms:**

The Town has submitted a letter of intent to Casella Waste Management to sign a new five year contract that commences on 7/1/2020 for trash and recycling collection services pending favorable vote at May 2020 Town Meeting. The Town Meeting vote will authorize the Town to enter into a 5-year contract.

**Cost Per Year Based on Estimated Tonnage:**

	Casella Waste Management (Collection)	Recycling Disposal (Casella)	Refuse Disposal (Wheelabrator)	Total
Year 1 (FY21)	\$1,168,000*	\$312,000**	\$585,000***	\$2,065,000
Year 2 (FY22)	\$1,056,000	\$312,000	\$604,000	\$1,972,050
Year 3 (FY23)	\$1,109,000	\$312,000	\$623,625	\$2,044,625
Year 4 (FY24)	\$1,165,000	\$312,000	\$642,375	\$2,119,375
Year 5 (FY25)	\$1,223,000	\$312,000	\$664,875	\$2,199,875
<b>Total</b>	<b>\$5,721,000</b>	<b>\$1,560,000</b>	<b>\$3,119,925</b>	<b>\$10,400,925</b>

\*The Town is responsible for paying \$27,000 per month for the first six months of Year 1 for rental truck fees included.

\*\*Based on 2600 tons at \$120 per ton. Based on our estimates of current conditions and pricing.

\*\*\*Based on 7500 tons of trash per year.

### **Existing Trash and Recycling Barrels:**

Residents will continue to use their existing trash and recycling barrels with the new contractor. After July 1, 2020, residents will contact Casella Waste Management to order barrels.

### **Bulky Item/White Goods/CRT Collection:**

- Bulky Items – Instead of contacting Russell Disposal, residents will contact Casella Waste Management directly to schedule bulk item collection. Residents are still allowed 1 item per week at no charge.
- White Goods/CRTs (TVs and computer monitors etc.) – Residents will still continue to purchase collection stickers at Town Hall. The cost remains the same at \$10 per item.

### **Public Notification:**

While the upcoming change to Casella Waste Management will have minimal effect on residents, in fact just the company name and phone number from their perspective. The Department of Public Works plans to issue public notifications by utilizing social media (Twitter, Town of Wilmington website) and also through the Town Topics Newsletter. As always, residents can contact the Department of Public Works by phone or email with questions or concerns.

### **Barrel Amortization Remaining From the Russell Disposal Contract:**

Additionally, there are five years remaining on the amortization schedule for the payment of the trash and recycling barrels that were purchased under the 10-year contract that was signed in 2015. The Town will pay \$105,237 per year for the following five years to cover the remaining costs.



# Town of Wilmington

## Fire Department



*William F. Cavanaugh, III*  
Fire Chief

*Emergency 911*

February 24, 2020  
To: Jeffrey Hull, Town Manager  
Subject: FEMA Reimbursement

Mr. Hull,

I am pleased to report to you that the Town of Wilmington will be receiving a reimbursement from the Federal Emergency Management Agency in the amount of \$124,770.98. This reimbursement represents 75% of the total funds expended for snow removal, sanding, salt, and additional emergency personnel costs for the snow storm in March 2018. FEMA declared that storm an emergency event which is what allowed the funds to become available for communities to seek reimbursement.

The process for reimbursement requires a significant amount of paperwork. The bulk of the information was obtained and categorized by the clerks at the Department of Public Works. They were required to have specific information such as truck size, plow size, amount of sand and salt used, operator name, and hours of work. Without their meticulous records, this reimbursement would have not been possible.

Rebecca Sanderson, the Senior Clerk at the Fire Department, was responsible for the FEMA application. Ms. Sanderson collected data from the DPW, Police and Fire Departments. She worked closely with the FEMA representative to ensure that all information was entered accurately and in a timely manner.

The successful completion of this project was truly a team effort. The clerks from the DPW, Police, and Fire should be commended for their efforts in making sure that the Town was able to apply for and ultimately receive this reimbursement. I would also be remiss if I did not recognize the work of Director of Finance Byran Perry. His attention to detail in the final "award letter" completes the circle of making sure that the Town is able to benefit from these funds.

Respectfully submitted,

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



Charles D. Baker, Governor  
 Karyn E. Polito, Lieutenant Governor  
 Stephanie Pollack, MassDOT Secretary & CEO

**massDOT**  
 Massachusetts Department of Transportation

REC'D - TOWN MANAGER  
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 TOWN OF  
 WILMINGTON, MASS

February 28, 2020

Town of Wilmington  
 Jeffrey M. Hull  
 Town Manager  
 121 Glen Road Room 11  
 Wilmington, MA 01887

Dear Town Manager Hull,

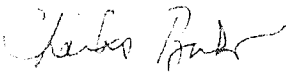
We are pleased to inform you that we anticipate Chapter 90 local transportation aid funding for Fiscal year 2021 will total \$200 million statewide, pending final legislative approval.

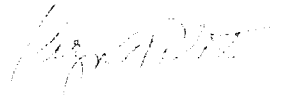
This letter certifies that, pending final passage of the bond authorization, your community's Chapter 90 apportionment for Fiscal year 2020 is **\$774,086**. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website [www.massdot.state.ma.us/chapter90](http://www.massdot.state.ma.us/chapter90).

The Chapter 90 program is an integral part of the maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

  
 Charles D. Baker  
 Governor

  
 Karyn E. Polito  
 Lieutenant Governor





# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER


March 6, 2020

**TO:** Board of Selectmen

**RE:** Status of Environmental Protection Agency's  
Proposed Clean-up Plan for Olin

Environmental Protection Agency (EPA) Section Chief Lynne Jennings advised me this week that the agency is in the process of briefing EPA regional management on the proposed remediation plan and drafting a fact sheet that will describe the plan. A separate briefing will be undertaken with management at EPA headquarters in Washington, D.C. Ms. Jennings is expecting this second briefing will take place before the end of March. If no further briefings are required and agency management is satisfied with their proposed plan then the plan could be issued in April with a public comment period to follow. This schedule remains dependent upon whether superiors at EPA headquarters will require further review or consultation on the plan. Once Ms. Jennings learns whether the plan is acceptable, she will be contacting the Town to discuss scheduling a date for a public informational meeting. The comment period is expected to run for at least 30 days and could be extended.

Dan Deutsch, Esq., has drafted a proposed agreement to be presented to Olin that would establish the terms for extending a water line from Main Street up Cook Avenue. The draft agreement has been reviewed internally with comments sent back to counsel. Once comments have been addressed the draft will be sent to James Cashwell, Director of Environmental Remediation at Olin Corporation.

  
Jeffrey M. Hull  
Town Manager

cc: Michael Woods, Public Works Director  
Shelly Newhouse, Health Director  
Valerie Gingrich, Planning/Conservation Director