



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

October 8, 2021

TO: Board of Selectmen

RE: FY 2023 Budget Schedule

Department heads were provided with instructions to update the existing Capital Improvement Plan (CIP) at our department meeting on October 6th. The CIP they are working on will reflect major investments in buildings, ballfields/parks, vehicles, IT and infrastructure for the fiscal years 2023 through 2027. The deadline for submission of the updated CIP is Wednesday, November 3, 2021. Instructions for development of the CIP have also been sent to the School Department.

Instructions for development of the FY2023 operating budget will be provided to department heads on November 3rd with the submission deadline being December 3, 2021. Meetings with department heads, including the School Superintendent and Assistant Superintendent of Administration and Finance, will take place during December and into the first week in January. The Town's annual operating budget and 5-year CIP will be presented to Selectmen at your January 24, 2022 meeting. Meetings with the Finance Committee are expected to begin on January 25, 2022 and continue through the month of February and extend into the first week in March. The Annual Town Meeting is set for April 30, 2022.

The Town appears to be in a stronger financial position going into fiscal year 2023 than was expected to be the case going into fiscal year 2022. The expected appropriation to construct a Senior Center and Town/School Administration building along with the expectation of a new elementary school and fire substation within the next few years will significantly increase the Town's debt service even with the use of financial reserves. The increase in debt service, which is within the operating budget, will displace funds otherwise available to cover departmental operating expenditures.


Jeffrey M. Hull
Town Manager

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



CHARLES D. BAKER
Governor

Office of the Governor Commonwealth of Massachusetts

State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

9/22/2021

Chief Joseph Desmond
Wilmington Police Department
1 Adelaide Street
Wilmington, MA 01887

Dear Chief Desmond:

Congratulations! We are pleased to inform you that the Executive Office of Public Safety and Security's Office of Grants and Research (OGR) has awarded the Wilmington Police Department \$34,999.00 for your FFY22 Municipal Road Safety (MRS) grant program. Funds are being made available from the National Highway Traffic Safety Administration grant award administered by the OGR.

Please note, all MRS awards will be made available through September 15, 2022. All documents necessary to make this award official will be provided to you by OGR. In the meantime, if you have any questions, please email Richard Valeri, OGR Program Coordinator at Richard.Valeri@mass.gov.

Once again, congratulations on this award and we thank you for the work you do to keep our Massachusetts roads safe for everyone.

Sincerely,

Handwritten signature of Charles D. Baker in black ink.

Governor Charles D. Baker

Handwritten signature of Karyn E. Polito in black ink.

Lt. Governor Karyn E. Polito



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

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WWW.WILMINGTONMA.GOV

September 29, 2021

Brian Kane, Executive Director
MBTA Advisory Board
4th Floor
177 Tremont Street
Boston, MA 02111

Dear Mr. Kane:

Please be advised that, at their meeting of September 27, 2021, Judith L. O'Connell was voted to serve as the Board of Selectmen's designee to the MBTA Advisory Board. Ms. O'Connell's email address is joconnell@wilmingtonma.gov. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Jeffrey M. Hull
Town Manager

JMH/bjd

cc: Board of Selectmen



Environmental Remediation Group

Olin Corporation
490 Stuart Road
Cleveland, TN 37312
(423) 650-1836
FAX (423) 339-5625
jmcashwell@olin.com

SENT VIA ELECTRONIC MAIL

October 1, 2021

Mr. Jeff Hull
Town Manager
121 Glen Road
Wilmington, Massachusetts 01887

**Subject: Cook Avenue Water Line Extension
Documentation of Completion**

Dear Mr. Hull,

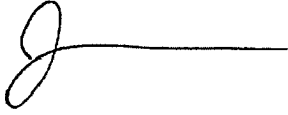
This letter is being provided to confirm completion of the Cook Avenue Water Line Extension project. Between May and September 2021 Olin Corporation (Olin) completed installation of a water line extension along Cook Avenue and Burnham Avenue in Wilmington, Massachusetts in accordance with the Agreement between the Town of Wilmington and Olin.

As of this date, commissioning of the water line has been completed in accordance with the Agreement, the Final Design Plans submitted to the Town of Wilmington on March 22, 2021, and the approved 45-day extension of the Agreement. Town of Wilmington Engineers and representatives of the Water Department inspected the project throughout construction and performed a final walk-through of the restored area on September 28, 2021. A Construction Completion Report, including as-built drawings, is included as an attachment to this letter.

The Agreement between the Town of Wilmington and Olin specifies that upon commissioning of the water line extension, ownership and control of the waterline shall be assumed by the Town. The required drawings and plans, equipment specifications, and warranty information are contained within the attached Construction Completion Report. In addition, the Agreement requires that subcontractors who performed the work be paid and that the work be free from liens or claims at the time of delivery to the Town. Release of Lien Agreements and documentation of payment of vendors are attached to this letter for your records.

We appreciate the Town's cooperation and responsiveness throughout the duration of the project as well as the positive feedback regarding execution of the project. Please contact me at (423) 650-1836 or jmcashwell@olin.com if you have any questions regarding the information provided in this letter or its attachments.

Sincerely,
OLIN CORPORATION

A handwritten signature in black ink, consisting of a stylized initial 'J' followed by a long horizontal line.

James M. Cashwell
Director, Environmental Remediation

Attachments:

- Attachment 1 - Cook Avenue Water Line Extension Construction Completion Report
- Attachment 2 - Release of Lien and Contractor Payment Documentation

Cc: Paul Alunni – Town of Wilmington
Michael Woods – Town of Wilmington
Melanie Morash – United States Environmental Protection Agency
John Rice – Wood



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

October 8, 2021

TO: Board of Selectmen

RE: Senior Center Building Project Update

The Senior Center Building Committee met on October 6th at 6:00 p.m. to reassess the “test fits” for a senior center at the Swain/Buzzell Senior Center site, the site next to St. Dorothy’s and the Glen Road site. Lee Morrissette and Marco Crescentini from Dietz & Company Architects presented options for placement on the three sites. Committee members and the audience offered comment and posed questions about each site and their strengths and weaknesses. The architects asked committee members to review the diagrams and provide them with questions or comments over the next week to assist the architects as they further develop the site options. Committee members discussed plans to provide regular updates about the project to the public using social media and conventional media. Plans were discussed to provide information to the public about the history of this effort, the basis for pursuing a new senior center and next steps. The committee will meet again on October 21st and November 4th. The meeting was recorded by WCTV for future viewing.

Gregory B. Bendel
Selectman