



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 27, 2021

TO: Board of Selectmen

RE: Resignation of Christine Touma-Conway

This is a follow-up to the August 19, 2021 email that Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director, sent to the Board. I was informed by Ms. Touma-Conway on August 18th that she had accepted the position of Chief of Staff to the mayor of Methuen. Her last day with the Town will be September 14, 2021.

The position has been posted to the Massachusetts Municipal Association website, the Town's website, the Town's Facebook page and sent to the *Wilmington Apple*. Notice of the opening was also issued via Twitter. A screening committee has been established to review resumes and conduct preliminary interviews with candidates of interest. The screening committee which is chaired by Ms. Colburn-Dion will provide me with the names of a short list of recommended candidates upon which I will conduct my own on interviews. The recruiting and hiring process is expected to take four to six weeks.


Jeffrey M. Hull
Town Manager



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

September 3, 2021

TO: Board of Selectmen

RE: Temporary Town Clerk

As you know, Christine Touma-Conway's last day with the Town is Tuesday, September 14, 2021. There are a number of documents that require the signature of the Clerk including issuance of vital records. In an effort to ensure continuity of service to the community, Elizabeth Lawrenson, Assistant Town Clerk, is being appointed to serve as Temporary Town Clerk beginning Wednesday, September 15, 2021 and continuing until an appointment to the position of Town Clerk has been made and a start date has been established.

Jeffrey M. Hull
Town Manager

cc: Kerry Colburn-Dion, Assistant Town Manager/Human Resources Director
Christine Touma-Conway, Town Clerk



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

August 27, 2021

TO: Board of Selectmen

RE: MSBA - Wildwood School Eligibility Period

The next deadline in the MSBA Eligibility Period is August 30th for submission of membership on the School Building Committee. You will note that Selectman Bendel is listed as "Local Chief Executive Officer." Town Counsel has advised that the Board of Selectmen serve as the Chief Executive Officers of the Town. In his capacity as a member of the Board, Selectman Bendel has been listed with that designation on this Massachusetts School Business Authority (MSBA) form. Alternates on the Board of Selectmen, School Committee and School Principal are included with the expectation that, in the absence of the primary committee member, one individual from each of the three (3) categories would serve in their place and have one vote. The School Committee decided to have a first alternate and second alternate. The committee membership must be reviewed and approved by the MSBA. The next deadline to remain in the Eligibility Period designation is submission of MSBA enrollment questionnaires. The School Department is working on this information which must be provided by September 29, 2021.


Jeffrey M. Hull
Town Manager



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

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August 27, 2021

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

Dear Mrs. Przybylowicz:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the Wildwood Elementary School located in the Town of Wilmington. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Wilmington. Committee Members include the following:

Designation	Name and Title	Address Wilmington, MA 01887	Email Address and Phone Number	Voting Member?
SBC member who is MCPPO certified*	Jeffrey M. Hull Town Manager	121 Glen Road	jhull@wilmingtonma.gov 978-658-3311	Yes
Local Chief Executive Officer	Gregory B. Bendel Board of Selectmen	121 Glen Road	gbendel@wilmingtonma.gov 781-953-4780	Yes
Administrator or Manager**	Jeffrey M. Hull Town Manager	121 Glen Road	jhull@wilmingtonma.gov 978-658-3311	Yes
School Committee Member (minimum one)	David A. Ragsdale	161 Church Street	David.ragsdale@wpsk12.com 781-648-5581	Yes
Superintendent of Schools	Dr. Glenn Brand Committee Chairman	161 Church Street	Glenn.brand@wpsk12.com 978-694-6000, Option 4	Yes
Local Official responsible for Building Maintenance	George W. Hooper II Public Buildings Superintendent	30 Church Street	ghooper@wilmingtonma.gov 978-658-3017	Yes
Representative of Office authorized by law to construct school buildings	Jeffrey M. Hull Town Manager	121 Glen Road	jhull@wilmingtonma.gov 978-658-3311	Yes
School Principal	Charlotte King	182 Wildwood Street	Charlotte.king@wpsk12.com 978-694-6010	Yes

Designation	Name and Title	Address Wilmington, MA 01887	Email Address and Phone Number	Voting Member?
Member knowledgeable in educational mission and function of facility	Paul Ruggiero Assistant Superintendent of Administration & Finance	161 Church Street	Paul.ruggiero@wpsk12.com 978-694-6000	Yes
Local budget officer or member of Finance Committee	Bryan T. Perry Finance Director/Town Accountant	121 Glen Road	bperry@wilmingtonma.gov 978-694-2029	Yes
	Marianne Gallezzo Finance Committee		mgallezzo@wilmingtonma.gov 978-658-7405	Yes
Member of community with architecture, engineering and/or construction experience	George W. Hooper, II	30 Church Street	ghooper@wilmingtonma.gov 978-658-3017	Yes
Other: Please provide brief background info/expertise				
Permanent Building Committee:	George W. Hooper, II	30 Church Street	ghooper@wilmingtonma.gov 978-658-3017	Yes
	Diane M. Allan		gdallan@comcast.net 978-658-8576	Yes
	John C. Holloway		j.hollowayjr@verizon.net 978-657-8685	Yes
	Paul J. Melaragni		Paul.Melaragni@state.ma.us 978-658-0264	Yes
School Committee Alternates:	Mary Jane Brynes		Maryjane.brynes@wpsk12.com 978-988-1674	Yes
	Melissa D. Plowman		Melissa.plowman@wpsk12.com 802-525-4223	Yes
Board of Selectmen Alternate:	Kevin A. Caira		kcaira@wilmingtonma.gov 978-657-7734	Yes
School Principal Alternate:	Kristen Walsh	Boutwell Early Childhood Center 17 Boutwell Street	Kristen.walsh@wpsk12.com 978-694-6070	Yes

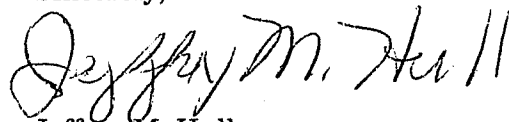
Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for the oversight, management or administration of public buildings and its individual members.

Following approval at the May 1, 2010 Annual Town Meeting to appropriate \$1,125,000 to conduct a feasibility study for the Wilmington High School, the School Building Committee guided the completion of that study which led to a December 10, 2011 Special Town Meeting approval of \$81,563,115 for construction of a new high school on the existing location. Through the efforts of the School Building Committee to monitor design and construction progress and with financial and technical assistance from the Massachusetts School Building Authority (MSBA) the new high school opened on February 16, 2015.

In 2015 the Facilities Master Plan Committee began work with Harriman Architects (formerly the Cecil Group) to evaluate the condition of school and municipal buildings. The report, issued in January 2018, noted the multiple undersized elementary school buildings, the age and condition of those buildings and advised the Town to consider consolidation of elementary schools and replacement or upgrades.

After approval of this committee by the Authority, the Town of Wilmington will notify the Authority in writing within 20 calendar days of any changes to the membership or duties of said committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey M. Hull". The signature is fluid and cursive, with the first name "Jeffrey" being the most prominent part.

Jeffrey M. Hull
Town Manager

Approved by MSBA

Date

* Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program

** "Administrator or Manager" refers to a Town Administrator, Town Manager, or to equivalent position.

Jeffrey Hull

From: MA-IGO-TRAINING (IGO) <ma-igo-training@state.ma.us>
Sent: Friday, March 15, 2019 10:51 AM
To: Jeffrey Hull
Subject: Massachusetts Certified Public Purchasing Official – Designation Recertification



Dear Jeffrey M. Hull,

Date of Issuance: 04/05/2019
Expiration: 04/05/2022

Congratulations! I am pleased to inform you that the Office of the Inspector General has approved the recertification of your Massachusetts Certified Public Purchasing Official (MCPPO) designation. This recertification is valid for three (3) years from the date of issuance. Please consider this email as confirmation of your recertification.

Achieving recertification reflects your commitment to public procurement excellence. As you know, to maintain your designation you are required to earn continuing education credits and successfully meet current MCPPO program recertification requirements. These requirements may be found on our website at www.mass.gov/ig. Since these requirements may change, please review our website periodically for updates. The current MCPPO program class schedule and a variety of useful procurement resources may also be found on the website.

We look forward to seeing you in class. If you have any questions, please email us at MA-IGO-Training@Mass.gov.

Sincerely,

MCPPO Program
Massachusetts Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108
Main Line: 617-727-9140
MA-IGO-Training@state.ma.us
www.mass.gov/ig



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

September 10, 2021

TO: Board of Selectmen

RE: Location of Special Town Meeting

A requirement of the Massachusetts School Building Authority (MSBA) Eligibility Period is for the Town to appropriate a sum of money to pay for the costs associated with schematic design and feasibility study for a new school. This funding authorization, in addition to information associated with enrollment and enrollment projections and information about efforts to maintain the existing schools, must be provided to MSBA not later than March 28, 2022. The need to seek authorization for funding before the end of March will require the convening of a Special Town Meeting. Potential dates for conducting a Special Town Meeting will be brought to the Board for consideration within the next several weeks but will likely be in early March 2022.

In light of the continuing number of residents who are contracting COVID or the COVID variant, consideration is being given to confirming the availability of the Shriners Auditorium. Sheila Bissett, the events manager from the Shriners, has indicated once again an eagerness to work with the Town subject to availability of the space. The Board is being asked whether it would be willing to consider conducting the Special Town Meeting at the Shriners Auditorium. If so, Ms. Bissett will be contacted to set specific dates aside for the Town subject to a final decision being made by the Board at a later date.


Jeffrey M. Hull
Town Manager



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WWW.WILMINGTONMA.GOV

August 17, 2021

Mr. Jared M. Costantino

Wilmington, MA 01887-2310

Dear Mr. Costantino:

I am pleased to advise you that you have been appointed to serve on the Economic Development Committee. While Wilmington is well placed geographically and has a highly skilled workforce from which businesses can draw, Wilmington is also competing with many other communities in our region for opportunities made possible through economic development. At the same time, there will likely be circumstances in which partnering with our neighbors makes good sense.

At their meeting of August 29, 2019, the Economic Development Committee adopted the following mission statement:

The Wilmington Economic Development Committee's (WEDC) mission is to be the proactive arm of the Town of Wilmington to the business community. We seek to collaborate with residents, property owners and businesses to help promote an atmosphere conducive to smart economic growth, by thoughtfully identifying and targeting key business sectors that compliment the fabric our community, are beneficial to the residents, and create jobs.

The Wilmington Economic Development Committee (WEDC) will serve as an advisory board and liaison between businesses and municipal government providing recommendations for planning and permitting processes that best serve the business and resident communities, while being consistent with the town's master plan and being respectful of environmental and traffic considerations.

Please contact the Town Clerk, Mrs. Christine Touma-Conway, 978-658-2030 (8:30 a.m. to 4:30 p.m., Monday through Friday) in order to meet the requirement that you be sworn in before you assume the responsibility of this position. Please bring this letter when you appear before the Town Clerk for qualification.

As an eleven (11) member Town committee, all meetings of this committee will be held in open session in accordance with the Open Meeting Law and will follow applicable guidelines. Committee members will be called upon to actively participate in leadership roles including serving as chair, vice-chair and recording secretary. Committee responsibilities will include setting agendas, providing agendas to the Town Clerk for posting; maintaining minutes of each meeting for approval; arranging for speakers and other guests. The committee will serve in an advisory role to me and the Board of Selectmen and will be expected to report to the Board of Selectmen at least annually on its activities and accomplishments. Meetings will be expected to occur monthly with the possible exception of July and August.

Thank you for your willingness to participate on this vital committee.

Sincerely,


Jeffrey M. Hull
Town Manager

Then personally appeared the above-named Jared M. Costantino and made oath that he would faithfully discharge all the duties of the office to which he was appointed.

Town Clerk

Date

JMH/bjd

cc: Board of Selectmen
Christine Touma-Conway, Town Clerk
Appointment/Committee Files



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

August 18, 2021

TO: Chief Elected Officials

FR: Brian Kane, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: **Municipal Elections to the Boston Region Metropolitan Planning Organization**

IMPORTANT DATES:

- **Nomination Papers Due – Friday, October 1, 2021, by 5:00 PM, to**
<https://mapc.seamlessdocs.com/f/MPO2021Nomination>

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election:

One (1) city from the Boston MPO region.

One (1) town the Boston MPO region.

One (1) municipality from the North Suburban Planning Council (NSPC) sub-region.

One (1) municipality from the Three Rivers Interlocal Council (TRIC) sub-region.

Any municipality located in the two above mentioned sub-regions, or any city or town, may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include:

State members

Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its:

Highway Division;

Massachusetts Bay Transportation Authority (MBTA);

Massachusetts Port Authority (Massport).

Regional members

Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC).

Current municipal members

City of Boston with two seats

Twelve (12) elected municipalities, one seat each from the eight MAPC sub-regions.

Inner Core Committee: Somerville

Three Rivers Inter-local Council: Norwood

South West Area Planning Committee: Medway

MetroWest Regional Collaborative: Framingham

North Suburban Planning Council: Woburn

North Shore Task Force: Beverly

Minuteman Advisory Group on Inter-local Coordination: Acton

South Shore Coalition: Rockland

Two (2) cities filling at-large seats: Newton and Everett

Two (2) towns filling at-large seats: Arlington and Brookline

All elected municipal seats (including the sub-regional seats) are elected by all of the 97 municipalities in the Boston Region MPO area. Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open sub-regional seats.

The election will be conducted by electronic submission of ballots, which will be due by October 26, 2021, exact date and time TBD.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per open seat. Nominations are due to MAPC by 5:00 PM on Friday, October 1, 2021 and must be submitted to <https://mapc.seamlessdocs.com/f/MPO2021Nomination>**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your participation. If you have questions, please call Eric Bourassa (617) 933-0740 or Brian Kane at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C

Official Notice

2021 Boston Region MPO Municipal Election Procedures

At the Metropolitan Area Planning Council's (MAPC) Fall Council meeting the elections will be announced for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

The municipalities running for these seats will be elected to the MPO by the chief elected officials of the 97 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

Boston MPO Seats Up for Election in 2021:

One (1) city from the Boston MPO region.

One (1) town the Boston MPO region.

One (1) municipality from the North Suburban Planning Council (NSPC) sub-region.

One (1) municipality from the Three Rivers Interlocal Council (TRIC) sub-region.

Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chair of the Council, with the exception of Plan E cities (ex: Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chair of the Select Board. The MPO will accept the Chair's nomination of a candidate whether or not the full Select Board has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only nominate one municipality per open seat.

Nominations are due on Friday, October 1st, 2021 to MAPC by 5:00 PM and must be submitted electronically at <https://mapc.seamlessdocs.com/f/MPO2021Nomination>

MAPC will follow-up with the nominating municipal CEOs by phone or email to confirm their nomination.

Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 97 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nominations. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. The ballot will be submitted electronically to MAPC by the municipal CEO.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2021, this may be accomplished by holding a virtual Candidates Forum if needed.

Election

The election will be held through the submission of ballots electronically to MAPC. Electronic ballots will be emailed from MAPC to the chief elected official of each municipality in the Boston MPO region. Ballots will then be filled out and signed by the chief elected official and submitted to MAPC by the date of the MAPC Fall Council meeting, tentatively scheduled for October 27, 2021. A forthcoming correspondence will explain the ballot submittal process in more detail and provide the deadline.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Monday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Hingham, Holbrook, Hull, Marshfield, Norwell, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Boston MPO 97 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	
Framingham		

** MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockport
Bedford	Ipswich	Rockland
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stow
Carlisle	Maynard	Sudbury
Cohasset	Medfield	Swampscott
Concord	Medway	Topsfield
Danvers	Middleton	Wakefield
Dedham	Milford	Walpole
Dover	Millis	Wayland
Essex	Milton	Wellesley
Foxborough	Nahant	Wenham
Hamilton	Natick	Weston
Hingham	Needham	Westwood
Holbrook	Norfolk	Wilmington
Holliston	North Reading	Winchester
	Norwell	Winthrop
	Norwood	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately three hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

As of August, 2021, all MPO meetings are being held virtually, and a virtual component will be included at least until the expiration of *An Act Extending Certain COVID-19 Measures Adopted During the State of Emergency* on April 1, 2022.