



**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:** Seasonal Outdoor Ice Skating Rink at Rotary Park  
**DATE:** September 19, 2018

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The Town of Wilmington's Department of Public Works (DPW) has reviewed specifications and performed a site feasibility review for a seasonal, removable, outdoor skating rink for the Wilmington community.

**Part I. NiceRink © Outdoor Skate Rink System:**

The DPW recommends purchasing the NiceRink © outdoor skate rink system. This company offers a removable ice skating rink building kit that features the following:

- 18-inch high x 4 FT wide white plastic boards;
- Plastic brackets to support boards;
- Impermeable plastic liner;
- Yellow bumper caps and interior kick plates (protection for liner);
- 4 week lead time from date of purchase to delivery.

The company offers skate rink packages in various sizes; we recommend their largest package which has a footprint of 52 FT x 100 FT. Refer to Enclosure 1 for an example photograph of an installed rink. As shown in the photograph, the 18-inch high plastic boards hold the liner in place; the liner is draped over the top of boards and water may be filled up to 14-inches. The yellow bumper cap then fits over the top of board to alert skaters of the perimeter, and secure/protect the liner from puncture. The sales representative for NiceRink © indicated the minimum ice thickness is 4-inches

for an ideal skate surface. As such, the rink must be sited on a surface with no more than a 10-inch grade deviation (see part II – Rink Location).

### Part II. Rink Location

After review of various Town-owned parcels, the DPW recommends that this rink be installed at Rotary Park. The Engineering Division has performed a local grade survey of the grass field and confirmed this location meets the NiceRink © site specifications. (Refer to Enclosure 2: Rink Footprint Superimposed on Aerial Photograph). Earthmoving operations are not anticipated to facilitate installation of the rink at this location. The liner is proposed to layout directly on the existing grass. Given the existing topographic data collected, we anticipate a 5-inch grade deviation. This will result in a board reveal of approximately 8-10 inches. We have also installed a new fire hydrant on the southerly side (Rotary Park side) of Adelaide Street, which enables us to fill and maintain the ice without laying hose across the roadway.

Other site benefits include:

- Rotary Park is a central location within the community;
- Adelaide Street offers off-street parking and pedestrian connectivity;
- Water service is available along Adelaide Street (for filling of the rink);
- Rotary Park is adjacent to the Public Safety Building on Adelaide Street;

### Part III. Cost and Schedule

NiceRink offers three (3) kits with different liner systems (differ in thickness only). The sales representative stated that all three (3) thicknesses are prone to puncture. As a result, some communities have opted for the least expensive stock liner and budget to purchase a replacement liner every year. At this point, we will be recommending the liner to be replaced annually. Below is a breakdown in cost for the liner and total rink package:

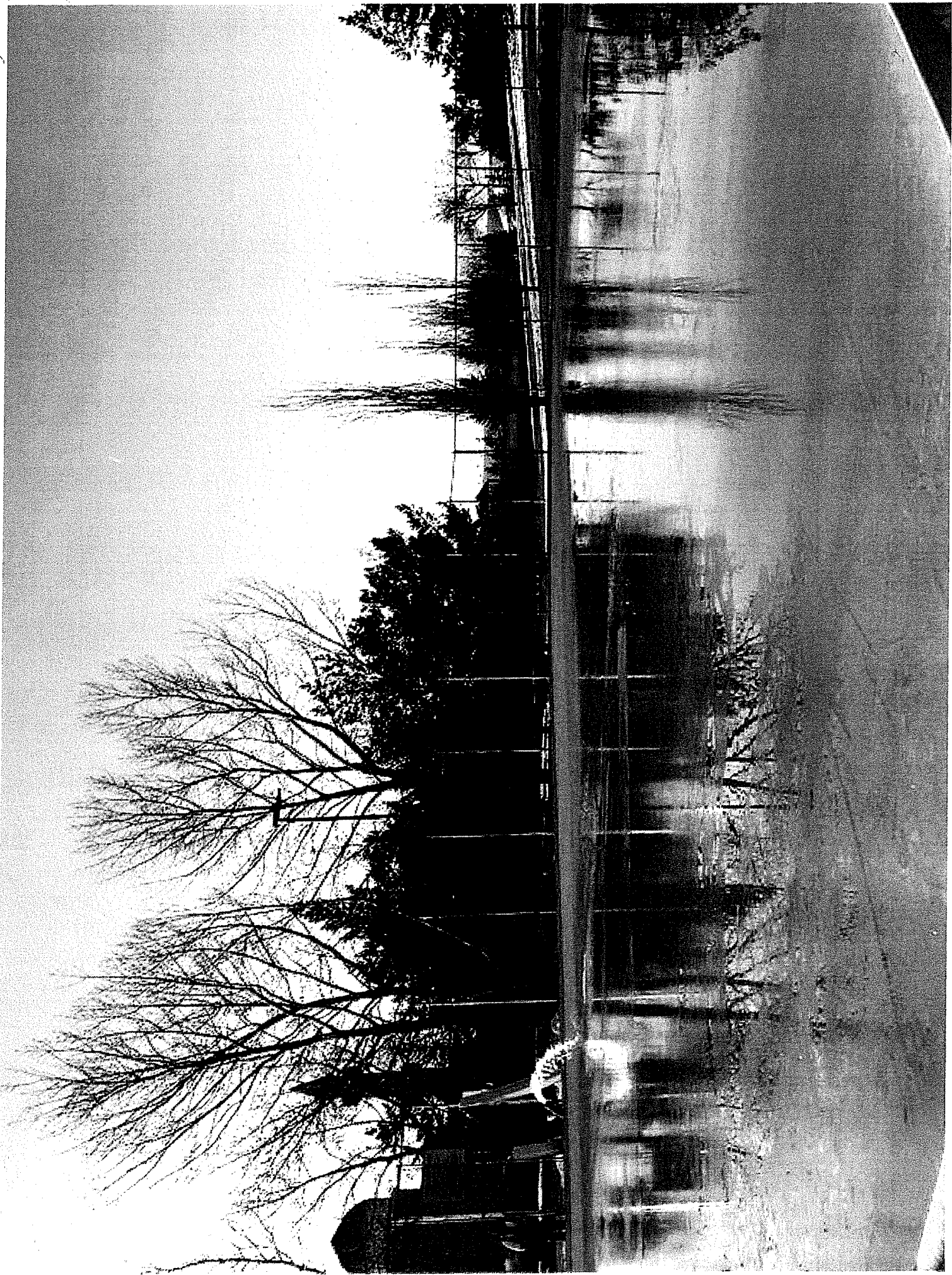
Liner Type	Stock liner (thinnest liner)	Tier 1 liner	Tier 2 (thickest liner)
Liner only	\$1440	\$1530	\$2155
Total rink package <sup>(1, 2)</sup>	\$4834	\$5137	\$5480

(1) This includes the liner, brackets, boards, resurfacer, kick plates, & bumper caps, to accommodate the 50 FT x 100 FT rink system.

(2) Does not include cost for installation; DPW anticipates utilizing the DPW work force to install system.

Considering the four (4) week lead time for shipping, and the anticipated three (3) week installation schedule, the rink package will be ordered in mid-October. This will ensure the rink is ready when consistent freezing temperatures arrive, and will fit well with the projected autumn workload for DPW. The plan is to also provide two (2) benches and a floodlight to the closest utility pole to help illuminate the area. We will have the floodlight set up on a timer for lighting only at the appropriate times.

Enclosures (2)







# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

September 21, 2018

TO: Board of Selectmen

RE: Pickleball

The "first pitch" so to speak for the new pickleball courts at Robert P. Palmer Park will take place on Wednesday, September 26, 2018 at 3:00 p.m. An inaugural game of pickleball will be played by Tom Pazyra and Jim Buckley. Both men approached the Recreation Department about offering instructional classes for pickleball about six (6) years ago. The game, which was foreign to most people in the community, was quite popular in Florida and other parts of the country. When notice of an instructional program was announced in the Recreation Department's newsletter, only two (2) people signed up and the program was canceled due to lack of participation. According to Recreation Director Karen Campbell, Jim Buckley and Tom Pazyra ended up giving private instruction to the couple who signed up for the class.

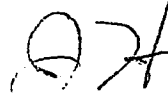
A core group of pickleball enthusiasts developed and contacted me about the need to provide pickleball courts. Multiple options were pursued but each option had its limitations. Tennis courts behind the Wildwood Early Childhood Center and at the Woburn Street School were striped for pickleball however, their availability is limited to times when school and after school programs are not in session. The existing basketball court at Town Hall was striped for pickleball, however the basketball posts and hoops along with other site conditions presented challenges for "pickleballers." Textron Defense Systems generously made courts available, however, access needed to be prearranged and required checking in with security to obtain a key unlike other courts throughout Town which are largely available "first come first serve."

In the fall of 2017, Kathleen Shure, a Wilmington resident, contacted the Recreation Department offering to instruct both beginner and intermediate level classes. Classes were held at the Woburn Street School gym. Both classes filled with twelve (12) players each and had wait lists for both. Classes were offered again during the winter and spring of 2018 with both beginner and intermediate classes filling and wait lists. During the summer of 2018 a "Round Robin" Pickleball program generated 25 players and a wait list. Due to the popularity of the program, the Recreation Department has established a "residents only" condition for most of these programs. For the fall of 2018, twelve (12) participants have enrolled in the beginner sessions and fourteen (14) participants have enrolled in the intermediate sessions.

Tom Pazyra, Jim Buckley, Kathy Shure and Elliot Kanter are acknowledged for their commitment of time and talents to support this up and coming sport in Wilmington. Each resident has volunteered to serve as an instructor.

Many hands were involved in the development of the Town's newest recreational resource. Personnel from the Town's Public Works Department cleared and graded the site, Vermont Recreational Servicing & Fencing, Inc. completed the paving, fencing, installation of netting and court striping. Public Buildings' electricians worked with personnel from Reading Municipal Light to provide court lighting and the entire project advanced under the watchful eyes of Paul Alunni, Town Engineer, who served as project manager and Mike Woods, Public Works Director.

This project is a great example of multiple departments working in concert to provide yet another opportunity for residents to stay active right here in Wilmington.



Jeffrey M. Hull  
Town Manager

cc: Denise Y. Casey, Assistant Town Manager/Human Resources Director  
Michael J. Woods, Public Works Director  
Karen E. Campbell, Recreation Director



# Town of Wilmington

## Board of Health

121 Glen Road  
Wilmington, Massachusetts 01887

TO: Jeffrey Hull, Town Manager

FROM: Shelly Newhouse, Director of Public Health

RE: Plastic Bags

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Please see the steps below outlining the rollout of plastic bag ban.

\*All retail food establishments will be getting a notice in their renewal application form reminding them of the plastic bag ban. Renewals go out towards the end of the year and are due back by January 1, 2019. Postcard mailings conveying the same information will go out to other businesses in Town that would use plastic bags.

\*The Wilmington Community Fund and the Wilmington Rotary Club are producing reusable bags for residents. I have some ideas on how to get these out to the residents and I will contact those organizations early next year. But in my early conversations with them, they have "campaigns" as well. I will be sending out reminders via social media and the newspaper starting next year.

\*I can write up a Q & A for Town topics in the Spring. Most retailers know this is coming as I have been talking with them regularly. I expect it to be a smooth transition.

\*Many years ago we received a grant for those dog waste bags. We are almost out of them. I will talk with Chris Sullivan and have him research other communities and how they have dealt with that. The typical dog waste bags will not comply. They do make dog waste bags larger than 2.5 ml and biodegradable ones. In speaking to Chris he will replace our supplies in our kiosks before the ban goes into effect.

\*You will still see plastic bags, as many retailers will be opting to go with the larger than 2.5ml thickness, which our bylaw allows.



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

September 21, 2018

TO: Board of Selectmen

RE: Squad One

Fire Chief Joe McMahon informed me on Tuesday, September 18, 2018 that, based upon an inspection of Squad 1 by the manufacturer, significant rot exists on the frame to the point that the manufacturer recommends the vehicle be taken off the road. Squad 1 is a 2002 fire engine pumper with storage capacity of 750 gallons of water. The vehicle serves as a first response vehicle to all fires and to medical emergencies. In light of this recommendation, the Fire Chief immediately took the vehicle out of service.

In addition to providing approximately 6 minutes worth of water for fire suppression while fire fighters lay the line and connect to a hydrant, this vehicle has the capacity to carry the fire and medical equipment required when on scene. The Fire Department maintains another pumper (E-4) which has the same water carrying capacity as Squad 1 and will be used as the front line response vehicle. The Town's other pumpers have less water storage capacity which reduces the amount of time from 6 minutes to approximately 3 minutes for initial fire suppression efforts while connections to hydrants are taking place. When E-4 is out of service for routine maintenance or unanticipated reasons, the Town will rely upon other fire apparatus and mutual aid.

Chief McMahon and Deputy Chief Bill Cavanaugh are gathering information about the options available to the Town which include refurbishing the existing fire engine, purchasing a new fire engine or leasing to purchase a fire engine. We will also be investigating the value of a trade-in as a means to offset the cost to replace the vehicle. I expect to be meeting with the Finance Committee within the next couple weeks once the options have been fully vetted to consider a transfer from the reserve account.

Jeffrey M. Hull  
Town Manager

cc: Denise Y. Casey, Assistant Town Manager/Human Resource Director  
Joseph T. McMahon, Fire Chief  
Michael Morris, Town Accountant  
Finance Committee