

## BOARD OF SELECTMEN MEETING

June 9, 2014

Chairman Judith L. O'Connell called the meeting to order at 7:05 p.m. in Room 9 of the Town Hall. Present were Selectmen Michael L. Champoux, Michael V. McCoy and Michael J. Newhouse. Selectman Louis Cimaglia was excused. Also present was Town Manager Jeffrey M. Hull.

### TREASURY WARRANTS

Chairman O'Connell asked for a motion to accept the Treasury Warrants. A motion was made by Selectman Champoux, seconded by Selectman Newhouse and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen accept Treasury Warrants 47, 47A, 48 and 48A.

### MINUTES

A motion was made by Selectman Newhouse, seconded by Selectman McCoy and by the affirmative vote of three with Chairman O'Connell abstaining, it was

VOTED: That the Board of Selectmen approve the minutes of their meeting held April 14, 2014 and that all action taken is hereby ratified and confirmed.

A motion was made by Selectman Newhouse, seconded by Selectman Champoux and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen approve the minutes of their meeting held April 28, 2014 and all action taken is hereby ratified and confirm.

### **ALPESHKUMAR A. PATEL, BLUE TREE RESTAURANT, LLC DBA SUBWAY 32622, RE: REQUEST TO OBTAIN A COMMON VICTUALER LICENSE FOR PROPERTY LOCATED AT 285B MAIN STREET**

Mr. Patel stated that he was in the process of purchasing the Subway restaurant located at 285B Main Street and was present before the Board seeking a Common Victualer License. Chairman O'Connell asked if Mr. Patel intended to keep the hours of operation the same and was advised they would remain the same.

Chairman O'Connell asked Town Manager Hull to provide the recommendations of the applicable department heads. Town Manager Hull reminded the Board that they tabled action on this request from their last meeting because at that time Health Director Shelly Newhouse initially indicated she could not provide a recommendation because a food service application had not been completed. The applicant has since completed the required paperwork and Ms. Newhouse provides a favorable recommendation. Inspector of Buildings Al Spaulding has advised that there are no outstanding zoning issues relative to this property.

A motion was made by Selectman McCoy, seconded by Selectman Newhouse and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen grant a Common Victualer License to Blue Tree Restaurant, LLC dba Subway 32622 for property located at 285B Main Street.

### **CHRISTINA STEWART, LIBRARY DIRECTOR, RE: STRATEGIC PLANNING AND SUMMER PROGRAMS UPDATE**

Ms. Stewart was present to provide an update on the strategic planning process and the Library's summer programs. Ms. Stewart stated that the strategic planning process was launched in January with the goal of developing a plan of service that would best meet the needs of Wilmington residents and to determine what role the library could and should play in making

Wilmington a great place to live. Ms. Stewart advised that thirteen (13) representatives of the community were invited to serve on the Library's Strategic Planning Committee. She stated members of the committee are Kendra Amaral, Assistant Town Manager; Steve Bjork, Friends of the Library; Virginia Bonish, School Committee; Jean Chang, Arts Council; Diana DiGregorio, Community Fund; Jonathan Eaton, Finance Committee; James Lemay, Library Trustee; Alan Landry, Retiree; Judith O'Connell, Board of Selectmen; Jomarie O'Mahony, Women of Wilmington; Kathleen Reynolds, Historical Commission; Ruju Trivedi, Teenager/Library Patron; and Nancy Vallee, Chamber of Commerce. Ms. Stewart noted that she serves as Chairman of the Committee and Charlotte Wood, Assistant Library Director, serves a Vice Chairman. Ms. Stewart advised that Barbara Alevras of Sage Consulting, and a Wilmington resident, was hired as the planning director.

Ms. Stewart stated that the first meeting of the Strategic Planning Committee was held on January 29 and was used to develop community vision statements. These statements were reviewed at their second meeting. She said that during March and April residents were asked to provide feedback about the library's current services, how to improve services or add new services. Three focus groups were established, one with teens, one with parents and one with representatives of community organizations. Ms. Stewart stated that a survey was conducted which received 146 responses. In addition, Library Trustees, Friends of the Library Executive Board and the staff did an internal analysis using a technique called SWOT where they identified strengths, weaknesses, opportunities and threats to the organization. Ms. Stewart stated that the third meeting was held last week where a summary of data was presented. She stated that the feedback on staff of the library was very positive.

Ms. Stewart advised the Board of Selectmen that the next step is for her and the staff to work on tactics to achieve their goals during Fiscal Year 2016. A draft plan will be submitted to the Strategic Planning Committee for their final review on August 6. The draft will be given to the Library Trustees for review and final approval at the September meeting. Ms. Stewart stated the plan will be submitted to the Board of Library Commissioners. Having the plan on file with the Board of Library Commissioners keeps the library eligible for state and federal grants.

Chairman O'Connell thanked Ms. Stewart for the overview. Chairman O'Connell asked if there were any questions or comments from the Board. Selectman Champoux stated that he was invited to be part of a focus group and found that there is a wide and varied perception of what a library is and should be. He felt a lot of substantive conversation came from that and hoped components from those conversations would be used in the analysis.

Ms. Stewart commented that engaging the community was gratifying. Selectman Champoux stated that it was probably easy to get feedback from frequent users of the library but it must be difficult to get feedback from those who do not use the library. Ms. Stewart stated that she tried to promote the on-line survey and made the survey available at the Town Hall and Senior Center. She said that it is her belief that a majority of those who responded are users.

Selectman Newhouse stated that he was in agreement with Ms. Stewart's comment that the fundamental, primary function of the library is to promote literacy. He stated that he believes that the manner in which a library delivers services change with technology but the need to promote literacy is important and it does not matter what technological advances occur.

Chairman O'Connell stated that it was a pleasure to serve on the Strategic Planning Committee and she learned a lot from the process. She stated that she sees the passion and enthusiasm that transcends throughout the staff. Chairman O'Connell found it interesting that one result of the

survey was that half the respondents thought the library was adequate and half did not. She stated that there is a misconception that the Internet takes the place of what a library should be.

Ms. Stewart commented that the library is being used differently than it was 10 or 20 years ago. She said that libraries are reinventing themselves.

Ms. Stewart provided an overview of the Summer Reading Program. She stated that the goal is to keep kids reading all summer to avoid the “summer slide”. Ms. Stewart said that last year Wilmington kids logged 5,332 books, beating the 3,000 book challenge. Ms. Stewart acknowledged that many of the programs are possible due to the Friends of the Library.

Chairman O’Connell and members of the Board thanked Ms. Stewart for her attendance.

### **GEORGE HOOPER, PUBLIC BUILDINGS SUPERINTENDENT, RE: BUILDING PROJECTS**

Mr. Hooper was present to provide an overview of activities and projects of the Public Buildings Department. He stated that once school ended for the summer on June 18, his department begins preparing for the next school year. Those preparations include: refinishing gym floors, testing fire alarm systems, inspecting and servicing all boilers and heating systems, maintaining all Univents, air handlers and rooftop units.

In addition, a new gas line has been brought to the North Intermediate School and over the summer the original 1962 oil fired heating system will be replaced. Also at the North, all windows and exterior doors will be replaced and a new sewage line will replace the original septic system.

Other projects, either scheduled or completed, are the replacement of the original 1964 boiler at the West Intermediate, installation of a new gas line to the Shawsheen School for future conversion to gas, installation of a new energy management system and controls at the Public Safety Building for the HVAC system, painting of the exterior of the Book Store Next Door and Harnden Tavern, replacement of trim boards, clapboards and painting the exterior of the Senior Center, conversion of Assistant Principal’s office at the Woburn Street School into a classroom and creation of office space, preparation of the Bath House at Silver Lake for summer and assist with set up for School Department summer programs, Beach Day, Relay for Life and the Fourth of July festivities. Mr. Hooper advised that the Town has converted the Boutwell School, the Department of Public Works, the Roman House and the Public Buildings Department to natural gas and advised that the new high school will use natural gas.

Chairman O’Connell thanked Mr. Hooper for being present and providing the information. She stated that it sounds like an exceptionally busy schedule and residents can be assured that the Town of Wilmington is investing in the public buildings to take care of them. Chairman O’Connell asked if there were any questions or comments from the Board. Selectman Newhouse expressed his appreciation for the work done by the Public Buildings Department. He stated that the projects being done are funded by Town Meeting and recognized the “lion’s share” is for school buildings.

Selectman McCoy expressed his appreciation that Mr. Hooper was present to provide an overview of the projects. He said that it has been stated by residents at previous Board of Selectmen meetings that the Town does not maintain its buildings and grounds. The list of projects being undertaken by the Public Buildings Department contradicts that assertion.

Mr. Hooper thanked the Selectmen stating that maintaining the buildings is a team effort and his staff takes a lot of pride in their job.

Selectman Champoux stated that it is an ambitious list of projects, more than making the floors shine. He commented that he is pleased that the Town is investing in making the buildings as efficient as possible. He asked if Mr. Hooper has seen any data or analysis on oil usage and whether the Town is using less energy. Mr. Hooper stated that there are variables that effect usage including the weather but noted that they have seen usage decrease.

Selectman Champoux asked if there are preparations that Mr. Hooper will undertake for the move into the new high school in February. Mr. Hooper stated that he is working with the School Department and noted that the High School Working Group has had discussions at their weekly meetings.

Town Manager Hull noted that the period of time between the end of June and the end of August is a window of opportunity for Public Buildings Department to complete major cleaning. He said that a major challenge is that over the past several years the School Department has begun to use the schools more during the summer for Special Education or other programs. Town Manager Hull stated that, like other staff, Public Buildings' staff takes time off during the summer for vacations. Time available for major cleaning is limited.

#### COMMUNICATIONS

Town Manager Hull reviewed a memorandum from John Moak, Town Administrator, Town of Pepperell. Mr. Moak wrote to municipal administrators relative to the formation of a Middlesex County Coalition of Municipalities in opposition to the Tennessee Gas Pipeline. Town Manager Hull suggested that the Board defer action at this time. He advised that the Town has been contacted by representatives of Tennessee Gas to make a presentation to the Town of Wilmington. Town Manager Hull advised that Tennessee Gas had sought permission to do survey work on the proposed route. He believes the Town needs to get a better understanding of their proposal.

Chairman O'Connell asked if there were any questions or comments from members of the Board. Selectman Champoux stated that it was his observation that Pepperell is supporting citizen opposition and believes Wilmington has not gathered enough information to support a position either in favor or in opposition. Selectman Champoux noted that Mr. Hooper just spoke relative to the transition from oil to natural gas for certain Town buildings.

Town Manager Hull reviewed a letter from James Buckley and Thomas Pazyra to the Yentile Farm Development Committee relative to their request for a dedicated Pickleball Court. They wrote that the courts at the Wildwood School which have been designated to them can only be utilized for two months during the year due to school activities. Selectman Champoux stated that he knows the gentlemen and is aware they have made contributions to the Town. He stated that he would hope that the Town can find a way to accommodate their request. Chairman O'Connell stated that there are no final plans for the Yentile Farm and noted that there will be no groundbreaking until after the next Annual Town Meeting.

Town Manager Hull reviewed a letter from Jane Lyman, Senior Manager, Comcast xfinity, who wrote to advise the Town that the Field Collection Charge for the collection of past due balances or unreturned equipment will increase from \$20.00 to \$25.00 per occurrence.

#### **BOARD TO CONSIDER REQUEST APPOINTING RUTH CAMBER TO THE WILMINGTON COUNCIL FOR THE ARTS FOR A TERM TO EXPIRE APRIL 30, 2016**

Chairman O'Connell asked if there were any questions, comments or a motion. A motion was made by Selectman McCoy, seconded by Selectman Newhouse and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen appoint Ruth Camber to the Wilmington Council for the Arts for a term to expire April 30, 2016.

**BOARD TO CONSIDER REQUEST OF KRISTEN STOKES FOR RESIDENTS OF JACOBS STREET TO HAVE A NEIGHBORHOOD BLOCK PARTY ON SATURDAY, JUNE 21, 2014 FROM 2:00 P.M. TO 8:00 P.M.**

Chairman O'Connell asked if there were any questions, comments or a motion. A motion was made by Selectman Newhouse, seconded by Selectman Champoux and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen approve the request of Kristen Stokes for residents of Jacobs Street to have a neighborhood block party on Saturday, June 21, 2014 from 2:00 p.m. to 8:00 p.m.

**BOARD TO CONSIDER SIGNING STREET ACCEPTANCE PLAN FOR WAYS ACCEPTED AT THE MAY 3, 2014 ANNUAL TOWN MEETING (ARTICLE 28) ELEANOR DRIVE**

Town Manager Hull advised that Eleanor Drive was accepted by vote of the Annual Town Meeting. He advised that while reviewing the documents, he had a couple of questions and would like to be clear on what the Board was being asked to sign. Town Manager Hull asked that the Board consider deferring signing the street acceptance plan.

Chairman O'Connell asked if there were any questions, comments or a motion. A motion was made by Selectman McCoy, seconded by Selectman Champoux and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen table action until their meeting of June 23, 2014.

**BOARD TO CONSIDER ADOPTING M.G.L. CHAPTER 40, SECTION 4J, RE: MUTUAL AID**

Town Manager Hull stated that he has had conversations with Police Chief Begonis and that the adoption of this provision formalizes a process that already exists amongst Wilmington and its neighboring communities. He advised that costs associated with deployment of resources will be borne by the sending community while the requesting community will provide overall supervision of the response in accordance with the incident command system. The responding community would retain direct control over its personnel and resources. If at any time the Town determines that the mutual aid agreement is not worthwhile, the Town can discontinue participation in the agreement by vote of the Board of Selectmen.

Selectman Champoux asked if there was another mutual aid program for DPW. Town Manager Hull stated that he has not had the discussion with DPW Director Michael Woods.

Town Manager Hull stated that he spoke with a representative of the Massachusetts Emergency Management Association (MEMA) who advised that there are 275 communities participating.

A motion was made by Selectman Newhouse, seconded by Selectman McCoy and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen authorize Jeffrey M. Hull in his capacity as Town Manager to act on behalf of the Board of Selectmen and enter into a Mutual Aid Agreement with the Commonwealth of Massachusetts by adopting Massachusetts General Law Chapter 40, Section 4J for the purpose of Public Safety Mutual Aid.

### **BOARD TO CONSIDER SIGNING TOWN COUNSEL'S CONTRACT**

A motion was made by Selectman McCoy, seconded by Selectman Champoux and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen sign the agreement between the Town of Wilmington and Deutsch, Williams, Brooks, Holland & DeRensis, PC for Town Counsel services July 1, 2014 through June 30, 2015.

### **PUBLIC COMMENTS**

Matthew and Lauren Callahan, 95 Clark Street, stated that their property is adjacent to the Public Safety Building. Ms. Callahan commented relative to the noise from the building's cooling system and stated that it has limited the use of their deck and backyard. She is anxious to hear how the Town plans to fix the noise. Town Manager Hull advised that he has had a conversation with the homeowners and noted that Health Director Shelly Newhouse conducted a sampling; the results of which were below the Department of Environmental Protection's maximum decibel level. A consultant was hired to go through a similar process and the results of those readings were 4 to 6. Town Manager Hull noted that Mr. Hooper spoke of a new cooling system and also the Town intends to purchase a material to wrap around the chiller unit. These cannot be purchased until after the new fiscal year and advised that these actions may not eliminate the noise but hopefully will reduce the noise.

Chairman O'Connell asked that Mr. and Mrs. Callahan give the Town an opportunity to address the issue and to keep the lines of communication open.

### **NEW BUSINESS**

Selectman Champoux stated that he has had the opportunity to meet with members of Boy Scout Troop 56.

Selectman Champoux advised that the Historical Commission was meeting at the same time the Board of Selectmen were meeting and that he plans to meet with the Chairman of the Historical Commission.

Chairman O'Connell asked residents to take the time to complete the Yentile Farm Survey. The survey is on-line or available in hard copy at the Town Hall, Elderly Services Center or the Memorial Library. Deadline to participate is June 20.

### **IMPORTANT DATES**

Town Manager Hull reviewed important dates including:

- June 10 – Olin Public Information Meeting – Wilmington Middle School – Auditorium – 7:00 p.m.
- June 13 – Rotary Trivia Night – Shriners Auditorium – 7:00 p.m.
- June 14 – Town Beach Opens
- June 15 – Farmers Market – Town Common Parking Lot – 10:30 a.m. to 1:30 p.m.

- June 16 – Flag Retirement Ceremony – Minuteman Headquarters
- June 20- – Wilmington Relay for Life – Wilmington Middle School
- June 21 – Friday afternoon, June 20 to Saturday morning, June 21
- June 21- –
- June 22 – Council for the Arts 34<sup>th</sup> Annual Art Exhibition
- June 23 – Board of Selectmen – Town Hall – Room 9 – 7:00 p.m.
- June 24 – High School Building Committee – Town Hall – Room 9 – 6:30 p.m.
- July 8 – Yentile Farm Development Committee – Town Hall – Auditorium – 6:00 p.m.
- July 23 – Yentile Farm Workshop – Wilmington Middle School – Cafeteria – 6:00 p.m.

There being no further business to come before the Board, a motion was made by Selectman McCoy, seconded by Selectman Newhouse and by the affirmative vote of all, it was

VOTED: That the Board of Selectmen adjourn.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

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Recording Secretary