

## BOARD OF SELECTMEN MEETING

April 27, 2020

Chairman Gregory B. Bendel called the meeting to order at 7:00 p.m. This meeting was held via ZOOM. Present were Selectmen Kevin A. Caira, Jonathan R. Eaton, Michael V. McCoy and Jomarie F. O'Mahony. Also present was Town Manager Jeffrey M. Hull.

Chairman Bendel stated that pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, G.L. Chapter 30A, Section 18, and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place, members of the public who wish to watch and listen to the meeting may do so in the following manner: WCTV (Channel 9 – Comcast xFinity; Channel 37 Verizon FiOS, and live stream wctv.org). This meeting of the Wilmington Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. Members of the public who would like to listen to this meeting while in progress may also do so via telephone by dialing 1-646-558-8656 and enter meeting ID 954 4291 1037 then press # and press # again at the next voice prompt. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the meeting designated for public comment, by following the steps previously noted then press \*9 on their telephone keypad. This will notify the meeting host that the caller wishes to speak. All callers using this feature will be placed in queue in the order they entered the prompt. In the event that, despite our best efforts, we are not able to provide for real-time access, we will post a record of this meeting on the Town's website as soon as we are able. Chairman Bendel thanked IT Director John O'Neil for his assistance and for serving as the host of the meeting and WCTV for broadcasting the meeting. He advised that all votes will be conducted by roll call in alphabetical order.

Chairman Bendel noted that members of the Board of Selectmen were wearing blue in observance of April being Autism Awareness Month.

Chairman Bendel asked meeting participants to rise and he led the pledge of allegiance.

### TREASURY WARRANTS

Chairman Bendel asked for a motion to accept the Treasury Warrants. A motion was made by Selectman Caira, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

VOTED: That the Board of Selectmen accept Treasury Warrants 42, 42A, 43 and 43A.

### MINUTES

A motion was made by Selectman Caira, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

VOTED: That the Board of Selectmen approve the minutes of their meeting held March 30, 2020 and all action taken is hereby ratified and confirmed.

### **SHELLY NEWHOUSE, HEALTH DIRECTOR, AND WILLIAM CAVANAUGH, FIRE CHIEF, RE: UPDATE ON COVID-19**

Chairman Bendel welcomed Shelly Newhouse, Health Director, and William Cavanaugh, Fire Chief, to the meeting and acknowledged how busy their departments have been in keeping residents safe and informed.

Ms. Newhouse provided updated statistics related to COVID-19 and stated that Advinia is now a COVID recovery site. She advised that she will no longer be reporting details from Advinia because it is too difficult to get the data with the patients that come in. Ms. Newhouse stated that information is reported to the Town that the patient resides in. She will continue to track the data for the residents that are from Wilmington. She advised that she is in contact with Advinia on a daily basis. Ms. Newhouse stated that she is also in daily contact with CareOne and noted there are 45 active positives at that location and the number continues to increase. Ms. Newhouse stated that she has offered assistance and recognized that they are pretty good with their staff and how the disease is handled. She advised that CareOne has an epidemiologist that is working with them from the Massachusetts Department of Public Health that is helping them to track their cases. The nursing homes and long term care facilities across the commonwealth are taking the brunt of COVID-19. Ms. Newhouse stated that Windsor Place has seen an increase in symptomatic patients. She provided the administrators with contact information for the Department of Public Health (DPH) and National Guard to determine if assistance with testing was necessary.

Ms. Newhouse advised that Governor Baker introduced new guidelines for nursing homes and long term care facilities, noting that there are strict rules that they will have to adhere to including testing requirements, proper PPEs and staffing guidance. She stated that it is a 28 point checklist that they have to abide by and audits will be conducted to ensure that the rules are being adhered to. Ms. Newhouse stated that there is a Nursing Home Family Resource Line and the phone number was posted today. Information can be received for any Massachusetts facility.

Ms. Newhouse stated that it is important for residents to adhere to the less than 10 people gathering rule outside. She stressed that it does not mean visiting and hanging around with neighbors, having barbecues and hanging around a fire pit. She believes that Wilmington may be at a plateau, currently having 34 active positives but cautioned that the number changes on a regular basis. She stated that she has to consider those that recover and the new positives. She stated that there are currently six people in quarantine. Ms. Newhouse complimented her staff and recognized that they have been delivering masks, gloves and food to residents.

Chief Cavanaugh stated that he is in contact with Ms. Newhouse on a daily basis. He stated that there is extra decontamination that needs to be done to the trucks, equipment and personnel. He acknowledged Deputy Chief Christopher Pozzi and Lieutenant David Woods for their efforts in obtaining PPEs.

Chief Cavanaugh stated that his department is seeing a slight decrease in call volume. He advised that the severity of the calls and the amount and frequency of COVID-positive patients account for the largest part of their calls.

Chief Cavanaugh recognized the Public Safety Dispatchers for their efforts to keep everyone safe during this pandemic.

Chairman Bendel asked Town Manager Hull to brief the Board of Selectmen and residents relative to the conference calls that have taken place with the legislative delegation. Town Manager Hull stated that there have been multiple conference calls over the past few weeks, largely focused on Advinia Care. He stated that, at the outset of this pandemic, they had challenges with their staffing situation and communications. Town Manager Hull stated that it appears Advinia has been able to obtain additional personnel resources. He stated that this was accomplished by a combination of their own staff who were impacted by the virus and have recovered, by working with a recruiting agency, Massachusetts Emergency Management Agency (MEMA), DPH and Partners Health Care. Town Manager Hull noted that, based upon the most recent conference

call, the staffing situation has stabilized. Advinia is now accepting COVID patients from other facilities, the Town has been advised that the current residents have been segregated so that they are away from the incoming patients. He stated that another issue was a lack of communication between patients and their families. The Town has been advised that patients have been provided laptops and iPads so that they can be in contact with their family members on a regular basis.

Chairman Bendel asked if there were any questions or comments from the Board. Board members expressed their appreciation to Shelly Newhouse, Chief Cavanaugh, Chief Desmond and their staff.

Selectman Caira clarified that Ms. Newhouse will continue to track the individuals who were residing at Advinia Care before they began accepting COVID patients. Ms. Newhouse confirmed as well as tracking patients in the other facilities. She stated that each case is assigned a number and is tracked at each step.

Selectman Caira asked if the Town was advised how many COVID patients will be admitted to the facility. Ms. Newhouse stated that she believes there are 78 beds for COVID patients and at this time there have only been two or three admitted.

Selectman Caira asked Chief Cavanaugh whether his department is getting a lot of calls to the facilities. Chief Cavanaugh stated that they are not responding to Windsor Place frequently at this time. He stated that in addition to COVID, the patients have serious health issues. He stated that there are days when Wilmington personnel are at the facilities three or four times in one shift.

Selectman McCoy asked whether face masks will be mandatory and noted some communities are making them mandatory when outside or going to stores. Ms. Newhouse stated that Wilmington is not making it mandatory and noted that she received guidance from the community coalition that she is a member of. She stated that it is an advisory for people to wear masks and, according to the Attorney General's office, towns can only advise that individuals wear face masks in public. She noted the difficulty in obtaining the PPEs but encouraged residents to wear them if they have them. Selectman McCoy asked whether the local Board of Health has the authority to make wearing masks in public mandatory and Ms. Newhouse advised that he was correct. She stated that it was discussed at the Board of Health's most recent meeting and they were not ready to institute that regulation. Selectman McCoy acknowledged that first responders are the priority for masks but noted there are multiple videos instructing how to make masks from clothing such as socks, kerchiefs or bandanas. There are also residents who are sewing masks and he opined that residents leaving their house should have some type of coverage and believes the Board of Health should reconsider their decision. Ms. Newhouse stated that she will bring it up at the next meeting.

Selectman O'Mahony asked if there is any support that the Board of Selectmen can get for the Health Department and Fire Department. Both Ms. Newhouse and Chief Cavanaugh stated that, at this time, they have what they need.

Selectman O'Mahony commented about social distancing and the trials of educating different generations that gathering is not okay and that they should be wearing masks.

Ms. Newhouse opined that Wilmington will not open May 5 and she believes this will continue for a while longer and the Governor will be providing additional information this week.

Chairman Bendel encouraged Ms. Newhouse and Chief Cavanaugh to reach out to the Selectmen if there is anything they need. He stated that, at one point, Ms. Newhouse had masks for small businesses and asked if someone wants a mask should they contact the Board of Health. Ms. Newhouse stated that she does not have enough for small businesses but does have masks available for residents and they can email her to request one. Chairman Bendel expressed his appreciation to Ms. Newhouse for the time and effort in posting clear, detailed, concise information that is being made available to residents.

Chairman Bendel noted that the Governor has closed school buildings for the remainder of the school year. He gave a shout-out to the Class of 2020.

Chairman Bendel, on behalf of the Board of Selectmen offered condolences to the friends and family who have lost loved ones due to COVID-19.

### **CHIEF CAVANAUGH, RE: LOWELL FIVE DONATION TO FUND AMBULANCE COMPUTERS**

Town Manager Hull advised that the donation was initiated through conversations Pamela MacKenzie, Treasurer/Collector, had with Lowell Five. Ms. MacKenzie approached Town Manager Hull and advised that Lowell Five, on a yearly basis, makes grants available to their private and public sector customers and advised that there was a \$10,000 grant available for a variety of purposes. Town Manager Hull then advised John O'Neil, IT Director, who had conversations with Chief Cavanaugh.

Chief Cavanaugh stated that the Fire Department conducts a lot of ambulance runs and reports have to be completed for each transport. He stated that the computers that are currently on the ambulances are called a Toughbook and characterized them as a rugged laptop and noted that they are used by the military. He stated that the laptops they had were replaced within the past three to four years with refurbished units but as updates are made to the ambulance reporting software and other programs that are run on the computers, the computers are slowing down. Chief Cavanaugh stated that he spoke with Mr. O'Neil during the budgeting process and it was decided to budget for new computers during fiscal year 2022.

When Mr. O'Neil learned of the grant he advised Chief Cavanaugh that the computers could be purchased through the grant and asked whether that was something he was interested in. Chief Cavanaugh stated that the computers are called RhinoTabs which are similar to what the Police Department uses in their vehicles. He stated that the difference is that the ambulance computers will be removable because it is often necessary to obtain patient and/or doctor signatures. Chief Cavanaugh advised that Lowell Five is providing the additional funds of approximately \$2,000 to replace the mounting hardware and installation. He advised that when the ambulance(s) is replaced, the computers and mounting will be transferred to the new ambulance.

Chief Cavanaugh stated that his department is the recipient of other people's hard work and expressed his gratitude to Ms. MacKenzie and Mr. O'Neil.

Chairman Bendel asked if there were any questions or comments from members of the Board. Members expressed their appreciation to Lowell Five for the donation, noting that the grant was for \$10,000 and the Town received over \$12,000. Ms. MacKenzie and Mr. O'Neil were recognized for their efforts in obtaining the grant.

Selectman Caira stated that he likes the idea that the computers can be moved from one vehicle to another.

Selectman O'Mahony stated that the grant is a great example of what one wants to see in a community, a business recognizing a need in the community and people coming together to accomplish it.

Chairman Bendel expressed his appreciation for the collaboration among Town departments to obtain this grant. He offered the well wishes of the Board to the first responders.

Chairman Bendel reminded residents who are watching from home of the phone number and instructions if they wish to make a public comment later in the meeting.

**CHRISTINE TOUMA-CONWAY, TOWN CLERK, RE: ESTABLISHING DATE FOR TOWN ELECTION**

Ms. Touma-Conway stated that we do not know what the next few weeks hold and when looking at the legislation that allowed the election to be postponed it allows towns to hold their local elections anytime between now and June 30. She stated that it is her recommendation that the Board of Selectmen schedule the election on Saturday, June 20. She noted that there is a Saturday after the election should the Town Meeting need to be continued. Ms. Touma-Conway stated that the Board of Selectmen does not need to choose the date this evening. She stated that scheduling a date at the next meeting will provide her office time to prepare for the election.

Ms. Touma-Conway reviewed other dates that are affected by the date of the election including the posting of the warrant, the date of the last day to register to vote in the Annual Town Election and the deadline for Campaign Finance Reports.

Ms. Touma-Conway reviewed different resources that will be utilized to notify the public of the date of the election. Those resources include utilizing the Everbridge System (Reverse 9-1-1), send e-mails to those dog owners in the Town Clerk database, Facebook, Twitter, WCTV and press releases to various local media. She stated that her office will promote Voting by Mail. This year's election does not have any contested races and those who vote by mail will provide an opportunity to have less voters at the polls.

Ms. Touma-Conway discussed challenges in obtaining election workers. She stated that it is reasonable to believe that social distancing will still be required and offered comments on plans to safeguard voters and workers. She suggested that the Town obtain a waiver from the Elections Division to reduce the number of workers required for each precinct, recruit election workers from non-vulnerable groups, train election workers via remote access or by producing a video which could be distributed via email and to establish safety protocols for election workers such as mandatory wearing of masks, scheduled hand washing, establishing shorter shifts for workers to reduce exposure.

Ms. Touma-Conway also discussed the set-up of the polling locations to maintain appropriate distancing; use of plexiglass dividers; determine whether it would be legal and/or appropriate to require voters to wear masks, ask health screening questions to allow for separate voting for voters with symptoms of, or recent exposure to, COVID-19. She advised that polling locations should be thoroughly disinfected prior to arrival of election staff; fewer voting booths will be necessary, voting booths should be sanitized regularly; dedicated "in" doors and "out" doors where possible, hand sanitizer, sanitized or single use writing instruments will be provided to voters and consideration of the possibility of disinfecting ballots before they are removed from the Accu-Vote tabulation box prior to being handled by workers in the election closing process.

Chairman Bendel believes that June 20 seems to be appropriate and stated that the Board could either take action this evening or wait until their meeting of May 11.

Chairman Bendel asked if there were any questions or comments from members of the Board. Selectman Caira thanked Ms. Touma-Conway for the comprehensive report and opined that installing plexiglass is a great idea. He stated that he understood her apprehension of requiring masks be worn by voters and suggested that masks be made available and voters encouraged to wear them. He suggested exploring whether the state of emergency will allow the Town to mandate the use of masks in a public facility. Selectman Caira stated that he was in agreement with holding the election on June 20 and it is his hope that the Town Meeting is continued to June 27.

Selectman Eaton stated that it is clear from her memo that the Town Clerk has been busy trying to digest information that has been made available and is evolving with the situation. He appreciates that Ms. Touma-Conway has put a lot of attention on the election workers as several of the traditional election workers are likely in the high risk category. Selectman Eaton stated that he does not want to risk the health of the workers or voters, particularly where each race on the ballot is uncontested. He expressed his appreciation that she has considered sanitized or single-use writing instruments. Selectman Eaton stated that he pays his water bill on line and asked whether the Town Clerk's office would have his email address. Ms. Touma-Conway stated that the only database her office has with email addresses is the database for dog owners. She stated that she can speak with the Treasurer/Collector's office to see if they have a database with email addresses. Selectman Eaton stated that other communities are having the discussion about limiting the hours that polls are open. He stated that under normal circumstances he would not be an advocate for limiting voting hours but given the health scenario and the ballot is set, he asked whether lessening the hours the polls are open is an option. Ms. Touma-Conway stated that the by-laws nor the emergency legislation address that aspect of running the election. She reviewed the process if the Board of Selectman wished to change the hours of the election. She expressed concern that by shortening the hours the polls are open the number of people at the polls during the time of the election increases.

Selectman McCoy complimented Ms. Touma-Conway relative to her professionalism. He stated that he will defer the setting of the date of the election to his colleagues and opined that voters and workers should wear masks.

Selectman O'Mahony stated that she agrees the information provided to the Selectman was well thought out and June 20 makes sense. She stated that her concern is the way the ballots are scanned and collected and asked if there is an alternative way to collect the ballots. Selectman O'Mahony asked if there is a way to modify the set up so they are not walking through the building during the voting process. She stated that the number one priority is the safety of our residents.

Ms. Touma-Conway stated that there isn't a better way to collect the ballots because the ballots have to go through the machine and the machine is on top of the container. She is looking into having a spray disinfectant to spray the ballots and let sit before they are removed. Ms. Touma-Conway noted that an option is to remove ballots during the election and placing them in a separate box. She stated she will have to research the efficacy.

Ms. Touma-Conway stated that the problem with reducing the size of the location is the Town does not have many large spaces to accommodate social distancing and the smaller the voting location the more people will be concentrated in the smaller space. She stated that the Town has fabulous disinfecting capabilities and recommends the locations be disinfected prior to the election and after the election.

Selectman McCoy asked whether the voter could use a No. 2 pencil and was advised that it is possible but the vendor recommends the use of the markers as they are more effective and the machine reads them better. Ms. Touma-Conway stated that she had considered purchasing the small “golf” pencils for the election.

Selectman McCoy stated that a low voter turnout is expected and suggested having one polling location and identified the high school as a possibility. Ms. Touma-Conway stated that by doing that more voters are being brought to one place and you risk problems with social distancing. She believes spreading out is more effective and addressed the parking noting that although there are a number of spaces, they are not easily accessible to the entrance to the building.

Chairman Bendel asked to confirm that the Board could take action this evening or it could wait as Governor Baker has indicated more information will be coming later this week. Town Manager Hull stated that the advantage to voting tonight is that the Town Clerk’s office can begin preparing for the election.

A motion was made by Selectman Caira, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

VOTED: That the Board of Selectmen establish the date of the Annual Town Election to Saturday, June 20, 2020.

### **GLENN BRAND, SCHOOL SUPERINTENDENT, RE: AUTHORIZATION FOR SUBMISSION OF SIX (6) STATEMENTS OF INTEREST**

Chairman Bendel welcomed Dr. Glenn Brand, School Superintendent, and Paul Ruggiero, Assistant Superintendent of Administration and Finance. He acknowledged that it is a difficult time to be a school administrator and expressed his appreciation for their efforts in keeping the school children engaged.

Town Manager Hull reminded the Board of Selectmen that the Facilities Plan was completed in 2018. He stated that there was a suggestion that the existing buildings, aside from the High School and Middle School, in addition to the age of the buildings, were too small to be conducive to the learning standards set by the state and there was a recommendation for consolidation. There is consensus that the Wildwood School, built in 1955, needs to be addressed. Some deficiencies that have been identified include the heating system, heat distribution, ADA (American Disability Association) access, lack of fire suppression and a number of other issues.

Town Manager Hull stated that, at the Board of Selectmen November 25, 2019 meeting, the School Superintendent, Assistant Superintendent of Administration and Finance, Superintendent of Public Buildings and he were authorized to proceed in developing the statements of interest (SOI). He stated that the Wildwood School would be the priority but to provide flexibility, and to look at the possibility of consolidation, an SOI has been developed for each of the six elementary school buildings. If invited in to the Massachusetts School Building Authority (MSBA) program there is the prospect of having the ability to look at more than one school. He stated that over the past several weeks the work of putting the SOIs together, which are essentially form documents, has involved the Town providing a litany of information on each of the schools in terms of facility deficiencies and academic challenges. The information is, in large measure, complete and the deadline for submission to the MSBA is May 6. Town Manager Hull stated that the request this evening is that the Board of Selectmen authorize the submission of each of the SOIs, if the Board is so inclined. There are six separate votes that the Board will need to take. He advised that MSBA is particular about the process that needs to be conducted and the language in the motions.

Town Manager Hull noted that the School Committee will be conducting a similar meeting on Wednesday, April 29.

Dr. Brand expressed his appreciation to Town Manager Hull, George Hooper and Paul Ruggiero who have been working very hard to put the SOIs together. Given the circumstances of the health crisis, the SOIs have been challenging to develop. Dr. Brand advised that the MSBA extended its submission deadline to May 6, 2020.

Dr. Brand stated they are working to line up the applications and receive support of the Board of Selectmen and the School Committee. He acknowledged that the process is very long and regulated. Dr. Brand likened it to the first step in a long journey that the community of Wilmington will be taking to explore the right option for the school facilities over the long term. Dr. Brand advised that the “youngest” building is the Shawsheen School which was built in 1970 and the “oldest” is the Wildwood School which was built in 1955. He advised that most of the buildings are in the upper 50s in terms of age.

Dr. Brand stated that the Town has aging elementary school buildings. He stated that this process is a journey to explore the best options for Wilmington with an eye to the future. Dr. Brand cautioned that this is not a quick process and advised that the MSBA suggests that, for a community that is invited to participate and is successful to be on the path towards school renovation or construction, should anticipate a five to seven year window. He stated that there will be a lot of steps along the way which will necessitate involving respective boards such as the Board of Selectmen, the School Committee and the community at large.

Dr. Brand advised that the Board of Selectmen was provided with a memorandum which provided an overview of the process and steps to be taken following this evening.

Chairman Bendel offered Mr. Ruggiero the opportunity to offer comment. Mr. Ruggiero stated that Dr. Brand covered all the information.

Chairman Bendel asked if there were questions or comments from the Board. Selectman Caira thanked Dr. Brand and Mr. Ruggiero for the informative report. He stated that, although the Public Buildings Department maintains the building to the best of their ability, he is concerned that the building will not last five to seven years and asked whether Dr. Brand is making preparations for the children and staff at the Wildwood School. Dr. Brand stated that it seems like a long time ago when the School Department was talking about capital submissions and one item that was being brought forward to Town Meeting had two segments. One was to study to a finer level of detail the best options for the elementary school buildings. Selectman Caira asked whether he was referring to the \$200,000 warrant article and Dr. Brand confirmed. He stated that the proposal is to modify that article because, in follow up discussion with MSBA, it has become clear that should Wilmington proceed with the submission and should Wilmington be invited in to the program, the MSBA will work closely with the Town. They will partner with a portion of the cost formula for the Town to engage a third party to help study the best configuration of buildings and options. The second part of the proposal, which has not changed, is to enlist a third party to help facilitate a study for options that may be available for the Wildwood School in the interim. Dr. Brand stated that remains a priority regardless of the applications. He believes it is paramount to find out what options are available, at least on a temporary basis, to house the students and staff.

During Dr. Brand’s presentation, his audio cut out making it difficult to hear his comments. The Town Manager attempted to recap the School Superintendent’s comments.

Town Manager Hull confirmed that, as part of the budget, \$200,000 was proposed to take a closer look at the building reconfiguration and consolidation. When the facility study was completed, a recommendation was made for a particular approach to consolidation and he does not believe that recommendation is favorable at this time. He stated that it is important to take this opportunity to look at the six buildings in a global perspective. Part of the \$200,000 was to obtain assistance with that piece of the project. Additionally, recognizing that even if the Town is invited into the program, there is a five to seven year time frame before a building is constructed, part of the \$200,000 was to obtain assistance to determine what to do in the shorter term, whether to utilize temporary building facilities, add on to other buildings or another option. Town Manager Hull stated that the \$200,000 will be recommended to be reduced because the Town has been advised by representatives of MSBA that if the Town is invited in to the program the evaluation of the buildings will be part of their process and will be funded, in part, through MSBA funds.

Selectman McCoy noted the long hours put in by Mr. Ruggiero and expressed his appreciation.

Selectman O'Mahony thanked Dr. Brand and Mr. Ruggiero in these unprecedented times stating that she has four children in the school system and she is the worst substitute teacher they will have. She expressed her appreciation to Dr. Brand, Mr. Ruggiero, the teachers and staff of the Wilmington School Department.

Selectman O'Mahony asked if the Town knew when it would be notified whether they would be invited in to the program. Dr. Brand apologized for the audio difficulty and advised that from past experience, unless the COVID-19 pandemic changes the timetable, it is usually the latter part of August or beginning of September.

Selectman O'Mahony stated that the Town is submitting applications for the six schools individually and asked if invited in for the Wildwood School, does that mean the Town has to wait five to seven years or can the Town work with the MSBA to start the project and be reimbursed. Dr. Brand stated that a community can only be in the process of one core program at a time. He stated that the MSBA also has other grant programs that Wilmington has benefited from called Accelerated Repair for items such as roofs, windows and boilers. Submitting multiple statements of interest for the schools is beneficial, if invited in. Through a process prescribed by the MSBA, if there is general support by the Town to consider building consolidation, it will enable Wildwood to be expanded and to incorporate another building or buildings in to a consolidated pathway.

Mr. Ruggiero stated that the reimbursement piece would not take five to seven years. If the Town is invited in, it pays bills and then ask for reimbursement. Mr. Ruggiero clarified that the five to seven years is the timeframe from acceptance to getting in to the building.

Town Manager Hull stated that the process to participate in the program with the high school began in 2007/2008 and the high school was opened in 2015. During that timeframe there was a lot of work taking place.

Town Manager Hull read the motion into the record. A motion was made by Selectman McCoy, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

**RESOLVED:** Having convened in an open meeting on April 27, 2020, prior to the SOI submission closing date, the Board of Selectmen of Wilmington, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated on or before May 6, 2020, for the Wildwood Early Childhood Center located at 182 Wildwood Street, Wilmington, MA 01887, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the

Massachusetts School Building Authority in the future. This Statement of Interest is being submitted under Priority 7 and is for the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Wilmington to filing an application for funding with the Massachusetts School Building Authority.

Town Manager Hull read the motion into the record. A motion was made by Selectman O'Mahony, seconded by Selectman Caira and by the affirmative roll call vote of all, it was

**RESOLVED:** Having convened in an open meeting on April 27, 2020, prior to the SOI submission closing date, the Board of Selectmen of Wilmington, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated on or before May 6, 2020, for the Boutwell Early Childhood Center located at 17 Boutwell Street, Wilmington, MA 01887, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. This Statement of Interest is being submitted under Priority 7 and is for the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Wilmington to filing an application for funding with the Massachusetts School Building Authority.

Selectman Caira noted that the motions are identical with the exception of the name and location of the school building. He asked whether each motion needed to be read into the record. Town Manager Hull advised that the Town Clerk is participating in this meeting as she needs to certify the votes have been taken as written and provide certification to the MSBA. Dr. Brand confirmed the Town Manager's explanation.

Town Manager Hull read the motion into the record. A motion was made by Selectman Eaton, seconded by Selectman Caira and by the affirmative roll call vote of all, it was

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**RESOLVED:** Having convened in an open meeting on April 27, 2020, prior to the SOI submission closing date, the Board of Selectmen of Wilmington, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated on or before May 6, 2020, for the Shawsheen Elementary School located at 298 Shawsheen Avenue, Wilmington, MA 01887, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. This Statement of Interest is being submitted under Priority 7 and is for the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Wilmington to filing an application for funding with the Massachusetts School Building Authority.

Town Manager Hull read the motion into the record. A motion was made by Selectman McCoy, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

**RESOLVED:** Having convened in an open meeting on April 27, 2020, prior to the SOI submission closing date, the Board of Selectmen of Wilmington, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated on or before May 6, 2020, for the North Intermediate School located at 320 Salem Street, Wilmington, MA 01887, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. This Statement of Interest is being submitted under Priority 7 and is for the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Wilmington to filing an application for funding with the Massachusetts School Building Authority.

Town Manager Hull read the motion into the record. A motion was made by Selectman Caira, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

**RESOLVED:** Having convened in an open meeting on April 27, 2020, prior to the SOI submission closing date, the Board of Selectmen of Wilmington, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated on or before May 6, 2020, for the West Intermediate School located at 22 Carter Lane,

Wilmington, MA 01887, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. This Statement of Interest is being submitted under Priority 7 and is for the replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Wilmington to filing an application for funding with the Massachusetts School Building Authority.

Town Manager Hull noted that the Statements of Interest are extensive documents and expressed his appreciation to Dr. Glenn Brand, Paul Ruggiero and George Hooper.

Dr. Brand thanked the Board of Selectmen for their support.

### COMMUNICATIONS

Town Manager Hull reviewed a letter from Alison E. Kalman, Executive Vice President, Lowell Five, relative to a donation to the Town of Wilmington in the amount of \$12,307.25 for the purpose of replacing the computers in the Town's ambulances.

Town Manager Hull reviewed his memorandum regarding the request made of the Wilmington Farmers Market. He advised that Ms. Burnham provided additional information to address the Board's concerns. He advised that Ms. Burnham will be participating in the meeting under Board to Consider.

Town Manager Hull reviewed communication from Jaret Balter, President, Wilmington Little League, regarding the cancellation of the Spring 2020 baseball and softball seasons. He reminded participants that all Wilmington fields and facilities, including the batting cages at the high school are closed at this time.

Town Manager Hull reviewed a letter to Coleen O'Brien, General Manager, Reading Municipal Light Department, advising of the Town's vote to authorize the extension of the agreement for ten years until July 9, 2040.

Town Manager Hull reviewed a letter from Raymond Lepore expressing interest in being reappointed to the Board of Appeals.

Town Manager Hull reviewed letters from Paul Bruce, Jr. and Ronald M. DiGiorgio requesting to be reappointed as Constable.

Town Manager Hull reviewed a letter from Robert Mallett expressing interest in being reappointed to the Historical Commission.

Town Manager Hull reviewed his letter to John P. Goggin, Chairman, Republican Town Committee, regarding the appointment of a member to the Board of Registrars.

**BOARD TO CONSIDER REQUEST OF DANA BURNHAM, PRESIDENT, WILMINGTON FARMERS MARKET ASSOCIATION, TO USE THE SWAIN GREEN ON SUNDAY, MAY 3, 2020 FROM 8:30 A.M. TO 2:00 P.M.**

Town Manager Hull stated that this was tabled from the Board's last meeting at which time concerns were expressed. In response and in conjunction with conversations Dana Burnham had with Karen Campbell, Ms. Burnham provided an aerial photo of the process that will be taking place. He advised that customers will order and pay for their food items in advance and will arrive at a scheduled time, vendors will be set up at stations and will wear masks and gloves, customers are expected to also wear masks and will pull up to the station and the vendor will place the purchase in the trunk and they exit via School Street.

Town Manager Hull noted that the original request was to use the Swain Green on May 3<sup>rd</sup> and he advised that they are amenable to scheduling the Farmers Market on May 17.

Chairman Bendel asked Ms. Burnham and Ms. Canevari if they had any comments. Ms. Burnham stated that she was contacted by a vendor, who is not a food vendor, who makes household products such as hand sanitizer, cleaning supplies and soap. According to the commonwealth she is identified as an essential business and would like to participate in the Farmers Market.

Chairman Bendel asked if there were any questions or comments from the Board. He stated that the Board has publicly commented their support for local businesses and that includes the Farmers Market.

Selectman Caira stated that a lot of effort has been made to establish a procedure to keep people safe. He stated that Town Manager Hull noted the Recreation Director had assisted Ms. Burnham and asked whether Ms. Newhouse or Chief Cavanaugh were contacted. Town Manager Hull stated that he has spoken with Ms. Newhouse who is aware of the proposal and believes it is safe and appropriate. He stated that he also spoke with Chief Desmond relative to potential traffic issues and he is comfortable with the proposal.

Chief Cavanaugh stated that he has spoken with Police Chief Desmond and Ms. Newhouse and advised that he has no objection and believes it is a well thought out plan.

Selectman Eaton stated that, at the last meeting, the Board had concerns about the plan and believes what the Farmers Market submitted addresses those concerns and the "drive-thru" Farmers Market is a great way to think "out of the box". He stated that the proposal is consistent with the Department of Agriculture Resources guidance memo that was released relative to hosting Farmers Market.

Selectman O'Mahony asked how customers will receive information on the vendors that will be participating. Ms. Canevari advised that they are in the process of updating the website and the page will be specific how to request pick up time slot and directions how to proceed through diagram. Guidelines will be provided how they approach the Farmers Market, to wear masks, stay inside vehicle and allow vendor to place items in the trunk.

Chairman Bendel asked if there were any additional questions or comments or a motion. A motion was made by Selectman Eaton, seconded by Selectman O'Mahony and by the unanimous roll call vote of all, it was

**VOTED:** That the Board of Selectmen approve the request of the Wilmington Farmers Market to use the Swain Green on Sunday, May 17, 2020.

**BOARD TO CONSIDER APPOINTMENTS AND REAPPOINTMENTS TO ANIMAL CONTROL OFFICER, THE BOARD OF APPEALS, BOARD OF REGISTRARS, COUNCIL FOR THE ARTS, FENCE VIEWER, SCHOLARSHIP FUND COMMITTEE, TOWN COUNSEL, SPECIAL COUNSEL AND CONSTABLES**

Selectman Caira asked to clarify whether the Board is reviewing the list and voting at the next meeting or whether they are voting on the appointments and reappointments. Town Manager Hull stated that the Board is expected to vote on them this evening.

**ANIMAL CONTROL OFFICER**

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

**VOTED:** That the Board of Selectmen reappoint Christopher H. Sullivan as Animal Control Officer for a term to expire April 30, 2021.

**BOARD OF APPEALS**

A motion was made by Selectman Eaton, seconded by Selectman Caira and by the affirmative roll call vote of all, it was

**VOTED:** That the Board of Selectmen reappoint Raymond N. Lepore as a member of the Board of Appeals for a term to expire April 30, 2025.

**BOARD OF REGISTRARS**

A motion was made by Selectman McCoy, seconded by Selectman O'Mahony and by the affirmative roll call vote of all, it was

**VOTED:** That the Board of Selectmen reappoint Edward L. Sousa as a member of the Board of Registrars for a term to expire April 30, 2023.

At this time it was the consensus of the Board of Selectman that the remaining offices be taken up at the same time.

A motion was made by Selectman Eaton, seconded by Selectman O'Mahony and by the affirmative vote of all, it was

**VOTED:** That the Board of Selectmen reappoint Diane L. Giamberardino, Judith A. Hughes, Linda D. Molloy and Holly B. Popeo as members of the Council for the Arts for a term to expire April 30, 2022; Louise A. Anderson and Ruth E. Camber as members of the Council for the Arts – Advisory Board for a term to expire April 30, 2021; Paul Alunni and John T. Spaulding as Fence Viewers for a term to expire June 30, 2021; Dr. Glenn Brand, Paul D. Cavanaugh, Carol A. King and Robert G. Peterson as members of the Scholarship Fund Committee for a term to expire April 30, 2023; K|P Law to serve as Town Counsel for a term to expire June 30, 2021; Daniel R. Deutsch, Esquire, Brooks & DeRensis to serve as Special Town Counsel for a term to expire June 30, 2021; Barbara J. Calla, Jason F. Costa and Eric R. Randell as Constables for a term to expire April 30, 2021; John B. Bridges, Jr., Paul D. Bruce, Jr., Ronald M. DiGiorgio, Dennis C. Otis, William F. A. Pepicelli and Anthony J. Saia as Constables, with the restriction not to solicit clients but have the authority to serve civil process for clients who need service into Wilmington, for a term to expire April 30, 2021.

Town Manager Hull advised that there is a vacancy on the Scholarship Fund Committee and asked if members knew of someone who was interested, to let him know.

**BOARD TO CONSIDER RATIFICATION OF TOWN MANAGER'S APPOINTMENTS AND REAPPOINTMENTS TO THE COMMISSION OF DISABILITIES, HISTORICAL COMMISSION AND PERMANENT BUILDING COMMITTEE**

Town Manager Hull advised that there is one new appointment and that is Michael Tkachuk has agreed to serve on the Permanent Building Committee, filling the vacancy of Joseph Parella.

A motion was made by Selectman O'Mahony, seconded by Selectman McCoy and by the affirmative roll call vote of all, it was

**VOTED:** That the Board of Selectmen reappoint Phyllis D. Genetti and Jonathan R. Eaton as members of the Commission on Disabilities for a term to expire April 30, 2023; Gerald R. Duggan, Robert Mallett and Christine M. Johnston as members of the Historical Commission for a term to expire April 30, 2023; George w. Hooper, II and John C. Holloway as members of the Permanent Building Committee for a term to expire April 30, 2023 and to appoint Michael Tkachuk as a member of the Permanent Building Committee for a term to expire April 30, 2022.

**TOWN MANAGER TO ANNOUNCE HIS APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, COMMISSIONS**

Town Manager Hull announced his appointments to various boards, committees and town offices. A copy of those appointments is made part of the minutes by attachment.

Chairman Bendel advised that the Recording Secretary notified him that the Board of Selectmen inadvertently missed the reappointment of Christopher H. Sullivan as Constable in conjunction with his duties as Animal Control Officer for a term to expire April 30, 2021. A motion was made by Selectman Eaton, seconded by Selectman O'Mahony and by the affirmative roll call vote of all, it was

**VOTED:** That the Board of Selectmen reappoint Christopher H. Sullivan as Constable in conjunction with his duties as Animal Control Officer for a term to expire April 30, 2021.

Chairman Bendel expressed his appreciation to the volunteers who have been appointed and reappointed.

**BOARD TO CONSIDER SUMMER MEETING SCHEDULE: PROPOSED DATES JULY 13, AUGUST 17**

Town Manager Hull noted that the Board of Selectmen typically meets once during the months of July and August. Chairman Bendel asked if there were any questions, comments or a motion. A motion was made by Selectman Eaton, seconded by Selectman Cairra and by the affirmative roll call vote of all, it was

**VOTED:** That the Board of Selectmen establish their summer meeting schedule as Monday, July 13, 2020 and Monday, August 17, 2020.

### PUBLIC COMMENTS

Chairman Bendel was advised that there were no callers waiting to speak. Chairman Bendel again provided the phone number and meeting ID for residents who may wish to comment. He waited for a couple of minutes in the event residents were attempting to phone in. Following the brief moment it was determined that there were no public comments.

### ANNOUNCEMENTS

Selectman O'Mahony stated that this past week was difficult for multiple reasons and recognized the students and residents dealing with the pandemic. She stated that she looks forward to when the Board can be in the same meeting room.

Chairman Bendel recognized graduates of Wilmington High School and Shawsheen Tech noting that it is a challenging time. Chairman Bendel knows people are going above and beyond to celebrate them. He also thanked Wilmington's first responders and individuals working in the healthcare profession.

### NEW BUSINESS

Selectman McCoy asked for an update relative to the status of providing water for Cook Avenue. Town Manager Hull advised that the document was received back from counsel and it will be provided to Olin for review. Selectman McCoy asked to touch base in a couple of days to ensure it is being reviewed by Olin. Town Manager Hull reviewed the process of developing the document and stated it is being addressed as swiftly as possible.

### IMPORTANT DATES

Chairman Bendel noted that the dates the Town Manager is about to review are subject to change. Town Manager Hull reviewed important dates including:

- May 4-
- May 8 – Curbside Collection of Yardwaste
- May 6 – Brush Drop-Off – Old Main Street – 8:00 a.m. to 2:00 p.m.
- May 9 – Brush Drop-Off – Old Main Street – 9:00 a.m. to 4:00 p.m.
- May 11 – Board of Selectmen – Town Hall – Room 9 – 7:00 p.m.  
Town Manager Hull noted that it is probable that the Board will be meeting remotely.
- May 12 – Finance Committee/Planning Board Joint Public Hearing Relative to the Warrant for the Annual Town Meeting – Town Hall Auditorium – 7:00 p.m.
- May 30 – Annual Town Meeting – High School Auditorium – 10:30 a.m.
- June 1 – Revised Deadline for Property Tax Bills and Exemption and Deferral Applications

A motion was made by Selectman Cairra, seconded by Selectman Eaton and by the affirmative roll call vote of all, it was

VOTED: That the Board of Selectmen adjourn.

Meeting adjourned at 9:33 p.m.

Respectfully submitted,



# Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

## TOWN MANAGER'S APPOINTMENTS AND REAPPOINTMENTS - 2020

**Animal Inspector**  
**One Year Term - To Expire 2021**

Christopher H. Sullivan

**Building Inspector**  
**One Year Term - To Expire 2021**

John T. Spaulding  
Michael P. Desmond (Alternate Inspector)

**Carter Lecture Fund Committee**  
**Three Year Term - To Expire 2023**

Andrea B. Houser

**Cemetery Commission**  
**Three Year Term - To Expire 2023**

Pasquale D'Antonio

**Conservation Commission**  
**Three Year Term - To Expire 2023**

Laura T. deWahl  
Alexander M. Ritterhaus

**Elderly Services Commission**  
**Three Year Term - To Expire 2023**

Robin Theodos  
John Wallace

**Electrical Inspector**  
**One Year Term - To Expire 2021**

Frederick Sutter  
Arthur T. Kelley (ALTERNATE)  
James F. Largenton, Jr. (ALTERNATE)

**Gas Inspector  
One Year Term - To Expire 2021**

Paul J. Raffi  
John J. Mytych, Jr. (*ALTERNATE*)

**Board of Health  
Three Year Term - To Expire 2023**

Elizabeth E. Sabounjian

**Library Trustees  
Three Year Term - To Expire 2023**

James M. LeMay  
Eileen L. MacDougall

**Metropolitan Area Planning Council  
Three Year Term - To Expire 2023**

Valerie J. Gingrich

**Middlesex Canal Commission  
Two Year Term - To Expire 2022**

Betty M. Bigwood  
Michael J. McInnis  
Neil P. Devins (*ALTERNATE*)

**Planning Board  
Five Year Term - To Expire 2025**

Randi R. Holland

**Plumbing Inspector  
One Year Term - To Expire 2021**

Paul J. Raffi  
John J. Mytych, Jr. (*ALTERNATE*)

**Public Weigher  
One Year Term - To Expire 2021**

David A. Sugrue

**Reading Municipal Light Department Advisory Board  
Three Year Term - To Expire 2023**

Dennis Kelly

**Recreation Commission  
Three Year Term - To Expire 2023**

C. Michael Burns

**Veterans' Agent  
One Year Term - To Expire 2021**

Louis Cimaglia, IV

**Veterans' Grave Officer  
One Year Term - To Expire 2021**

Louis Cimaglia, IV

**Water and Sewer Commission  
Three Year Term - To Expire 2023**

George R. Allan

**Wilmington Auxiliary Police  
Three Year Term - To Expire 2023**

Stephen M. Cain  
Mario R. DiMeco  
Charles E. Holmes, Jr.

**Wiring Inspector  
One Year Term - To Expire 2021**

Frederick Sutter  
Arthur T. Kelley (*ALTERNATE*)  
James F. Largenton, Jr. (*ALTERNATE*)



Jeffrey M. Hull  
Town Manager