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TOWN OF WILMINGTON, MA



Senior Center Building Committee Meeting

June 14, 2023

6:00 p.m. Room 9, Town Hall

Meeting Minutes

Meeting called to order at 6:00 p.m. by George Hooper, Chair.

Members present via Roll Call: Diane Allan, Vice-Chair, Jack Holloway, Paul Melaragni, Terri Marciello, Senior Center Director, Theresa Manganelli, Finance Comm., Lilia Maselli, Select Board, Jeff Hull, Town Manager.

Guests: Susan Inman, Asst. Town Manager, Rebecca DuCharme, P3, Lee Morrisette, Dietz & Co., Kyle Young, Dietz and Co., Nancy O'Brien, Dietz & Co., residents of Wilmington.

- George Hooper asked for approval of the minutes of the May 24, 2023 meeting. Motion to accept made by Theresa Manganelli. Seconded by Terri Marciello. May 24, 2023 minutes approved.

- ✦ Reference handout presentation on kitchen and interior design from Dietz & Co.

Discussion of Senior Center Kitchen

Kyle Young from Dietz & Co. presented the planned design for the kitchen. The design was completed with the assistance of the professional kitchen designer. It was designed with the intention of serving up to 200 meals per day. Kyle explained the setup of the kitchen which included the cook line, meal staging, prep area, food storage which includes a walk-in refrigerator/freezer and walk-in dry storage, and support service area. Terri was thrilled to see that walk-ins are being used rather than reach-ins. Overall, the committee was very pleased with the proposed design. Susan Inman inquired about the kitchen being handicapped accessible. Lee explained due to it being a professional kitchen there is no requirement to provide accessibility and this should be addressed with any volunteers or staff should the need arise.

Discussion of Senior Center Interior Design

Nancy proceeded with showing pictured samples and physical samples of the proposed finishes for the interior of the building. Carpet and hard flooring samples were passed around. The committee had concerns about one of the carpet samples, so they asked her to choose something else. The rest of the samples were well received. Nancy showed the revised plan for the fireplace, which they lowered on the wall along with a design above that coordinates with the design plan in the rest of the building. The pictures of the fireplace area seemed very dark, so the committee had concerns about the wood and paint color being proposed. The designers will update the pictures so that they show it in a better light. Wall tile and counter samples for the café were provided and were very well received. She also presented pictured ideas for backlighting, lighting options, and acoustic solutions. The committee didn't care for the design of the ceiling acoustic solutions, so they asked that they take another look to see if there is something more elegant.

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121 Glen Road
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A resident inquired about the safety of the windows in the back of the lobby. The windows are tempered glass. Security cameras are planned in various areas to deter vandalism and theft. As Wilmington is not in a hurricane zone, there is no requirement to have hurricane proof windows. Paul asked whether these cameras would be monitored in some way. There will be a meeting with the Police Chief about the camera system and how they will be monitored. The camera system is to be determined. John O'Neil, the Town IT Director, will be included in the choice of system and implementation.

The designers will work on the following:

- Adding a door to the pantry in the kitchen
- Showing the floor pattern in the main entrance
- Showing the tile floor plan by the fireplace
- Seating area in café/fireplace area
- Review another option for acoustic ceiling solution.
- New carpet solution to replace the one proposed.

Lee reported that the project remains on track with the original proposed timeline.

Next Steps and Upcoming Meetings

George and Paul have been working on qualifying the bidders. The OPM is checking references. Dietz & Co. will also be going through the bidders. The committee thanked the members of Dietz & Co. for a great presentation. The next meeting date is to be determined. George will let the committee know.

Public Comments

None.

- George entertained a motion to adjourn the meeting. Motion made by Paul Melaragni. Seconded by Jack Holloway. Unanimously approved. The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Rebecca Sanderson
Secretary