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TOWN OF WILMINGTON, MA

Meeting Minutes
June 7, 2023

Chairman George W. Hooper II called the meeting to order at 6:04 p.m.

Members present, Diane M. Allan, Kevin Caira, Jack Holloway, Jesse Fennelly, Paul Melaragni, Steve Turner, Phil O'Brien, Jesse Fennelly, Paul Ruggiero

Absent: John Doherty

Also present: Town Manager Jeffrey M. Hull, Assistant Town Manager Susan L. Inman, Anthony Serrano of Consigli, and OPM Dan Pallotta.

APPROVAL OF MINUTES FROM MAY 3RD, 2023

Mr. Hooper entertained a motion to accept the minutes from May 3rd as amended, to correct the spelling of Paul Melaragni's name throughout. Motion made by Paul Melaragni, seconded by Diane Allan, vote abstained by Kevin Caira and Jesse Fennelly, and voted unanimously to approve the minutes of May 3rd, 2023, as amended

OPM TO INTRODUCE NEW CONSTRUCTION MANAGER (CMR) FOLLOWED BY BRIEF DISCUSSION

Mr. Pallotta introduced Anthony Serrano of Consigli as the Construction Manager for the Town Hall School Administration Building Project. Mr. Pallotta stated he couldn't be happier, and that the selection committee had a difficult decision to make, but Consigli showed an extra special detail to the needs of the town, especially surrounding the Town Green and the school department. Mr. Serrano introduced himself to the committee, thanked them for the award, and reassured them that he would be with them from start to finish.

Mr. Pallotta informed the committee that the schedule is on track and the estimates would be reconciled between the OPM, the designer, and the Builder. Mr. Pallotta expressed that this was an added layer to help the project stay on track and within budget. Mr. Pallotta noted that markets are subject to change, but he planned on working as a team and that's all he had to say regarding Consigli.

The committee mentioned how important the Fourth of July Celebration is to the community and advised Mr. Serrano that he should attend to walk around and see what they do here in town. Mr. Serrano thanked them for the invitation.

Ms. Allan informed Mr. Serrano that she had done her research and that she didn't realize how large the company was and how many states the company spanned. Mr. Serrano noted that the company was very large and ranged in location from Portland to D.C., however, it is still a

family-owned company, and Anthony Consigli, CEO, will be present on-site, despite the size of the company.

The committee members also introduced themselves to Mr. Serrano and stated their positions on boards and committees within the town. Mr. Hooper introduced Jeffrey M. Hull, Town Manager, and Thomas Donahue, Recording Secretary

CONTINUED DISCUSSIONS ON DESIGN DEVELOPMENT WITH DESIGNER

Mr. O'Brien presented slides of the second-floor interior model to the committee. He walked the committee through step by step of the second floor off the elevator. Mr. Caira asked if the nurse's office was off the Board of Health Office. Ms. Allan asked Mr. O'Brien to walk the committee through the office spaces again, as a refresher.

Mr. Caira had questions regarding the Town Manager's Office and the Recreation Department; being concerned about wasted space. Mr. O'Brien pointed out that the space in question housed filing cabinets and reminded Mr. Caira that there would also be an Interior Furnishing firm to assist with furnishing layouts.

Mr. Hull asked about the transom beams being disguised in the corridors. Mr. Caira asked what the cost would be to relocate them to avoid the corridors. Mr. O'Brien reminded Mr. Caira that these beams do not line up floor to floor and it would create a tremendous amount of work and escalate costs, and drastic changes to the plan.

Mr. O'Brien continued his presentation on the second floor. Ms. Allan asked if there was currently a mail room at the Town Hall. Mr. Hull informed Ms. Allan that the mail room was split between the Town Manager's Office and a centrally located room, housing the mail machine for outgoing mail. Mr. O'Brien noted that this was not included in the current design but would be added to the final drawings.

Mr. O'Brien continued the visual tour throughout the second floor. Ms. Allan asked Mr. O'Brien to confirm that the windows in the building were non-operable. Mr. O'Brien confirmed this was correct due to the HVAC system. Mr. O'Brien showed the committee various display case options throughout the corridors.

Mr. Caira expressed his interest in the display cases and noted that in Amesbury City Hall they have art throughout the building. Mr. Melaragni added that maybe there would be local historical artifacts to display in these cases.

Mr. O'Brien provided a walkthrough of the third floor, including offices of IT, the Superintendent of Schools Office, Student Support Services, workstations, a coffee room, meeting rooms, and various office spaces. Mr. O'Brien again reminded Mr. Caira that he is an

Architect and not a furniture designer. Mr. Pallotta noted there were thousands of data points and a tremendous amount of work put into making these walkthrough tours.

Mr. O'Brien displayed a visual walkthrough to the committee on the first floor. Mr. Caira asked if there would be issues clearing the snow from a flat-top roof for the vestibule as opposed to a slanted roof. Mr. O'Brien noted that there would not be an issue as the roof has special requirements for snow and drainage. Mr. Hooper asked if it would be possible to do away with one of the two sets of double doors to the meeting room to the left of the entry. Mr. O'Brien clarified that it would be possible.

The committee discussed the screen placement within the meeting room to the left of the entry and which option would be best for public viewing. Although it was not depicted in the plans, Mr. Caira asked for clarification that there would not be a stage area. Mr. O'Brien confirmed there would not be a stage.

Mr. Pallotta added that this was Wilmington's town hall and the decision to fill the display cases would be their own. Whether they be filled with historical artifacts or local art as suggested by Mr. Caira.

Mr. Caira questioned the previous minutes, stating that the building would not be used as an emergency shelter. Mr. Pallotta informed Mr. Caira that the building could not be used in an emergency event, it could be used after an event. Mr. Pallotta emphasized to Mr. Caira and the committee that it could not be used as an emergency shelter during an event, but only as a shelter after an event. Mr. Hooper added that the middle school would be used for such an occurrence.

UPCOMING MEETINGS

Mr. Hooper stated the next Town Hall/ School Administration Building Committee Meeting would be July 5, 2023, at 6 p.m.

Mr. Pallotta recommended delaying the meeting until the chairman and the Construction Manager, OPM, and Designer reconcile. Mr. Pallotta also stated he would like to do some estimating work and prepare a presentation.

PUBLIC COMMENTS

Ms. Hailey Stewart of Middlesex Avenue asked Mr. Serrano and the committee what additional things or items would be done for the neighborhood. Mr. Pallotta provided a brief summary of what type of noise will be expected. Mr. Pallotta also informed Ms. Stewart that there will be regular newsletters put out to the public. Ms. Stewart expressed her concerns with litter and trash generated from construction crews, and the possibility of it creeping out of the designated construction site. Mr. Pallotta explained that one of the reasons Consigli had been

chosen was their close attention to detail pertaining to the construction site and neighborhood. Mr. Serrano also added that management would be onsite daily.

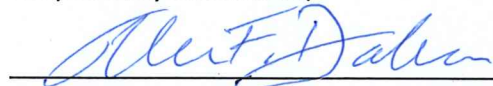
Ms. Stewart asked if the new building would be on septic or sewage. Mr. Hooper noted that the building would be on sewage. Ms. Stewart asked if neighbors would be able to connect to the sewage line. Mr. Hooper explained that the Middlesex Avenue Sewage project would need to be completed.

ADJOURN

Motion to adjourn was made by Jack Holloway, Seconded by Diane Allan, and voted upon unanimously that the Town Hall/ School Administration Building Committee adjourn.

The meeting adjourned at 7:26 p.m.

Respectfully submitted,



Thomas F. Donahue

Recording Secretary