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TOWN OF WILMINGTON, MA



Senior Center Building Committee Meeting

January 11, 2023

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

Meeting Minutes

Meeting called to order at 6:03 p.m. by George Hooper, Chair.

Members present: Jack Holloway, Paul Melaragni, Theresa Manganelli, Finance Comm. Terri Marciello, Senior Center Director, Jeff Hull, Town Manager, Lilia Maselli, Select Board.

Absent: Diane Allan, Vice Chair but viewed the meeting via WCTV.

Guests: Daniel Pallotta, OPM, Lee Morrisette, Dietz & Co.,

Approval of Minutes

- Motion to accept the minutes of the August 31, 2022 meeting was made by Theresa Manganelli. Seconded by Terri Marciello. Minutes approved.

Reference handout from Dietz and Co. regarding "Design Development"

Update on schedule timelines

Lee Morrisette presented their expectations for the next phase, "Design Development." This included the project design schedule, an explanation as to what design development is, and a 6-week look ahead of the schedule.

- The design development process is expected to be approximately a 3-month process from January through March of 2023. The next process, "Construction Documents," will be a four-month process, the "Bidding" process to be approximately two months, and finally "Construction Administration" with the goal of breaking ground in early October of 2023.

Dan explained what a "Construction Manager at Risk" is and how one is sometimes utilized in construction projects. He recommended that one is NOT used for this project as they are typically used in much larger projects i.e.; \$50 million or higher. He recommends "Design Bid Build" as it is less expensive, typically 14-18 percent lower on total cost of construction than a "CM at Risk." The committee agreed with Dan's recommendation.

Lee explained that various meetings will occur during design development such as with Fire, Police, and the Town Planner. Paul asked if they would be talking with the State and Dan stated that they will need to get with them ASAP regarding the curb-cut permit. Lee stated he has the traffic study ready to go.

- Lee continued the presentation breaking down what the committee can expect during the design process. This will consist of the committee making specific decisions about every aspect of the interior and exterior of the building.

Dan asked the committee, given that they've previously put their faith in George's knowledge of certain building systems and the need for them to work with existing town building systems, for example, HVAC

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systems, if they would accept that some of the decisions regarding manufacturers for some proprietary systems be made with George. George expressed that all decisions will be brought to the committee for input. The committee fully agreed that this would be the most expeditious way to stay on schedule.

Lil Maselli asked about the bidding process and whether the contractors knowing what is appropriated for the project will affect their bids. It was explained that the bidders will have cost information two weeks prior to bid and knowing the appropriation typically does not affect the bids.

Landscape design was discussed. Terri is very concerned that landscape design remains an integral part of the project even though it is the last part of the construction process, as they realized the importance of the outside space during the Covid shut-down. She does not want to see it significantly sacrificed. Both Lee and Dan expressed that there is no intent to reduce landscaping, however, the reality is that it could be scaled back depending on construction costs. The committee will have input as to what is changed if anything.

During discussion on interior design Diane Allan submitted a question via text to Paul about what kind of refrigerators were decided upon. The current decision is to have "reach-in" fridges and freezers but can be further explored with the kitchen equipment vendors based on current and future meal prep requirements. Theresa expressed that she still has some reservations about the design of the entry but has faith in the designer to continue to address this. George brought up that signage still needs to be addressed. With this, the committee agrees to have the designer proceed as presented.

Next Steps

Lee presented a 6-week look ahead of anticipated next steps. Lee feels every other week meetings be held for the design development phase, with some meetings being held virtually. Dan expressed that with some of the decisions it will actually be more effective for the committee to be able to review plans on their own computer screens rather than at a round-table. He suggested that the virtual and in-person meetings be alternated.

It was decided that meetings would occur every other Wednesday, alternating between virtual and in-person meetings.

Dan will be sending out another newsletter in the next week about tonight's meeting and the design development process.

Further Comments

Dan expressed that they need to get the DOT piece to the Civil Engineer so they can proceed.

Jeff expressed that it might be prudent to meet with the Town's Community Response Team as it includes many of the departments that they are proposing to meet with as a way to keep within time constraints. Lee will reach out. Jeff inquired about the generator as this was something that was not finalized in

previous meetings. Dan explained that it was put into the project during value-engineering, but the specifics are still to be determined.

The next meetings are expected as follows:

January 25, 2023 – Virtual
February 8, 2023 – In Person
February 22, 2023 – Virtual

The committee will be notified of confirmed meetings.

- Chair Hooper entertained a motion to adjourn. Motion made by Jack Holloway to adjourn. Seconded by Paul Melaragni. Unanimous to adjourn. Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Rebecca Sanderson
Secretary