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Senior Center Building Committee Meeting  
TOWN OF WILMINGTON, MA

January 12, 2022

6:00 p.m.

Meeting Minutes

Meeting held via Zoom. Meeting called to order at 6:06 p.m. by George Hooper, Chair.

Members present: Diane Allan, Vice Chair, Paul Melaragni, Jack Holloway, Terri Marciello, Senior Center Director, Selectman Gregory Bendel (arrived late), Jeff Hull, Town Manager.

Absent: Theresa Manganelli, Finance Comm.

Guests: Daniel Pallotta, OPM, Lee Morrisette, Dietz & Co., Meaghan Tuttle, P3.

➤ **Motion**

Diane Allan moved to accept the minutes of the November 30, 2021 meeting. Seconded by Terri Marciello. All accepted. Motion Passed.

**Proposed Schedule**

Dan Pallotta presented a proposed schedule of future meetings with planned topics to discuss at each meeting. He proposes meetings every two weeks with the first occurring on Jan. 26, 2022. He also highlighted which meetings would be good to include an open forum for the public in response to increasing public outreach. There were concerns by Committee members about being able to commit to the schedule as presented due to other town committee meetings that will be occurring that affect this committee, such as the Finance Committee meeting. Dan expressed that he expected there to be changes in the schedule and can adjust as necessary. Lee expressed the importance of biweekly meetings for the continuity of information and decisions that need to be made. Lee and Dan promised that information for meetings will be provided prior to meetings in order for the committee to be prepared for each meeting. In response to Terri, Lee also said that notes from their previous site visits to other community's senior centers have been saved and will be used during the development process.

**Update on Site Selection**

George reported that the Select Board took the recommendation of the Committee and voted in favor of the St. Dorothy site for the new Senior Center and the Swain Green for the Town Hall/School Administration building. Dan stated that the civil survey is already started and the Geo-tech survey will happen when it is determined where the building will be placed.

**Public Outreach**

Dan expressed that as a result of the Select Board's comments about better public outreach he had received some links and information from Selectman Bendel and George Hooper but needed clarification on what needed to be sent and to where. George will work with Dan on this. Diane Allan suggested putting a flyer in with the water bills that will be mailed

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in February. This would reach approximately 8000 residents and would be a nice jump start on improving the outreach. It would need to be provided to the Water Department by Jan. 19 to meet the deadline with the mailing company. After some discussion about the type of flyer and what information would need to be on it, it was determined that it would be a simple flyer with some historical information, the process to be followed, logistics, and links for more detail. Dan will send a sample to the committee by Tuesday, Jan. 18<sup>th</sup> for review and George will work on having it printed and to the Water Department by the due date. There was overall agreement by the Committee that this was a positive step.

Dan also discussed utilizing WCTV to do information spots with George Hooper. George will work with WCTV to schedule. Diane mentioned Debra Russo who does the "Aging in Wilmington" spots on WCTV would love to have them on her show. Paul said that Comcast and Verizon also have time available for local spots that possibly could be used. Terri offered her assistance to George with creating these TV spots. Diane stated that a timeline should be created for dissemination of these TV spots. Dan said it could be done as milestones are completed. Jeff agreed that timing will be important as well as ensuring information is provided as to why these buildings are needed now as there are many residents who still don't know or understand the pressing need. There was agreement with this among Committee members. Paul stated it would also be important to explain how these projects are to be financed and an explanation on the use of free cash would be useful to educate the public and to get people invested in the projects. Terri agreed and stated that there are many people waiting to hear about the financial impact and a video with this information would be reassuring to people. There was further discussion about providing tours in the existing buildings and proposed sites and it was determined it would be best for the tours to occur in the spring.

### **Next Steps**

Dan stated that the civil survey is occurring presently and Lee will present information from it at the next meeting. Geo-tech survey will happen after building location is settled. He stated Grady Consulting out of Kingston, MA is the civil survey company.

### **Public Comments**

There were no public comments.

Jeff will reach out to Diane in the Water Department regarding the flyer. Dan will send everything to George who will coordinate dissemination with all involved.

### **➤ Motion**

Diane Allan moved to adjourn the meeting. Seconded by Paul Melaragni. Roll Call all voted Unanimous. Meeting adjourned at 7:20 p.m.

Respectfully Submitted,

Rebecca Sanderson  
Secretary

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