



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

February 25, 2022

TO: Board of Selectmen

RE: West Street Affordable Housing Project Application

This communication serves as a follow-up to the February 14th presentation from Lynne Sweet, Principal with LDS Consulting Group, LLC, regarding the affordable housing proposal to be located on property owned by Derek Santini. As you will recall, the deadline for comments from the Town which was established by MassHousing is March 2, 2022. Valerie Gingrich, Planning & Conservation Director, has obtained a fifteen (15) day extension through March 17, 2022 to offer comments. Valerie plans to have a draft to send to Town Counsel for review and comment on Monday, February 28th. Once counsel has had an opportunity to respond, which is expected to be by the end of next week, then the draft will be provided to Selectmen for review and comment. The plan is to provide the draft to the Selectmen by March 7th. Board members are asked to individually direct your comments to Valerie by the close of business on Friday, March 11th. This will provide Ms. Gingrich with the ability to make any final revisions and issue the comment letter to MassHousing the week of March 14th.


Jeffrey M. Hull
Town Manager

cc: Valerie Gingrich, Planning & Conservation Director



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION


FROM THE TOWN MANAGER

February 25, 2022

TO: Board of Selectmen

RE: Changes to Mask Policy in Town Buildings

As you know the mask policy was recently modified effective February 14th to only require masks for individuals who are unvaccinated. Shelly Newhouse, Health Director, informs me that the number of positive COVID cases reported to her remains low. There are currently two (2) cases. In light of the decline in cases and the fact that they continue to remain very low, the mask policy in non-school town buildings is being further modified effective February 28, 2022. Individuals who are unvaccinated are *recommended* to wear a mask while in a town building. There will be no inquiry of employees or individuals entering town buildings as to their vaccination status.


Jeffrey M. Hull
Town Manager

cc: Shelly Newhouse, Health Director



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

FROM THE TOWN MANAGER

February 25, 2022

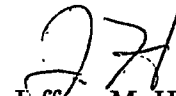
TO: Board of Selectmen

RE: Senior Center Building Committee

The Senior Center Building Committee met on February 23rd to discuss the building layout and parking on the site next to St. Dorothy's Church. Lee Morrisette, AIA, LEED AP with Dietz & Company Architects, presented the group with two options. The so called 4A option illustrated the building closer to Main Street set back roughly the same distance from the street as the setback of St. Dorothy's Church. Access into the site for both options would be directly across from Pine Street. Under this option parking is located at the rear of the site behind the building. Option 5 is designed to have parking in the front of the site closest to Main Street with the building located at the rear of the site. Members commented that option 4A takes advantage of the southern exposure of sun light which is not the case with option 5. Another point was that the patio area behind the building at the rear of the site would look into the backyards of abutting residential property. Concern was also expressed that the traffic pattern for drop-off at the entrance in option 5 would require the motorist to continue around a loop and cross the main travel lane to the front door in order to access parking which could raise safety concerns. One advantage of option 5 is that the patio area would have direct access to walking paths that might be developed on the "dog leg" portion of the parcel which extends along Glen Road. The committee did not take a vote but the consensus of members was a preference for option 4A.

Considerable discussion took place about the interior layout of spaces within the building. Mr. Morrisette revised his previous layout with changes to locations of restrooms, medical suite and medical equipment rooms. Further changes were suggested for location of restrooms with particular concern about their location being directly off the lobby and lounge areas. The architect will rework the locations of those spaces. Terri Marciello noted that a medical equipment room is required for storage of items like walkers and wheelchairs which are currently stored in a shed in the parking lot. This room is distinct from the medical suite which is the location where elders could meet with the Town Nurse.

Pictures of buildings obtained from the Wilmington Historical Commission were presented to the committee to provide potential ideas on the design of the building if a traditional design is desired. There was also discussion about designing the building in a contemporary way or a combination of the two. No decisions were made as to the direction to pursue with respect to the design. Dan Pallotta, Owners' Project Manager, noted that the committee is close to having enough detail that would prompt a forum. A suggestion was made to hold an afternoon session at the senior center to describe the work to date and obtain feedback followed by a public forum for the same purpose in the evening at a location to be determined.


Jeffrey M. Hull
Town Manager

Senior Center Building Committee Update - Newsletter 6

Dear residents,

The Senior Center Building Committee is set to meet tomorrow night, Wednesday 2/23, at 6PM in Room 9 at Town Hall located at 121 Glen Road. We hope you can attend but if you can't make it, we encourage you to visit the project website for updates: <https://www.wilmingtonma.gov/senior-center-building-committee>. The project page includes links to the Facility Master Plan, agendas, minutes, newsletters and recent updates even include video tours of the current Buzzell Senior Center facility.

A short time ago, the Owner's Project Manager (OPM), P3, and project Designer, Dietz & Company Architects, presented to the Wilmington Board of Selectmen on January 10, 2022, with the recommendation from the Building Committee, that the St. Dorothy's site be developed for a new Senior Center. After discussion, the Board of Selectmen voted, 4-1, to approve this recommendation. As such, the design team has moved forward in earnest with the Building Committee. The Building Committee has been working hard, meeting frequently, and making substantial progress with each meeting.

January 26, 2022 Building Committee Meeting Highlights

- Review of Site Selection, summary of spaces and space planning
- Preliminary Plan Diagrams with feedback from the Building Committee
- Summary of next steps to keep the project on schedule
- Review of historical buildings in Wilmington. The Design team wants to ensure that the building that they are designing, is in line with the established aesthetic of the Town.

February 9, 2022 Building Committee Meeting Highlights

- Adjacency and Building Layout Feedback from Building Committee
- Preliminary Building Systems Discussion
- Discussion for building location on the site

Upcoming Meetings **agenda and meeting dates are subject to change, be sure to check [wilmingtonma.gov/calendar](https://www.wilmingtonma.gov/calendar) **

February 23, 2022

- Further Discussion of Basic Building Layout and Adjacencies
- Building location options on site, feedback from the Building Committee
- Outdoor recreational programming

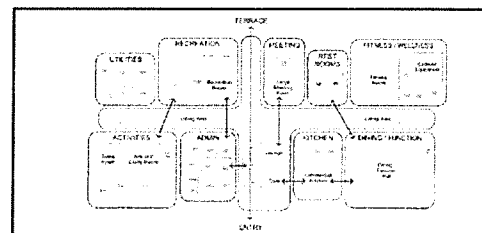
March 9, 2022

- Building Systems presentation
- Building location options on site, feedback from the Building Committee

Q&A

What are "adjacencies"?

We have heard the term adjacencies thrown around a lot during the planning of the Senior Center, but what does it mean? To achieve the best design possible, it is important to consider the needs and relationships of all internal spaces and how many people will flow through the space. Adjacency planning is deciding where to place a department depending on its communication and interaction needs. The Design team, working together with the Building Committee and the Senior Center staff, helped to determine the programmatic orientation of spaces for the most efficient use of the planned and designated spaces.



Preliminary Plan Adjacencies from
Dietz & Company Architects
Development of Adjacencies



Wilmington, Massachusetts

INTER-DEPARTMENTAL COMMUNICATION

February 18, 2022

TO: Board of Selectmen

RE: Town Hall/School Administration Building Committee

On Wednesday, February 16, 2022 the Town Hall / School Administration Building Committee met with Owners' Project Manager Dan Pallotta and Johnson Roberts architects Philip O'Brien and Stewart Roberts to continue a review of the draft floor plan and the siting of the building on the former Swain School property.

George Hooper reported that prior to this Zoom session discussions took place with Ken Lord, Board Chair of WCTV about their space requirements. Their studio space is being accommodated in the existing design and additional space is not required. The square footage requirements for town and school departments was reviewed. It was noted that Paul Ruggiero, Assistant Superintendent of Administration and Finance with the School Department and School Committee member Jesse Fennelly were unable to be present due to a concurrent School Committee meeting. Philip presented the layout of office space for town and school. Suggestions were made about change of specific town offices locations that receive a higher volume of traffic to center them closer to the entrance to the building. Dan Pallotta and Philip O'Brien will speak with the School Department separately to confirm that they are comfortable with the square footage and layout of school offices, meeting rooms and storage areas. Currently, the building would provide 42,439 square feet of space.

Mr. O'Brien presented three building site layouts. One placed a three-story building against the slope leading up to the Buzzell Senior Center. A second option illustrated a three-story building between the Swain Green and the Middlesex Avenue entrance to the parking area that is close to the sidewalk and the street. The final option was also located in the same area as option two with only two-stories but had a larger footprint. Simulated aerial views and street level views were shown for each option. Committee members developed a consensus that the best option places the building against the slope. The suggestion was offered to slide the building further into the slope to maximize area for parking and other activities. Dan Pallotta advised that the survey and geotechnical work has not yet been completed. This work will establish the limits to impacting the sloped area.

Another newsletter is going through final edits and will be out soon. There were discussions about holding a public forum once there is more detail on the building itself. The expectation is that poster boards reflecting the building siting and design will be located at the Town Hall, Senior Center and Wilmington Memorial Library once there is more design detail and that interviews in the WCTV studio will be used to publicize the committee's progress.

Kevin A. Caira
Selectman