



**Town of Wilmington**

Town Hall / School Administration Building Committee  
121 Glen Road Wilmington, 01887

Meeting Minutes  
March 30, 2022

RECEIVED  
TOWN CLERK  
2022 MAY -6 AM 8:24  
TOWN OF WILMINGTON, MA

Chairperson George W. Hooper II, called the meeting to order at 6:00 pm. Members present Diane M. Allan (via zoom); Kevin Caira, John C. Holloway, Paul Ruggiero; Paul J. Melaragni and Jesse Fennelly. Members that were absent, John Doherty and Glenn Brand. Also in attendance Jeffrey M. Hull, Town Manager and Susan L. Inman Assistant Town Manager, Dan Pallotta, P3.

Mr. Hooper presented minutes for approval for March 16, 2022, meetings. Motion made by Mr. John Holloway and seconded Paul Melaragni by to accept as presented Voted to accept with one abstention from Kevin Ciara.

Dan Pallotta confirmed site survey was complete. A slide with topography was created. Both Dan and Phil felt that it is possible the water is seasonal. They want advice from a wetland botanist. Dan says this report is erring on the worst possible scenario and that the Conservation Commission needs to approve a wetland line that is on the property. The surveyor noted flagged areas and those flags and rings were created by Phil in his drawing. Dan has never seen a wetland on a hill – they both were surprised. Phil noted you can see where the water runs down the hill into a berm and finds its way to a catch basin. Dan noted water does not mean wetland, wetland determination is relative to the vegetation.

Kevin asked if this was the issue with Swain School. George noted there was a basement in the Swain and sump pumps were pumping. George clarified that we are building on slab grade. Grady & Associates out of Kingston MA supplied the report which Dan noted was flimsy and identified, upland trees and wetland trees. Dan determined it warrants more discovery. Diane Allan asked if we waited too long – team stated they are doing their due diligence and it made sense to go through these steps. Jeff and Phil agreed that we need to go through this investigation before deciding on where the building will be placed. Phil noted that Swain was a large building out on the flat site. Kevin asked if the group doing the survey would be able to determine more details, Phil stated this would be done by civil engineers not surveyors and we would need to form a plan for water management. Phil noted the seasonal flow goes into a catch basin. Dan: We are talking about protecting the resources, then we need to deal with hydro geologists. We made bit of progress on the programing; we need to decide on the DPW. Phil talked through how he rearranged matrix and included DPW. He set them up similar to Engineering with tables to lay documents out. Discussion ensued of storage space. Diane is asking why DPW is not going to be part of this building. George said he spoke to the department head and that they would like to be at same location as their staff for oversight. George did tell them; it may be some years. Discussion of the buildings down flooding during the hundred-year storm. They group agreed the DPW would be taken out of the plan.

Phil said they sent to civil engineers regarding the wetland on the hill. George discussed setting up meeting with Valarie Gingrich. Phil and George discussed set back measurements. The survey provided Phil with more information and the layout of the parking lot, some of the previously discussed additions to the back parking lot might not work. Phil referred to previous scheme D and

scheme B and now with this report he is pulling together a Scheme F to compress the plan in a different direction. Discussion of whether Town would contemplate taking the Buzzell down.

Dan Pallota discussed that this is a resource issue – wetland is based on vegetation and has to be protected. The immediate concern is to protect the wetland. He noted that we want a nice full report for the Conservation Commission – as they will demand it.

Diane asked: Was the person who did the wetlands delineation a wetland botanist?

Dan—No, the report just told me whether the flags were, we will need to do this anyway. The Con Com will require it. It is in the best interest of the project to get a good report done. Kevin asked—How many parking spots there are at Buzzell – answer: 40. Kevin suggested taking Buzzell area and removing third story. Jeff confirmed there was concern by Historical Commission about Buzzell and Roman House. Dan Pallotta confirmed Buzzell is at end of life without serious money. Group asked can we develop a scheme with taking the Buzzell down, and one without taking the Buzzell down? Kevin said the more options shown, the better. Jack mentioned option to cantilever two story over one story. Jeff noted the common element is meeting space is anchor on corner in an L shape. Dan confirmed they were listening to the comments of the building being two tall, so the meeting room was to put this is proportion to the opposite side of street. Jeff Hull stated the convenience of connecting the two segments of the building with the meeting room. Diane brought up master facilities plan, they put it on the Swain green with more parking there. This option was closer to the street. Diane believes 2 story would be better than three story.

Phil stated we did update the E-plans before survey came in – not sure so useful. Now.

Phil discussed the Scheme E.1 First Floor changes – potential changes to stairs.

Jeff Hull – questions if on Scheme F the height of building goes up, answer from Phil was no. Scheme included DPW, the overall building includes this square footage. Removing DPW will be helpful if the building gets squeezed due to wetland issues.

Diane confirmed that we will talk with the Planning/Conservation Director about this. What about Geotechnical work. Phil – Geotechnical work is done when we know where the building is going to sit and whether there are set back issues.

Dan explained the geotechnical process of very deep borings to determine soils/compression strength. It will give us the indication of where groundwater is so engineers can figure out how to divert.

Diane confirmed that what Dan is saying is we are a little early. Dan stated therefore we do this process to flush out these issues before money is spent. Dan stated that before we meet with Valerie, we will get a botanist out there to identify soils and plants. There are arguments to be made between experts on both sides to determine where the line will be. The survey was intended to be a survey not a survey with a wetland line which denotes a need for more due diligence on our part.

Phil – I don't think a botanist is going to say it is all a mistake, it probably will be that staying away from that section of the site might be in our best interest.

The committee had asked Phil to look at massing and what Swain School looked like. Phil showed the cad mock-up of the Swain building. The building was 2 ½ stories about the grade. Showed several views of the Swain cad rendering. Depending on where houses were, the building made a big difference in what the neighbors could see. The blue line on the diagram shows that neighbors have encroached parking lot area. Kevin confirmed the fenced area that goes from fourth of July building.

Membership confirmed there was no adverse possession on town. Kevin asked for an explanation of adverse possession. Dan – in zoning in MA if you take care of an area for 20 years, you have the right to go ask the court to make it yours. Owner must be aware of your actions.

Paul Melaragni confirmed that as a committee, they just need to confirm they can get the Botanist out there -the Town Manager can confirm this can move forward.

Dan confirmed a newsletter went out and they would be working on the presentation for town meeting.

George – Next meeting on May 13<sup>th</sup>. New material will be coming to meeting after Town Meeting. Committee scheduled future meetings --Senior Center April 6<sup>th</sup>, Town Hall/School Admin April 13<sup>th</sup>, Town Hall/School Admin May 4<sup>th</sup>, Senior Center Building Committee April 20<sup>th</sup>, and May 11<sup>th</sup>

No additional public comments

Motion to Adjourn by Paul Melaragni, seconded by Jack Holloway

VOTED unanimously: That the Town Hall School Administration Building adjourn.

Meeting adjourned about 7:12 pm.

Respectfully Submitted,

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Recording Secretary – Susan L. Inman