



Town of Wilmington

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

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TOWN OF WILMINGTON, MA

Meeting Minutes on ZOOM
January 19, 2022

Chairperson George W. Hooper II, called the meeting to order at 6:02 pm. Members present Diane M. Allan; Kevin Caira; John Doherty; Paul J. Melaragni; John C. Holloway and Jesse Fennelly were absent. Jeffrey M. Hull, Town Manager, was also in attendance.

To begin the meeting Mr. Hooper read a statement regarding Open Meeting Law.

Mr. Hooper asked for feedback about the draft minutes from the December 20, 2021, meeting. John Doherty makes accept the minutes from December 20, 2021, meeting, seconded by Diane Allan and the motion passes with one abstention.

Mr. Hooper asks the OPM to open up the meeting with discussion on the adjacencies. Dan states that Phil O'Brien (Johnson & Roberts Associates, project Design) has a presentation. Phil review the Draft Programming for the building. It is the same as when presented at the December 20th meeting and Phil asks if there are any further questions regarding it. Town Manager, Jeff Hull wants to ensure that the draft programming includes enough space for WCTV. Dan asks that we clarify how much space will be required for WCTV because it would be a substantial increase. Mr. Hooper informs the Committee that the Board of Selectmen did vote in favor of the Swain Green site being developed for the Town Hall School Administration Building. There is further discussion about the needs of WCTV and if there are other available public buildings for WCTV, and the urgency of having this space available for them. George is meeting with them and will be asking clarifying questions regarding how much space they will need. Phil O'Brien ensures this is the first time they are dealing with type of scenario and can work with it. Discussion about the space needs, Phil expresses that the space needs are to cover the needs 20 years into the future. If there is a department that the Town doesn't currently have, but may need, it's in the draft programming. Clarifying question from Mr. Hull regarding the spaces and if they include waiting areas, and they do. Continued discussion regarding the space needs for each department and if there is enough storage areas for each department. Discussion about how information and data is stored, what can be paper form and what will be digitized and the difference of spatial needs. Question from Kevin Caira about small conference spaces for different departments, only some departments responded that they did and others just needed a shared conference space. OPM expects that the building will be fitted the technical capabilities for future need automation. Clarification of the specific needs for the Town Hall and School Administration spaces and what areas can be shared between the two. The draft programming has a potential gross square footage of 43,373. Diane Allan asks if there has been consideration for companion bathrooms. This is a common request when designing

buildings right now. Kevin Caira brings up the request for community conference rooms, similar to how the 4th of July building is currently being used, in addition to the conference rooms already slotted for in the preliminary programming. Paul reminds that the Police Station has a large conference room that was built for public use.

Phil presents a graphic representation of the space needs reflected in the preliminary programming to get an idea of where and how things will fit into the building. There is discussion about the layout and the capacity of the large hearing room and large conference rooms. Clarification that there will be enough space for public hearings with multiple boards or large boards. Phil asks for feedback on how everything looks as of right now, with the information available. It is subject to change as more information comes in from clarifying questions (ie the needs of WCTV). There is a question about grants available for this type of building. Phil expresses that he doesn't know of any grants for Town Hall buildings, and he explains that the building code for Massachusetts gets closer and closer to Stretch Energy Code and how close to get to LEED standards. Official LEED Certification is expensive, its often pursued by Schools and Libraries because they increase their reimbursable amounts.

Phil presents site information. Overview of the Swain Green site. Presentation of two different building orientations on the site while preserving the Fourth of July building and trying not to be on top of abutters. Kevin reminds the committee that since this is the chosen site, we should be looking at all possible orientations of the building. Phil presents 2 preliminary site diagrams and receives feedback from the Committee regarding how the orientations will work with how the community uses the area. Feedback from the Committee about moving the building a little further back into the hill and to remove the Buzzell building. Discussions between the differences of the two site diagrams. When looking at the other buildings in the area, like the high school, site diagram 2 might not have enough softening greenspace and will crowd the road and may limit events. Phil expresses that this feedback, taking likes and dislikes from the first two preliminary site plans and work them together as we work closer to a final solution.

Mr. Hooper introduces the next item on the discussion, OPM on Public Outreach. Dan shows a trifold that was developed to go into the water bill and sent to all residents on February 2, 2022, in an effort to reach as many residents as possible. George is working with the WCTV to take video to show why a new Town Hall/School Administration building is needed. Surveyors are getting out to the sites and that data should be to Phil within a month. Question on if there will be Newsletter developed regarding progress. Dan has prioritized a newsletter on the Town Hall and School Administration deficiencies but will work to get two Newsletters out. What is the timeline going forward and when will there be a forum. There are three themes to be spread into the Community, 1. Why do we need a new building? 2. What is the building going to look like and where? 3. What is this going to cost and how is the Town going to pay for it? Must be mindful of the amount of information going into the community with the Special Town Meeting and the Annual Town Meeting. We need to have basic design and elevations before

there's a forum, the forum is for community input as those design elements. Kevin Caira would like to see informational flyers at the Special Town Meeting but don't want to confuse the public. Jeff Hull has asked department heads to give information regarding the deficiencies of the current building.

Looking to meet with the school departments on February 2, 2022, at the Wildwood so the Building Committee will not meet.

Set the next meeting to be February 16, 2022.

No members of the public who would like to speak.

At the conclusion of the discussion, and there being no further business to come before the Committee, a motion was made by Paul Melaragni, and seconded by John Doherty, it was unanimously:

VOTED: That the Senior Center Building Committee adjourn.

Meeting adjourned about 8:30 pm

Respectfully Submitted,

Recording Secretary – Daniel Pallotta

