



**Town of Wilmington**

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

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TOWN OF WILMINGTON, MA

Meeting Minutes  
March 2, 2022

, project Designer) to present. Mr. O'Brien mentions that there are not major changes from the previous meetings, just the minor changes discussed by the Committee, including removing the studio for WCTV and adding a community room, it ends up being a net reduction. Mr. O'Brien states that the team at JRA will be double checking criteria and questions with the School Administration. Town Manager, Mr. Jeff Hull brings up a discussion that he had with the DPW Director and if there was consideration to include the Public Works Administration into the building. It is currently in the former Browns Crossing pumping facility, but it has a major problem of being in the flood plain. He mentions that there are some advantages to bringing them into the Town Hall as the Engineering Dept is also in the Town Hall. It is unsustainable to keep the Public Works Administration in its current place long term. Dan brings up that this is the exact time to bring this up and explore adding them into the building and revisit the programmatic needs of the Public Works Administration. Discussion about how many of the other aspects for the administration will be coming to the new Town Hall (i.e., bills). Mr. Caira references the facilities master plan suggests that the administration stay with Public Works Garage and that it would make sense to keep the administration with the Public Works Garage. Dan clarifies that the Committee wants the Design Team to explore the programmatic needs and if that will fit into the building they are currently putting together. Mr. Hull brings up that different towns do different things, some have the DPW Administration in their DPW Garage and some have the Administration in the Town Hall. That completes the programmatic update.

Scheme A3 has been updated from feedback from the last meeting, they have also developed a new scheme, Scheme D. Mr. O'Brien reminds everyone to tell the Design Team which aspect they like and which they do not.

A.3 First Floor – The entrance is still in the middle of the building with a nighttime closure which would allow for access to bathrooms, exits and certain meeting rooms, while the rest of the building stays secure.

Office layouts have been realigned and opened up the hallway so that there is more room for counter access to Treasurer, Town Clerk and Assessor. Mr. Hooper asks if there is a way to ensure that each of

those office spaces can be secured. Mr. O'Brien expresses that there are a variety of different ways to make these areas secure, but they have not reached that level of detail yet. Mr. Hull requests that there are doors between the offices for security reasons. Mr. O'Brien says it's not something that he hasn't dealt with in Town Hall, which doesn't mean it can't or shouldn't be done. Mr. Hooper voices concern about those doors taking up space where there could be storage. Concern about the vault door facing public space. Mr. O'Brien says typically not, but it can be moved if the Committee prefers an additional level of security. Recommendation that Mr. O'Brien check with the Town Clerk who would use the vault the most. Questions about the appearance of the meeting room feeling like an afterthought and Dan wants the Committee to give the designer a chance as the façade images are developed. Mr. Hooper says that functionality is most important, but curb appeal is also important. Ms. Allan echoes these statements and is hoping that they can explore placing it in a different area. Mr. O'Brien expresses that he is hearing what the Committee is expressing, at the current phase is not something of concern to his team yet, but they will continue to be cognizant of it. Ms. Allan asks a clarifying question about the use of the meeting spaces. Mr. Caira expresses that it would probably be similar to the large auditorium and the smaller Selectmen's hearing room that the current Town Hall has, to be able to be used by many Committees. Mr. Melaragni mentions that he likes that it allows for larger meetings after hours while closing off the rest of the building. Dan repeats that this is harder to visualize in its current form. It will be easier to envision when detailed facades are developed.

A.3 Second Floor – there is no counter for recreation, the Recreation Department feels like a table within the office is better than having people at a counter. Mr. Caira asks a question if the Health Dept., Engineering and Planning and Planning Dept. need counter space. Mr. O'Brien states those Departments have requested the counter space. A second question of the Town Manager's space and if it includes office administration; it does. Ms. Allan clarifies that there is currently a shower on this second floor. There is a staff toilet on the second floor, but not on the first floor. There are break room spaces on the second and third floors. There is concern about why there is only staff toilets on the second floor, considering the number of staff working in the building. Clarification that there are companion bathrooms. Mr. O'Brien goes into detail of the bathroom set up and that there are 2 private, handicap accessible toilets which allow for companions.

A.3 Third Floor – School Department – Mr. Hooper asks if the School Administration needs a vault, and Mr. Ruggiero says that the School Department has the vault in the High School, and they do need locked storage spaces but not a vault.

Site Diagram A.3 – There has been a slight change to the number of parking spaces, but it mostly hasn't changed. Swain Green stays the way it is, trying to keep the parking and paving away from the Fourth of July building. Patio structure near the "sledding hill" to keep kids out of the parking lot but also a place for parents when kids are sledding, Mr. Caira requests that Mr. O'Brien ensures that there are handicapped parking spaces by the Fourth of July building, Mr. Hooper asks about a place to store a snowblower, maybe an outbuilding Mr. Caira wonders where the trash can be placed. Mr. O'Brien says that he would prefer to make sure it's a place with a canopy but not to roof over it because then you have to consider lighting and ventilation which gets expensive. Ms. Allan asks if this location of the building is waiting for more geotechnical information; is there ledge or any other potential issues. Mr.

O'Brien says that this is diagrammatic, there is not a survey or Geotech done yet, but survey is imminent, there is still potential to add onto the parking area, it depends on the results of the survey and Geotech Ms. Allan brings up the possibility for designated employee parking spaces. Questions about spaces that are left for overnight Town vehicles.

Scheme D, First Floor – This layout is less deep, not as far into the hill, but it is longer. It changes some aspects of the layout. The nighttime suite acts similar to the A.3 scheme to keep the rest of the building secure. Mr. Hull asks about what would happen if it were only 2 floors and the Design Team expresses it would make the building a lot longer and then their School Department wouldn't be able to be separate.

Scheme D. Second Floor – This layout has a counter at recreation. Similar ideas at A.3.

Scheme D. Third Floor – This layout has spaces for the community in the center of the building

There are some questions for the School Department to clarify their preferences.

Scheme D – Site Plan – Similar to the site plan for Scheme A.3 but a longer building.

Massing Model – Placing the mass of the building on the site to see how it'll appear on the site; Looking at where the mechanic and HVAC will end up on the roof. Ms. Allan asks if there is a way to see the building with window and people, it'd be hard for the public to get a feel for what the building will look like. Is there a way to get an architectural rendering to give a better feel to the public? Dan tries to compare the Town Hall School Administration progress to the Senior Center Progress, 4 weeks ago the SC project was at the point the THSA building is currently at and now they are getting to seeing what that building will look like. At the current stage, we can't create the building to see what it will look like, but people should start considering what type of look they would like this building to have. Mr. Hull asks the rhetorical question of the preference of the different height, length, of the buildings. They present different images, and they are vague and it's hard to envision. We have to decide the internal spaces so that the external design can be created, until then you only have the massing models. Mr. Caira expresses the second-floor design from Scheme D but set up in A.3. Ms. Allan clarifies that the Designer wants input on the design. Mr. O'Brien says he wants the Committee to start thinking about their preferences about design, style, number of windows, etc.

Question from the Asst. Town Manager about the spaces within these volume offices and having to walk through people's spaces in order to go to different areas of the main offices. With that understanding, there's a preference for the long stretched out version. Mr. O'Brien gives a very brief review of how the program came together to create the square footage for each department spaces. Mr. Caira asks about

waiting areas. There are some departments that have waiting areas and Mr. O'Brien can look into adding more.

Mr. Hooper introduces the next item on the discussion, OPM on Public Outreach. The last newsletter with the new color scheme has been released. OPM will have another newsletter after the next meeting when there are more details from the designer.

Ms. Allan expresses appreciate to John O'Neil who adjusted her virtual view of the meeting.

No additional public comments

Motion to adjourn made by Paul J. Melaragni, second John Holloway

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

Meeting adjourned about 7:50 pm.

Respectfully Submitted,

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Recording Secretary – Daniel Pallotta