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

Meeting Minutes
May 18, 2022

Chairperson George W. Hooper II, called the meeting to order at 6:00 pm. Members present: Diane M. Allan, Kevin Caira, Paul Ruggiero; Paul J. Melaragni and John Doherty. Members absent: John Holloway, Jesse Fennelly and Glenn Brand. Also in attendance Jeffrey M. Hull, Town Manager and Susan L. Inman Assistant Town Manager, Rob Todisco, P3, and Phil O'Brien from Johnson Roberts.

No Minutes were submitted for approval

6:07PM George Hooper introduced a presentation from Phil O'Brien, Johnson Roberts.
The presentation was a review of floor and Site Plan Diagrams. The group reviewed previously discussed Schemes: Schem B-3, Scheme F, Scheme G2, and Scheme H.

Scheme B3 – Since last discussed the architect pulled back the building roughly 60 feet on the site to include parking closer to the 304 spaces in other schemes. He offered that a 4-foot retaining wall could afford 30 to 40 more spaces than seen on current plan. He acknowledged that all work is in the set back and must be approved. The design left some green space where no parking was being considered. People would enter the building from the parking lot off Middlesex Avenue. The Committee discussed that taking the green would be unpopular has the town utilizes that open space for various gatherings. The designer discussed the wetland coming down hill is not isolated nor is it contiguous. Kevin Caira asked about the stairs to get down the hill, George acknowledged they would be gone and designed added that the need to conform to ADA requirement would mean that the sidewalk with be the path of choice.

On the First Floor – at night there would be one way into the building from the parking lot. Town Manager indicated he would like to see the building more symmetrical. He asked if this would disrupt the advantage of locking off areas at night. He would like to see the entry in the middle of the building. Phil O'Brien noted that he wont be able to break down scall and maintain symmetry - this would require him to repeat whatever he does to one side, to the other side. Phil indicated he could move corridor to the middle once we the committee is ready to do modeling.

Second Floor – Phil indicated he would be able to flip IT and Small Conference Room upstairs if storage needed on 1st floor. Paul Melaragni discussed code requirements for staircases – George confirmed size of elevator with Phil O'Brien – stretcher size roughly 7x5.

Third Floor review include discussion of mail/copy room, noted staff break rooms were on floor 2 and 3. Some discussion of whether there should be a door on the copy room/climate control of room. Designer confirmed it would be open and climate controlled.

Scheme F – Unchanged, Hillside Scheme. This scheme has a fair amount of parking. It is in the set back and needs approval. Public Works was takin out and a meeting room put back in. Still has an off-center front door – Phil stated this cannot be changed and still lock down at night. Position of the building is better with offset door. Recreation would go downstairs, and Accounting would be incorporated upstairs.

Scheme G1- Bathrooms not accessible at night – Splits Town and School. Phil was not sure this form would be great and does not recommend this option. Diane felt it was imposing from across the street.

Scheme H – One story and 2 story – spreads building on more of site with a smaller section below grade. Fill would be required for patio – It works for the site, leaves low portion for parking. The group discussed parking lot access from the building. Town Manager asked where the "face" of the building was? The group discussed security of Second floor. Diane Allan stated there is a perception in this scheme of two building supporting each other – school side has less storage. Diane asked if G and H assume that the Buzzell is gone? Answer was yes.

Paul Melaragni asked if square footages were similar?
Diane asked what the cost was to take down the Buzzell – the Group estimated it was $100,000 as most of it had already been abated. Grading could be expensive for Scheme H – it has the largest footprint. We could make driveway off parking lot to address fire issue.
Town Manager acknowledged that given the width which is imposing on School Street and the breadth of the building – it uses more of the site. George agreed that it was not the most appealing. Phil O'Brien noted if they were flexible about green space – there could be more parking. George commented this leads to a building site with where we would need to work around water, the Buzzell Center and the Swain Green.

The committee discussed each of their own favorite options and voted to rule out Scheme G and H. Phil was asked to bring back modeling of the other two schemes

Phil stated that both plans need to be further developed. Paul Melaragni asked what stops a site from being an option. Phil clarified that a 25-foot set back is a "no go." The group discussed the future once the building is sited. The Town Manager indicated that at the end of October beginning of November we will have free cash certified. In early September we will have our numbers.

The group reviewed future meeting dates and John Doherty asked if they could offer tours of the Roman House and Buzzell before the meeting.

An audience participant suggested finding the ledge by before proceeding as he was worried about monetary expenditure increases if blasting was required. George Hooped and the designer indicated if there was ledge, we could possibly pin to it.

Motion to adjourn by_____2nd _____

VOTED unanimously: the Town Hall School Administration Building Committee adjourned at roughly 8:00pm.

Respectfully Submitted,