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TOWN OF WILMINGTON, MA

## Meeting Minutes

### GROUP

Meeting Date:

Meeting Time:

Next Meeting Date:

School Administration/Town Hall Building Committee

5-May-21

6:00:00 AM

Virtually, on Zoom

TBD

### Attendees:

Kevin Caira

George Hooper

Dan Pallotta - P3

Paul Melaragni

John Doherty

Diane Allan

Paul Reggiero

### Guests:

Initial Date	Responsible	Status	Description
5/5/21	THSA Bldg Cmt	In Process	Meeting called to order, disclosure about virtual meetings is read. Attendance is called and reflected above.
5/5/21	THSA Bldg Cmt	In Process	Meeting Minutes: Minutes from January 7, 2021. Motion to approve minutes made by John Doherty, seconded by Paul M. Approved unanimously.
5/5/21	P3	In Process	OPM, Dan, gives responses to reference checks for the Design firms. <b>CSS:</b> City of Boston- Bob Melvin, excellent in all categories, one of their favorite to work with. They have done a few projects, but specficially Moon Island Gun Range and Historic Renovation of part of Fanuiel Hall. City of Newburyport New construction Admin/Op center. Excellent in all categories, on site and responsive. <b>Context:</b> Town of North Andover multiple projects Town Hall and Fire Station (P3 was OPM of the North Andover Town Hall) excellent in all categories, the Town has used 7 or 8 architects in the last several years and ranks Context as best. Town of Westford: New Construction Fire Station - Excellent in all categories multiple projects for the Town, stayed within appropriation while giving FD everything they needed. <b>DBVW:</b> Town of Plymouth Historic Reno/New Town Hall 90% of the building is new, attached to a historic building. Communication and Control Excellent. Attended every public meeting, communication was great, a top firm to work with. City of Taunton Excellent in all categories. City Hall had a fire and they needed to renovate part of the Town Hall and knock down another part and created an area to add a 4th floor addition. Receptive and responsive.
5/5/21	P3	In Process	<b>DiGregorio and Associates</b> Town of Tewksbury Existing school assessment, communication - good, Budget control - good, document quality - excellent, construction not rated because it was a study. Working on a couple things, reno assessments, complex window replacement through the summer. Working with them has been good. State of MA, DCAMM, multiple renovation projects rated them communication - good, budget control - good, quality of documents - excellent, schedule control - good, construction control - excellent , very professional. <b>Dore and Whittier:</b> Canton Public Schools excellent in all categories, a couple projects and master plan. Nothing but good things to say, great to work with. Scituate Public Schools reference from the OPM Vertex excellent in all categories. Have had the benefit of working with them on multiple projects, excellent to work with. <b>Johnson Roberts:</b> City of Cambridge, excellent in all categories. Feasibilities and Public Safety. Very responsive to schedule challenges, works with the contractors. you will have no problems with them. Town of Concord: 3 or 4 projects with them. Excellent across the board. Good communication, helpful with budget. Good Firm.  Nothing that is prominent in submissions or references about experience with Site Selection.

5/5/21	THSA Bldg Cmt	In Process	Review evaluations and rank the firms. Full rankings in attached spreadsheet. Final Ranking 1. DBVW 2. Johnson Roberts Assoc. Inc 3. Context 4. Dore & Whittier 5. DiGiorgio 6. GSC
5/5/21	THSA Bldg Cmt	In Process	Discussion of how to break up the interviews for designers. 1 night doing 3, could be a long night, or do top 4 and do 2 split between 2 nights. John Dorherty motion to accept the ranking. Kevin seconds. Passes unanimously. 45 minute interviews
5/5/21	THSA Bldg Cmt	In Process	Pick dates for interviews. May 18, May 25 chosen as dates starting at 6pm, first interview at 615. P3 to call to schedule interviews Dan urges that site selection/competing site selection be a main part of the interview process. 20 min presentation/40 min Q&As with 15 minutes of committee discussion. Randomized interview order
5/5/21	THSA Bldg Cmt	In Process	Questions from the Public: None
5/5/21	THSA Bldg Cmt	In Process	Motion to adjourn was made by John and seconded by Diane. Unanimous vote.