



Town of Wilmington

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

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TOWN OF WILMINGTON, MA

Town Hall/ School Administration Building Committee

Meeting Minutes

February 1, 2023

Chairman George W. Hooper II called the virtual meeting to order at 6:06 pm.

Members present: Diane M. Allan, Jack Holloway, Kevin Caira, Paul Ruggiero, John Doherty, Paul Melaragni, Jesse Fennelly, and Steve Turner.

Also present: Town Manager Jeffrey M. Hull, Assistant Town Manager Susan L. Inman, Dan Pallotta from P3, and Phil O'Brien from Johnson and Roberts.

APPROVAL OF MUNITES FROM JANUARY 17, 2023

Mr. Hooper entertained a motion to accept the minutes from January 17, 2023 as amended; motion, as amended, was made by John Doherty, seconded by Diane Allen, and unanimously voted by roll call to accept the minutes from January 17, 2023 as amended.

DISCUSSION ON MEETINGS WITH THE DESIGNER AND STAFF

Mr. Hooper informed the committee that Architect Phil O'Brien had met with town and school staff members regarding the design of the Town Hall/ School Administration Building. Mr. O'Brien informed the committee that, generally, most staff were satisfied. Mr. O'Brien noted that he had revised the plans, making small changes suggested by staff, including furnishings. The revisions had been shared with the committee.

DISCUSSION ON-SITE VISITS TO OTHER TOWN HALLS

Mr. Hooper informed the group that Dan Pallotta, Phil O'Brien, various staff, and himself visited Dracut and North Andover's Town Halls. Mr. Pallotta noted that it was an opportunity to see Mr. O'Brien's work in person. Mr. Pallotta noted that the meeting spaces in both Dracut and North Andover were not nearly as large and did not have the perfect setup; a visit to Taunton's city hall was suggested as their set up was better. Mr. Pallotta added that Mr. O'Brien had captured Wilmington's special needs in the design.

DISCUSSION THE WITH DESIGNER ON PROGRESS WITH BUILDING DETAILS

Mr. O'Brien noted that his meeting with the Town Clerk had prompted the addition of compact shelving to the vault, which could either be purchased as part of the town's furnishing project or added at a later date. The Treasurer/ Collector's office had requested that the offices of the

Treasurer/ Collector and Deputy Treasurer/ Collector be open. The front counter had also been expanded. Two lockable drop boxes had been added, the ballot drop for the Town Clerk's Office and the tax drop box for the Treasurer/ Collector's Office as requested by the Town Clerk. Mr. O'Brien stated there were no changes to the plans for the Accountant's Office. The IT Department requested two racks for equipment in the offices' designated storage area.

Mr. O'Brien acknowledged the many areas currently in the town hall for postings, including public notices. He expressed his interest in adding unified spaces within the corridor for this purpose to help achieve a more orderly appearance.

Mr. O'Brien noted changes to the plans on the second floor, including the positioning of filing cabinets within the Building and Health Department. Mr. O'Brien noted that the nurse and the Building Inspector's Office had flipped in the design to accommodate the staff better. Mr. Hooper noted that the Recreation Department had requested an enclosed office with a window. The Recreation Department also requested the removal of a sink area within the office. Mr. O'Brien stated that furnishings within the Town Manager's Office had been rearranged, establishing the Administrative Assistant's Office as a gateway to the Town Manager's Office space. More flat file storage space had been added to the Planning and Conservation Department office, along with other changes to desk-type furnishings. Mr. O'Brien stated that there is space for plotter/ scanners in multiple departments; plotter/ scanners will not be purchased for this project. Ms. Allan asked if there would be a directory near the elevator landing, and Mr. O'Brien stated there would be signage.

Mr. O'Brien moved on to changes in design for the third floor. Human Support Services had requested locked storage for records, homing 42 filing cabinets. Mr. O'Brien stated that space had been added to accommodate the request, making the Human Support Services Office a bit smaller. Furnishings within the department had also been moved to accommodate staff better. The Superintendent's Office had minor changes, including the removal of a door. The copy and mail room had been moved for security reasons. Mr. O'Brien explained that conference rooms had been moved to add extra storage space.

Mr. O'Brien showed pictures of both North Andover and Dracut's Town Hall Buildings. Mr. O'Brien pointed out interior finishes, including columns, woodwork, and flooring. Mr. Doherty questioned how slippery the slate flooring would get. Mr. Hooper and Mr. O'Brien explained the functionality of slate. Mr. O'Brien explained the layouts and design features of the meeting spaces for both buildings. Mr. Pallotta asked Mr. O'Brien, to explain the size difference of the meeting spaces for the North Andover and Dracut Town Hall Buildings in comparison to the design for Wilmington's Town Hall. Mr. O'Brien proposed in the future overlaying plans to clearly show the size difference. Mr. Hooper pointed out privacy and security issues within the design of North Andover and Dracut's Town Hall Buildings, which had been avoided in the design of Wilmington's Town Hall Building. Ms. Allen asked if the first-floor office spaces would be finished in carpeting, and if so, would there be a subfloor between the carpeting and slab foundation. Mr. Pallotta explained that there would be a cushion backing, making the floor softer to walk on.

UPCOMING MEETINGS AND NEXT STEPS

Mr. Hooper stated that there is an in-person meeting schedule scheduled for March 1, 2023. Mr. Hooper asked Mr. Pallotta about meeting with the Community Development Committee and the Fire Department regarding the other project on the 27th. Mr. Pallotta stated that there if more information needed to have the meeting on the 27th.

Mr. Hooper entertained the opportunity for other discussion. Ms. Allan asked if another newsletter would be created. Mr. Pallotta stated he had written a newsletter regarding the next steps; however, with the decision to proceed with CM at Risk, the letter wouldn't have been relevant. Mr. Pallotta clarified that he would process a newsletter explaining CM at Risk.

PUBLIC COMMENTS

Mr. Hooper entertained the opportunity for public comments; there were no public comments.

ADJOURN

Motion to adjourn was made by John Doherty, seconded by Paul Malaragni, and voted upon unanimously that the Town Hall/ School Administration Building Committee adjourn.

Meeting adjourned at 7:26 pm

Respectfully submitted,



Thomas F. Donahue
Recording Secretary