



## **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 March 1, 2023**

Chairman George W. Hooper II called the meeting to order at 6:00 pm.

Members present, Jack Holloway, Jesse Fennelly, Kevin Caira, Paul Ruggiero, Paul Melaragni, Jesse Fennelly, and Steve Turner, and Phil O'Brien

Members absent, John Doherty, Diane Allan, Jesse Fennelly, and Paul Ruggiero

Also present: Town Manager Jeffrey M. Hull, Assistant Town Manager Susan L. Inman, and OPM Rob Tedesco acting in Dan Pallotta's absence

#### APPROVAL OF MUNITES FROM February 1, 2023

Mr. Hooper entertained a motion to accept the minutes from January 1, 2023; motion as made by Paul Melaragni, seconded by Jack Holloway; Jesse Fennelly abstained from the vote as he was not present at the previous meeting. It was voted by roll call to accept the minutes from January 1, 2023, as written.

#### UPDATE BY OPM ON CONSTRUCTION DELIVERY METHODS MGL. 149 & 149A

Mr. Tedesco briefed the committee on the progress made with proceeding with Chapter 149a CM At Risk procurement process. An optional briefing on site was conducted with Mr. Hooper and Mr. O'Brien which received enthusiastic turnout, receiving four interest forms thus far. RFQ proposals will be received and evaluated. Once evaluations are complete and the bidders are deemed qualified, they will be invited to submit their proposals.

Mr. Hull asked Mr. Tedesco what the expected deadline would be for receiving proposals from the bidders who were deemed qualified. Mr. Tedesco explained that this would depend on how many submissions are received, and the time it takes to review and evaluate them, while typically it could take under a week. Mr. Tedesco explained that the timeline would be decided by Mr. Pallotta.

Mr. Hooper stated that a Qualification Committee would need to be established to determine whether bidders are qualified. Minimum of four people, which would consist of the OPM, the Designer, and two members of the Town Hall/ School Administration Building Committee. Mr. Hooper provided a summary of the responsibilities associated with serving on the Qualification Committee. It was decided that the two members serving in addition to the OPM and the Designer would be Mr. Ruggiero, and Mr. Hull.

### DISCUSSION WITH DESIGNER ON FINAL LAYOUT

Mr. O'Brien explained that at the end of the design process, site plans are provided to contractors for review. Once reviewed the contractors will submit their plans to use the space for approval. Following the Chapter 149a CM At Risk procurement process allows steps such as this to be completed ahead of time with the Construction Manager. Mr. O'Brien displayed a layout of the construction site to the committee and explained space perimeters such as school parking and the Fourth of July Celebration. Mr. Hull asked if the setup of the site that needs to take place prior to beginning construction would start in spring/ summer of 2024, as he would need to coordinate closely with the Fourth of July Committee. Mr. O'Brien showed different options for using the space in order to accommodate the Fourth of July Celebration's needs.

Mr. Melaragni expressed his concern with defining operating hours for the project in respect of neighbors, providing them with information and expectations ahead of time. Mr. Hooper explained that outreach to abutters would be completed. Mr. Caira stated that the July Fourth Celebration may need to be canceled in order to stay on budget, meet time constraints, and keep the public safe. Mr. Hull added that hours of construction would need to be emphasized, to avoid frustration of residents in the immediate area.

Mr. Hull asked about the borings done on the site, and what had been discovered. Mr. O'Brien explained that the findings were not surprising, and that rock would only be present at the deepest points of the foundation. Mr. Hooper added that this could be considered a benefit as the rock could be used as an additional footing.

Mr. O'Brien noted changes to the plans including repositioning furniture to better accommodate staff requests. Mr. O'Brien noted other minor changes including the opening of office space within the Treasurer/ Collectors Office and the closing of space within the Recreation Department. Compact shelving had been added to the vault as requested by the Town Clerks Office. Wire caged spaces had been added in the storage area to delegate various department storage. Mr. Hooper noted that the use of wire caged storage was observed at other town halls and had proved to be efficient. Mr. Holloway asked what the size of the spaces would be. Mr. O'Brien stated that each space would be a few hundred square feet each. Mr. Hull asked if the vault would be climate controlled, in order to protect historical documents kept by the Town Clerks Office. Mr. O'Brien confirmed that the vault would be climate controlled.

Mr. O'Brien added that on the second-floor changes included minor changes such as the positioning of filing cabinets within the Building and Health Department. Mr. O'Brien stated that furnishings within the Town Manager's Office had been rearranged, establishing the Administrative Assistants Office as a gateway to the Town Manager's Office space. Mr. Caira suggested that the positioning of the Town Manager's door be relocated, so that while sitting at his desk he is facing the doorway. Mr. O'Brien showed the Committee how storage for the voting machines would be easily accessed through a second-floor entrance at ground level.

Mr. O'Brien moved onto changes in design for the third floor. Human Support Services had requested locked storage for records and filing cabinets. Furnishings within the department had also been rearranged. The copy and mail room had been moved for security reasons. Mr. O'Brien explained that the conference rooms had been moved to add extra storage space.

Mr. O'Brien noted interior finishing elements, including chair rails and areas for postings. Mr. O'Brien acknowledged the current town halls need for posting space, and how currently the areas are unsightly. Designs of recessed, uniform, and versatile display cabinets were shown to the committee. Ms. Inman asked if the recessed cabinets would have access limitations. Mr. O'Brien informed the committee that there are many options for the cabinets, including locks. Mr. Hull added that legal notices should be secured. Mr. Hull inquired about a picture rail, to display artwork. Mr. O'Brien stated that if an organized way to display artwork was created it would look nicer. Mr. O'Brien presented designs of public facing counters with handicap accessibility drop downs.

#### DISCUSSION ON THE NEXT NEWSLETTER

Mr. Hooper acknowledged that Mr. Pallotta was absent and would need to provide information regarding the next newsletter as Mr. Tedesco would not have been working on this.

#### UPCOMING MEETINGS AND NEXT STEPS

Mr. Hooper stated that there is an in-person meeting schedule scheduled for April 5, 2023, at 6:00 pm.

#### PUBLIC COMMENTS

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

#### ADJOURN

Motion to adjourn made by Kevin Caira, seconded by Paul Melaragni, and voted upon unanimously that the Town Hall/ School Administration Building Committee adjourn.

Meeting adjourned at 7:10 pm

Respectfully submitted,

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Thomas F. Donahue  
Recording Secretary