



**Town of Wilmington**

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

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TOWN OF WILMINGTON, MA

Meeting Minutes  
September 7, 2022

Chairperson George Hooper called the meeting to order at 6:01 pm. Members present: George Hooper, Diane M. Allan (remotely), John Doherty, Jack Holloway, Paul Melaragni, Jesse Fennelly, Kevin Caira, Paul Ruggiero. Also in attendance Dr. Glenn Brand, Jeffrey M. Hull, Town Manager, Dan Pallotta, P3, and Phil O'Brien from Johnson Roberts.

Edits made to the August Meeting Minutes. Approval of amended August Minutes Motion by John D. seconded by Jack Holloway. and voted all in favor.

Chairman Hooper brings discussion of the construction cost estimates. OPM passed out a document that is the construction estimate. He details the format of the presentation of that estimate.

\$37,305,766.00 is the construction estimate and it includes:

- The OPM
- The Architect
- The General Contractor
- \$1,000,000 for furniture
- \$35,000 misc
- \$100,000 utility mitigation
- \$250,000 for IT and telephone
- \$50,000 for commissioning
- Increases for GeoTech
- \$1,500,900 in contingency

Mr. Pallotta explains that he has 2 budgets, one that includes WCTV buying new equipment, and one that does not because there has not been a definitive decision on that yet. It is ultimately the Committees decision. Mr. Hooper expands that WCTV has gone out looking for estimates for these materials to be newly purchased and they are a lot higher. Mr. Pallotta clarifies that the space and the wiring is included in the current cost estimate and budget. If the Committee chooses to get new Tech for the entire building, the number will be closer to Budget V1.02.

Mr. Doherty asks how the figure \$450,000 for OPM is calculated, Mr. Pallotta responds that it's the number of project managers that will be required on site, for an anticipated 16-month build. Mr. Doherty asks how Construction Document cost is calculated. Mr. Pallotta explains the amount of work by the OPM and Designer to reconcile cost estimates and document preparation. Mr. Doherty asks if the construction docs are paper or digital. Mr. Pallotta responds that almost all vendors get things digitally now, and that if a vendor would like a paper copy, it is at their cost. The General Contractors usually get both digital and paper. Almost everything is done digitally now, and even bidding will be done digitally.

Mr. Doherty asks how hard of an estimate that is \$31,669,000. Mr. Pallotta responds that with the current information, HVAC systems, materials, inflation, current design, and size of the building, this is a very accurate estimate. Mr. Doherty asks when this will go out to bid if it passes special Town Meeting. Mr. Pallotta responds that he expects it to go to bid in September/October 2023.

Mr. Fennelly asks why it will take that amount of time to get from Schematic Design to Bidding. Mr. Pallotta explains that to get the project from Schematic Design to public bidding every screw, every

hinge, every material must be detailed for each room through the whole building, then each item needs to have 3 vendors and then it will go out to public bidding. Mr. Hull expresses that between the Special Town Meeting and Bidding, the building will become final. Filed Sub-bids are bid before the General Contractors and then the General Contractors will submit their bids.

Mr. Hooper asks about the estimated cost per square foot and if Dan was surprised. Mr. Pallotta expresses that he did believe it was going to come in lower, both he and Mr. O'Brien were surprised. Mr. Pallotta would like to present to the Committee "alternates" for the building design which can reduce the cost. He does make clear that even with alternates and possible errors, the price will reduce but not so much that it will be a massive difference.

Ms. Allan clarifies that the construction estimate is \$31M and then the additional fees for OPM, Designer and Owner expenses to bring the full project estimate up to \$37M. Mr. Pallotta also says that the IT and furniture would expected to be bid out halfway through construction. Mr. Doherty asks how the cabling will be installed, will there be an ability to change out cables as technology advances. Mr. Pallotta is unsure on the design details but he expects that cabling will be accessible.

Mr. Melaragni is asking about the paving, and Mr. Pallotta expresses that that is a specific question that he and Mr. O'Brien have and believe is an error.

Mr. Hooper expresses that there is gas that goes to the High School, and sewer that goes to the High School. Mr. Hooper asks if that would be included in construction costs, and Mr. Pallotta says likely to middle of the road.

Mr. Hooper says he is of the mindset to go with the original budget, without WCTV costs. Mr. Hull says he believes we should go forward with WCTV carrying most of the cost for their materials. The layout will be done in advance, but the acquisition of material won't be until during construction so that when they are installed, they are state of the art, not immediately out of date.

Question about funding sources and if it is worth approaching Verizon and Comcast. Mr. Hull responds that the contract with Verizon has been negotiated and will be brought to the Board of Selectmen. They are only agreeing to a 5 year contract and that the Town adds in funds for things like improvements to places like WCTV. Mr. Doherty is asking if we can explore and reach out to these sources for funding to offset the costs of WCTV.

Mr. Ruggiero asks if we should be starting at the higher number. Mr. Pallotta expresses that it is completely a committee decision which budget to start with.

Mr. Hooper was approached by the Clerk to include secure drop boxes. Mr. Pallotta points to the line item "Design Contingency" for things like this. For this project, Design Contingency is 12.5%. We will add in, for example, fire rated drop boxes. As the design gets closer to the final design, the contingency percentage will get smaller as details are decided.

Mr. Melaragni says that one of the things that he's been wrestling with during the design process, is the roof design and if that can be considered an item for Value Engineering (VE) or is it too integral to the building structure. Mr. Pallotta expresses that during Design Development, the Committee will be able to review it again.

Mr. Doherty asks about power stations for Electric Vehicle. Mr. Pallotta says that typically they build the conduit for them and build it out toward the parking lot because community typically get a Green Communities Grant for the construction of the actual charging station.

Next meeting, P3 will provide an updated budget.

Mr. Hooper brings the next agenda item to the Committee which is discussion on borings. Mr. Pallotta expresses that the Geotech is completed but they are waiting for the final report. They have found some ledge; removal of ledge was included in the budget. It will not require the building be moved.

The next meeting will be September 28, 2022.

Discussion on Public Outreach. Mr. Pallotta responds that he has met with the schools, WCTV, Mr. Hull, Mr. Hooper and he's hoping that a timeline with action items will be done in the next week. Ms. Allan expresses that she has had conversations with people in town concerning what will happen to the current Town Hall and Buzzell Senior Center. Mr. Hull says he does not anticipate anything happening to the Buzzell, Town Hall, or Roman House immediately. Next Steps for those buildings will be determined after the construction of the new Town Hall and new Senior Center. Ms. Allan also expresses that outreach should include "what ifs" regarding what happens if you do not do anything. The Committee and OPM should be prepared for those questions at public forums and the Special Town Meeting.

Comment from the Public: None

Motion to Adjourn by John Doherty. Seconded by Mr. Melargni. VOTED UNANIMOUSLY