



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 September 6, 2023

Chairman George W. Hooper II called the meeting to order at 6:01 p.m.

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

Absent: Glenn Brand

Also present: Town Manager Jeffrey M. Hull, Assistant Town Manager Susan L. Inman, OPM Dan Pallotta, Anthony Serrano of Consigli, and Tom Robertson of Consigli.

APPROVAL OF MUNITES FROM JUNE 6TH, 2023

Mr. Hooper entertained a motion to accept the minutes from May 6th as amended, to correct the spelling throughout. Motion made by Paul Melaragni, seconded by Diane Allan, vote abstained by John Doherty, and voted unanimously to approve the minutes of June 6th, 2023, as amended.

STATUS UPDATE WITH OPM & CONSTRUCTION MANAGER ON THE PROCESS

Mr. Pallotta informed the committee that the Design Development set was received about 8 weeks ago. More details were added to the set. Mr. Pallotta introduced Tony Serrano of Consigli as the Construction Manager for the Town Hall School Administration Building Project. Mr. Serrano noted that the details added to the set allows for more accurate estimating. Mr. Serrano introduced Tom Robertson, an estimator. Mr. Robertson explained that Consigli had completed a full accurate budget to align with the 32.5-million-dollar budget through changes through things not seen, such as the materials used for the elevator shaft.

Mr. Turner asked if the building would be structurally sound for roof-mounted solar and if alterations would need to be made to accommodate solar in the future. Mr. Pallotta noted that the building code requires the accommodation of solar and the necessary pathways.

Mr. Doherty asked if the bids had come in for the filed sub-bid trades. Mr. Pallotta stated that the bids had not gone out. Mr. Serrano added that Consigli is not allowed to reach out to the trades or marketplace for research under procurement rules. Mr. Serrano noted that Consigli has completed estimates entirely in-house.

Mr. Robertson presented visuals detailing the estimates and budgeting for the project and value engineering and informed the committee that Consigli had come up with over a million dollars worth of cost-reducing ideas. Mr. Pallotta reminded the committee that all changes would need to be reviewed and approved by the committee and the designer. Mr. Pallotta noted that changes would need to be made to put the project on or under budget and that the further into the project and the more details are available, the committee should expect to see cost reductions.

Mr. Pallotta informed the committee that the lead time for the electrical switch gear is 60-80 weeks. Mr. Robertson confirmed that the current lead time is 70 weeks. Mr. Pallotta added that the lead time for generators was the same. Mr. Pallotta added that these products should be ordered before bidding to avoid delays. Mr. Serrano added that the purchase orders would be assigned to the awarded sub-bidders.

Mr. Hooper informed the committee that at a recent Department Head meeting, there were a few questions regarding the sewage line going to the building and the connections to the building regarding IT. Mr. Pallotta noted that meetings with the Water Department and IT Department would need to be had with GGD regarding this.

BRIEF DISCUSSION WITH CM REGARDING STUDENT PARKING DURING CONSTRUCTION

Mr. Pallotta stated that the team would like to know the desired minimum number of cars. He explained that having these numbers would allow the team to plan ahead to accommodate student parking. Mr. Turner expressed his concerns about providing a minimum number of cars as it may cause issues with students parking where they are not supposed to, possibly interfering with construction. Mr. Caira suggested using the St. Thomas's parking lot as an overflow for flexibility.

Mr. Ruggiero asked that a diagram of the parking lot be provided to the schools in preparation. Mr. Melaragni asked Mr. Ruggiero how the school currently handles parking. Estimated numbers were provided. Mr. Hull added that the Elderly Services Department and the Recreation Department should be kept in the loop for parking as well as both departments using the parking lot regularly.

UPCOMING MEETINGS

Mr. Hooper stated that the committee would return to regular monthly meetings, with the next meeting date being October 4, 2023, at 6:00 PM and the following meeting date being November 1, 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 John Doherty, Seconded by Jesse Fennelly and voted upon unanimously that the Town Hall/ School Administration Building Committee adjourn.

Meeting adjourned at 7:06 pm

Respectfully submitted,

Thomas F. Donahue
Recording Secretary