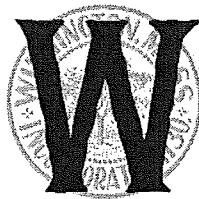


Glenn Brand, Ed.D.
Superintendent of Schools

Christine Elliott
Assistant Superintendent for
Curriculum & Staff Development

Paul Ruggiero
Assistant Superintendent of
Administration & Finance



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Alice Brown-LeGrand
Director of Student Support Services

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Kenneth Lord
Director of Technology &
Digital Learning

*A school and community partnership that provides an inclusive, respectful, and collaborative learning environment
where all stakeholders are engaged in the development of the whole child.*

MSBA Wildwood School Building Committee Meeting

November 16, 2021 06:30 PM

Wilmington High School, 159 Church Street, Large Group Instruction Room #1-062

Meeting Minutes:

1. Roll Call

Superintendent Brand called to order the Wildwood School Building Committee Meeting at 6:30 PM.

In attendance:

- Dr. Glenn Brand, School Superintendent, Committee Chairman
- Jeffrey M. Hull, Town Manager
- Gregory B. Bendel, Board of Selectmen
- David A. Ragsdale, School Committee (arrived at 6:32 PM)
- Paul Ruggiero, Assistant Superintendent of Administration & Finance
- Bryan T. Perry, Finance Director/Town Accountant
- Marianne Gallezzo, Finance Committee
- Diane M. Allan, Permanent Building Committee
- Paul J. Melaragni, Permanent Building Committee
- Melissa D. Plowman, School Committee Alternate
- Kevin A. Caira, Board of Selectmen Alternate
- Kristen Walsh, School Principal Alternate

Not in attendance:

Charlotte King, School Principal
George W. Hooper II, Public Buildings Superintendent
Mary Jane Byrnes, School Committee Alternate
John C. Holloway, Permanent Building Committee

2. Approval of minutes from October 18, 2021 meeting

Motion: Ms. Allan moved to approve; the motion was seconded by Mr. Bendel.

Vote: Unanimous

3. Review of draft brochure

Dr. Brand stated that the content in the draft brochure is from preexisting artifacts from the MSBA process. He asked the committee for their feedback on the draft.

Mr. Hull stated that in the Town Master Plan section, the committee members did not include School Committee members or Board of Selectmen members. He added that the Wildwood School Building Information/ Impact on Teaching & Learning section, the word vent should be

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changed to ventilation. He stated that on the Wilmington High School As an Example section, he is not sure if graph will be representative of the potential funding that the Wildwood may receive since MSBA has not, in recent years, increased their funding percentage.

Ms. Allan commented on the What If We Don't Pursue... section, she felt the 10 Million spending on building operations may not be accurate/ too low. Dr. Brand stated that the figures were provided by Mr. Hooper, the Public Buildings Superintendent, and are from the Town Master Plan. Mr. Hull confirmed that the figures are from the Town Master Plan/ Capital Improvement Budget projections. However, he added that the costs may be higher at this time due to current supply chain disruptions. Ms. Allan agreed that inflation would drive the costs up.

Mr. Hull agreed that if no action is taken with the MSBA/ Wildwood project, then there will still be a significant financial investment needed to simply maintain the schools.

Dr. Brand asked if it would be helpful to add content about pursuing school consolidation and how it would be prudent to the budget, concurrent with enrollment reduction, as well as better for the students (less transitions).

Mr. Ruggiero added that the consolidation of schools is identified in the Facilities Plan and added how it would reduce transitions within the school system. He also stated that MSBA will provide feedback about elementary school consolidation during their Q&A time later in the Eligibility Phase.

Ms. Allan asked if MSBA would allow alternate plans if they are a better option once an architect drafts plans. Mr. Ruggiero stated that the architect and project manager (OPM) would evaluate the options for land space, existing buildings, and even consider combining existing schools/ grades (e.g. PreK to 3, PreK to 5, Wildwood/ Woburn St/ NIS, etc.).

Dr. Brand stated that the Wildwood School is the priority project, but that the district is open to school consolidation as long as the Wildwood is a part of any new or expanded school building. He noted that the Wildwood School needs to be a part of the plan, otherwise the project would need to be abandoned.

Ms. Allan stated that on the Permanent Building Committee, the reports are divided up into various sections, like school buildings, municipal buildings, etc., and asked if these figures are overlapping with the Master Plan and Building Consolidation.

Mr. Caira asked about the current and projected school enrollments, whether other town building projects and the addition of new town residents has been considered.

Mr. Ruggiero and Mr. Perry confirmed that on the MSBA enrollment questionnaire, there's a portion that accounts for data like new/ potential home sale data, planning board permitting

process, recent births, etc. Further discussion about these projections will occur during the end of year Q&A they have with MSBA.

Mr. Melaragni asked if the Wildwood School photos (pg. 6) could be swapped out with other pictures. He also asked how the enrollment is at the high school. Mr. Ruggiero stated that the high school was built with a projected enrollment of 960 students, but that it is currently below that figure. He added that the Wildwood project is a bit different than that project since they are looking at combining grades/ schools.

Dr. Brand mentioned adding the link to the video walkthrough of the Wildwood. He also asked if (on page 9) the table should include additional projected capital improvement costs with more examples, like the costs at the middle school, in order to stress what would happen if nothing was done/ aka "maintain the status quo." Mr. Ragsdale stated that the emphasis should be kept on the elementary schools and the costs to maintain those buildings. Mr. Bendel asked if the Wildwood would merit its own projected cost chart. He added that it might be helpful to highlight that last column (Estimated Cost and Target FY) in red to make it stand out as well as add additional cost information about the needs of the Wildwood (not just the roof replacement). Mr. Melaragni said it would be helpful to cite the source of the figures on the Capital Need table. Lastly, Mr. Bendel stated that the in the Next Steps section, the MSBA process/ timeline should be added.

4. Establish communication plan around meetings (between December and - first of March)
Ms. Allan stated that with the holidays coming up that people may be busy and with the special town meeting not until March, they may not be as attentive to the project. She added that timing is crucial. She thought a variety of communications may be helpful, e.g. community forums, social media, open houses, etc. She stressed marketing close to the town meeting should "flush out" all of the questions in advance. She added maybe creating a common Q&A document with the issues that come up at the forums.

Ms. Gallezzo stated that we should start marketing this now and add other marketing material as it becomes available. She stated that possibly deadlines/ timelines (determined by MSBA) should be incorporated to illustrate why/ how parts of the project occur the way they do.

Dr. Brand stated that we might be able to email material to student families, but that he needs to check with counsel to see what we can and cannot send out to voters.

Mr. Bendel asked whether the project should have a parent advisory committee/ volunteers (PAC) that helps bolster the marketing of the project (like the high school project had). He added that the community forums should start soon to engage community members.

Mr. Hull agreed that it is never too early to get volunteers engaged to promote the project.

Mr. Ragsdale said the district is fortunate to be invited this year and stressed how the focus needs to be on the Wildwood and on the condition of the school and the need for improvement

to continue to educate the students safely. Mr. Melaragni added to possibly create another document that stresses the “why now” aspect.

Ms. Plowman reiterated how the emphasis needs to be about the Wildwood School and that the projected repairs to the Wildwood need to be stressed (not just the roof) so the community can see/ understand clearly the “why now.”

Mr. Ragsdale asked if the video tour of the Wildwood School (10 minute version) can be edited to about 2 minutes in length. He felt this might be received better by the community.

Dr. Brand stated that the project information and marketing material, once finalized, can be shared with the school PTO’s and Advisory Councils for their assistance in publicizing. He asked how the committee felt the forums should be run. Mr. Bendel felt January and February would be good timing for the forums and to hold them at the Wildwood School; which may also provide additional opportunities for tours.

Ms. Allan revisited the brochure and the What if We Don’t Pursue section and said there should be more details added about the Wildwood School deficiencies and the associated costs with operations and repairs. Mr. Perry said that Mr. Hooper should be able to create a list of Wildwood School repairs and estimated costs that can be used in the marketing material.

Mr. Ruggiero asked if it would be helpful to break up the larger brochure into content specific sections (e.g. 3 to 4 shorter brochures) that could be shared every few weeks. Mr. Bendel liked that idea and felt it would disperse the information and provided more opportunities to push the information out to the community.

Dr. Brand concluded that the larger brochure will be updated with the committee’s feedback and then broken down into shorter pieces so the marketing could begin as soon as possible.

5. Next meeting: will be Tuesday, January 11, 2022 at Wilmington High School

6. Public Comment

No Public Comments were made.

7. Adjourn

Superintendent Brand called to adjourn the Wildwood School Building Committee Meeting at 7:45 PM.

Motion: Mr. Melaragni moved for approval; the motion was seconded by Ms. Gallezzo.

Vote: Unanimous

Respectfully Submitted,



Tracy Ingersoll, Executive Assistant to the Superintendent
(Temporary meeting recorder)