

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	12/13/2023
Re:	School Building Committee	Meeting No:	8
Location:	Remote Participation via Zoom		
Distribution:	School Building Committee (MF):		

Attendees:

School Building Committee

- Present* Dr. Glenn Brand, *School Superintendent, School Building Committee Chair*
- Present* Paul Ruggiero, *Assistant Superintendent of Administration & Finance*
- Diane M. Allan, *Permanent Building Committee*
- John C. Holloway, *Permanent Building Committee*
- Gregory B. Bendel, *Board of Selectmen*
- Present* Kevin A. Caira, *Board of Selectmen Alternate*
- Present* Kate Bissell, *Wildwood School Principal*
- Stacey Scott, *Woburn Street School Principal*
- Present* Christine Holloran, *Wildwood Teacher*
- Alice Brown-LeGrand, *Director of Student Support Services*
- George W. Hooper II, *Public Buildings Superintendent*
- Present* Dennis Kelley, *Building Systems Manager, Wilmington Public Buildings Department*
- Lou Cimaglia, *Interim Town Manager*
- Present* Susan Inman, *Assistant Town Manager*
- Present* Bryan T. Perry, *Finance Director/Town Accountant*
- Paul J. Melaragni, *Permanent Building Committee*
- Present* David A. Ragsdale, *School Committee Vice Chair*
- Present* Marianne Gallezzo, *Finance Committee Member*
- Present* Michael Camoscio, *North Side Parent, Mechanical Engineer*
- Craig Miner, *West Side Parent, Civil Engineer*
- Present* Vivian Varbedian, *North Side Parent, Project Manager, School Building Committee Co-Chair*
- Maggie Lopes, *West Side Parent*
- Present* Christine Prendergast, *North Side Parent*
- Present* Justin Cusce, *North Side Parent*

Dore+Whittier Architects

- Absent* Donald Walter, *Principal-In-Charge*
- Absent* Lee P. Dore, *Principal, Designer*
- Present* Rani Phillips, *Project Manager*
- Present* Jason Boone, *Educational Planner*

SMMA

- Present* Julie Leduc, *Director of OPM Services and Project Manager*
- Present* Sarah Traniello, *Assistant Project Manager*

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7.1	Record	<p>Wilmington Public Schools Superintendent, Dr. Glenn Brand, called the meeting to order at 6:30 PM. Roll Call of the School Building Committee was performed to account for all of those who are present.</p> <p>Roll call present: Dr. Glenn Brand, Paul Ruggiero, Kate Bissell, Christine Holleran, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Vivian Varbedian, Christine Prendergast, and Justin Cusce.</p> <p>Missing: <i>John C. Holloway, Diane Allan, Gregory Bendel, Alice Brown-LeGrand, George W. Hooper II, Stacey Scott, Paul Melaragni, Lou Cimaglia, Craig Miner, and Maggie Lopes.</i></p> <p><i>P.S.: Kevin Caira was not present at Roll Call due to attendance of another Wilmington meeting and arrived at 7:30pm after the previous meeting concluded.</i></p>
8.2	Record	<p>Approval of Minutes</p> <p>Motion to approve the School Building Committee Meeting Minutes of November 8, 2023 by Vivian Varbedian with annotation correction made and seconded by Marianne Gallezzo.</p> <p>Voted upon unanimously with 1 abstention: <i>Dennis Kelley</i></p> <p>Roll call vote: Dr. Glenn Brand, Paul Ruggiero, Kate Bissell, Kevin Caira, Christine Holleran, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Vivian Varbedian, Christine Prendergast, and Justin Cusce.</p>
8.3	Record	<p>Approval of Invoices</p> <ul style="list-style-type: none"> • Warrant No. 6 – November 2023 Services: \$46,920 <ul style="list-style-type: none"> ○ SMMA OPM Basic Services – Feasibility Study: \$7,500 ○ Dore+Whittier Architects – Basic Services – Feasibility Study: \$31,500 ○ Dore+Whittier Architects – Amendment No. 1 – Hazardous Materials Consultancy: \$7,920 <p>Finance Working Group met prior to the Wildwood School Building Committee to review the invoices listed above in Warrant No. 6. Susan Inman representing the Finance Working Group advised that the Finance Working Group agrees that a careful review has been performed of the invoices in Warrant No. 6 and recommends payment of the invoices in Warrant No. 6. Motion to approve made by Susan Inman, seconded by Vivian Varbedian and passed unanimously.</p> <p>Roll call vote: Dr. Glenn Brand, Paul Ruggiero, Kate Bissell, Kevin Caira, Christine Holleran, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Vivian Varbedian, Christine Prendergast, and Justin Cusce.</p>
8.4	Record	<p>Educational Program Planning Update</p> <p>Jason Boone of Dore+Whittier Architect reviewed the Educational Program Planning Update that was brought forth from 10 hours over 3 meetings reviewing the Space Summaries for the PreK-K, PreK-3 and PreK-5 program that is part of the narrative for the Educational Programming Update. This will be a part of a dense document</p>

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		<p>that will be submitted based on Dr. Brand and the working group's intent for the elementary programming. This document will be provided for the Committee to see as well as the Community as it gets formulated and the project progresses. Programming plans have been made available by Dore+Whittier Architects for the District to review and the Educational Programming framework for the Wildwood School will be provided in mid-March 2024 for approval by the School Committee and School Building Committee. Jason Boone advised that one of the District's Educational Visioning efforts there was a desire to explore additional programs through exploration of relocation of some programs and expansion of others. Some of those programs are in the Space Summary Templates being reviewed in the attached presentation.</p>
8.5	Record	<p>Educational Visioning Update Jason Boone reviewed the overarching Guiding Principles for Design and how they were used to formulate the placement of advised that there will be further discussion of the adjacencies, student services and programmatic needs within each design. Displayed were work product from the Educational Visioning Sessions relating to the PreK-5, PreK-3 and PreK-K where it was shown that each of the school spaces were split into upper and lower grade level groups separated by the shared services in the middle i.e. PreK-2 and 3-5 would be separated in PreK-5 and PreK-1 and 2-3 would be grouped in the PreK-3 scenarios. Each would be in developmental groupings and reducing the travel distances between the grade classes and their shared services like library, cafeteria, gymnasium, and administrative offices would be in the middle. The scenarios were not designed to be reflected as floor plans but to demonstrate adjacencies as the scenarios could be laid out over multiple floors and not just one floor as it would appear in the scenario. Depending on the topography and size of the site, these spaces can be organized as needed according to what is desired for the programmatic spaces. Those groups that are mandatory to be located at grade would be satisfied and planned for in the design programming. Glenn Brand advised that there is a correlation of the space needs and staffing within the program and these will be reviewed more closely as the Space Summary is reviewed in detail.</p>
8.6	Record	<p>Space Summary Review Jason Boone reviewed the Space Summaries in Excel format that are provided by the MSBA and their graphic formulation for each of the proposed building programs, PreK-K, PreK-3 and PreK-5.</p> <ul style="list-style-type: none"> • These are organized by category and in the Space Summary for PreK-5 it is for 755 students plus the PreK population. <ul style="list-style-type: none"> ○ The largest overage is in the Special Education Services. Health and Physical Education have an exception as a 6,000 sf gymnasium is typical for this size of school, however it has been increased to be a 12,000 sf gymnasium so that it could also service the Community's needs for use as well. With the consolidation of 3 schools to 1, the loss of gymnasium space that would have been used for Community

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		<p>space rental may allow for the high school sized gymnasium space. Dennis Kelley advised that the Wildwood gymnasium was not used as a community rental, only the other 2 gymnasiums in the consolidated schools. High school size gym may be locally-funded as MSBA may not give credit due to consolidation of 3 schools.</p> <ul style="list-style-type: none">▪ Full size gymnasium for elementary school vs. high school for nights and weekends support that requirement.▪ 4,500 sf to 6,000 sf gymnasium would be possible for MSBA approval depending on the programming. If 6,000 sf, the 6,000 sf above would be on the taxpayers. If needed, it would be 9,000 sf or 12,000 sf and the 3,000 sf to 6,000 sf would be on the taxpayers. <ul style="list-style-type: none">○ Core Academic Space: Older students do not get more space due to their size and is actually the opposite. PreK-K have larger classrooms due to toilet rooms being incorporated into the classroom space and more room needed for working with manipulatives and play time. Younger students get larger classroom space than older students.○ There is an overage in Administration and Guidance Space as MSBA accounts for those spaces in that category instead of in Special Education i.e. teacher wellness, staff room/lactation space, CARES.○ Numbers represent what currently exists. PreK is pulled out without guidelines in project to get flagged.○ Three (3) additional classrooms beyond the MSBA guidelines is what it takes for the entire population enrollment and divide by 6 to get same number resulting in the glove fit. Historically, the MSBA has not objected to it being broken out in this manner. It will be in fact changed for the future with the MSBA to make sure there is enough space to swing into on a bubble year where additional space could be needed and used by a specific grade level of classrooms.○ Mental and social health needs are different for students in extended learning spaces. The students are using spaces outside of classrooms to get services. <ul style="list-style-type: none">● Of the grade configuration scenarios, it was found the preference during Visioning was with the PreK-5 as it was the most efficient. PreK-3 had similar overages in spaces like administration and guidance as well. PreK-K for 130 students but project is not configured to be built for an early childhood project.● MSBA is advised of the project's need for Special Education spaces at every submission the Design Team (Dore+Whittier Architects) and the District makes to the MSBA namely, the first one will be next spring Preliminary Design Program (PDP), Preferred Schematic Report (PSR), Schematic Design (SD), Design Development (DD), etc. Historically, MSBA does not deny Special Educational needs of the community. Marianne Gallezzo

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		<p>advised that she agreed that the high school sized gymnasium of 12,000 sf will be needed and best suited for the size of this school and consolidation plan.</p>
8.7	Record	<p>Guiding Principal for Design Review</p> <ul style="list-style-type: none"> • Design team will review and track these to the guide i.e. STEM program • Additional items i.e. Sustainability Working Group will be prioritizing opportunities and operational cost. • Site Amenity Criteria needed in the Guiding Principles for Design • CARES Program – proximity to entry area to accommodate their students • Maximizing the queuing link for parent vehicles for each site i.e. Glen Road • Oversight and sightlines – Zoning cafeterias and fully supervised by 1 adult and able to observe entire room with sight lines • Courtyards – usage 1 month at the beginning of the year and 1 month at the end of the year and not much in between with just DPW maintenance. • Community use of specific spaces • Lunch bunches in specific spaces for students • Administrative Offices – Logistics and Access to others in academic wing and close proximity to where the action is with students. • PreK and K with an expansive school and access for students <p>Test Fits</p> <p>At our next meeting on January 10, 2024, the Planned Design Concept will be presented to a level of detail similarly by floor with site plans to coordinate with a round of feedback to get pieces in place before going to estimators at the end of January or beginning of February 2024.</p> <p>Test Fits are being performed to see what sized school footprints will fit best on the identified sites of North Intermediate, Woburn Street, Wildwood Early Childhood Center. SBC was asked about their appetite to see the options on the Town Hall site.</p> <ul style="list-style-type: none"> • PreK-5 grade configuration fits on the North Intermediate site and the other sites continue to be further developed for conceptual design options to the School Building Committee in addition to the PreK-3 grade configuration and the PreK-K grade configuration. • North Intermediate School site has septic and gas access needs. • Woburn Street Site has a lot of ledge. Ultimately what school sites are no longer used there will be an understanding as building or open space. • Dore+Whittier Options Develop Concepts for All 3 Grade Configurations with at least 1 for each grade configuration. • Members of the SBC expressed concern about the Town Hall site as it is under Article 97, contains 4 ballfields, a park and a lot of open play and recreational space and playground space. Glen Rd has a lot of constraints with buses would be right going to the street, there is no gas, water or sewer on this site. Glen Rd is cut through traffic and cars and buses would be

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		congested. Propose revisiting discussion at January 10, 2024 SBC meeting if Town Hall site is viable for consideration.
8.8	Record	Schedule Update Updated Schedule dates for School Building Committee Meetings have been sent out for 2024 through December. More will be placed on the calendar for moving forward.
8.9	Record	SBC Public Relations Working Group Update SBC Co-Chair Vivian Varbedian with the Public Relations Working Group aka Communications Working Group for the School Building Committee and proposed an informational poster series be put together for the project that would be distributed to locations within the District for the community to access the QR code and learn about the project. Communications Working Group also requested a stipend of \$5,000 for marketing materials to be used for promoting the upcoming Community Forum and providing information to the Wilmington community with flyers and posters. Motion to encumber \$5,000 for marketing materials to be used to promote the Community Forum and updated distribution of information regarding project developments by Vivian Varbedian and seconded by Marianne Gallezzo. Roll call present: Dr. Glenn Brand, Paul Ruggiero, Kate Bissell, Kevin Caira, Christine Holleran, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Vivian Varbedian, Christine Prendergast, and Justin Cusce.
8.10	Record	Committee Questions None.
8.11	Record	Discussion/Correspondence/New Items None.
8.12	Record	Public Comments None.
8.13	Record	Next Meeting: January 10, 2023 from 6:00 PM to 9:00 PM <i>In Person at Wilmington High School Large Group Instruction Room</i>
8.14		Adjourn Motion to adjourn by Dr. Glenn Brand and seconded by Marianne Gallezzo. Voted upon and passed unanimously. Roll call present: Dr. Glenn Brand, Paul Ruggiero, Kate Bissell, Kevin Caira, Christine Holleran, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Vivian Varbedian, Christine Prendergast, and Justin Cusce.

Attachments: Warrant No. 6, Wilmington Wildwood ECC Powerpoint Slides.

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The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes.

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