

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	2/7/2024
Re:	School Building Committee	Meeting No:	11
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*
Present Gregory B. Bendel, *Board of Selectmen*
Present Kevin A. Caira, *Board of Selectmen Alternate*
Present Kate Bissell, *Wildwood School Principal*
Present 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*
Dennis Kelley, *Building Systems Manager, Wilmington Public Buildings Department*
Lou Cimaglia, *Interim Town Manager*
Present Susan Inman, *Assistant Town Manager*
Bryan T. Perry, *Finance Director/Town Accountant*
Paul J. Melaragni, *Permanent Building Committee*
David A. Ragsdale, *School Committee Vice Chair*
Present Marianne Gallezzo, *Finance Committee Member*
Present Michael Camoscio, *North Side Parent, Mechanical Engineer*
Present 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*
Christine Prendergast, *North Side Parent*
Present Justin Cusce, *North Side Parent*

Dore+Whittier Architects

Present Donald Walter, *Principal-In-Charge*
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*
Sarah Traniello, *Assistant Project Manager*

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11.1	Record	<p>Wilmington Public Schools Superintendent, Dr. Glenn Brand, called the meeting to order at 6:00 PM. Roll Call of the School Building Committee was performed to account for all of those who are present.</p> <p><i>The attendance based on the roll call can be found on page 1 of these minutes.</i></p>
11.2	Record	<p>Approval of Minutes G. Bendel motioned to approve the meeting minutes from the January 25, 2024 School Building Committee meeting.</p> <p>The motion carried by unanimous vote.</p>
11.3	Record	<p>Approval of Invoices J. Leduc presented Warrant Article No. 8, consisting of invoices for SMMA and Dore+Whittier Architects for services provided in the month of January 2024.</p> <p>SMMA’s fee for January consisted of two invoices: one for Basic Services amounting to \$7,500 and a second invoice for printing project boards and easels for community outreach amounting to \$108.61.</p> <p>Dore+Whittier Architects fee for January consisted of two invoices: one for Basic Services amounting to \$31,500 and a second invoice for student assigning and facility planning services, amounting to \$3,300.</p> <p>The total amount for Warrant Article No. 8 was \$42,408.61. P. Ruggiero recommended the payment for Warrant Number 8 in the amount of \$42,408.61.</p> <p>K. Caira asked for clarification regarding Dore+Whittier’s activities, citing that their invoices are always \$31,500. J. Leduc informed the SBC that consultants traditionally take their fee for a phase of the project and spread their invoicing evenly across the duration of that phase. She further noted that Dore+Whittier report all activities to SMMA who then report those activities in the monthly report to the MSBA.</p> <p>S. Inman motioned to recommend Warrant No. 8 for payment in the amount of \$42,408.61. V. Varbedian seconded the motion. The motion carried by unanimous vote with one abstention.</p>
11.4	Record	<p>Design Update Preliminary Community Forum No. 2 Outcomes: G. Brand reported the virtual Community Forum had a strong turnout. He then introduced R. Philip to walk the SBC through the presentation shown at the Community Forum.</p> <p>There were four (4) potential sites tested each with various grade level configurations (PreK-K, PreK-3, PreK-5) and the option of new construction or addition/renovation presented to the community. In total 15 options were presented to the community. R. Philip reminded the SBC that these options were test fits to determine if they can meet the education, site, and infrastructure goals at each location. G. Brand noted that the options were consistent with the MSBA agreement. R. Philip added that they do not necessarily need to keep all four (4) sites when they shortlist.</p> <ul style="list-style-type: none"> • Most respondents on the Mentimeter platform that was used at the community forum were parents however teachers, administrators, staff, and community members were all represented in the responses. R. Philip noted the platform was still open to the public, so the data is considered preliminary. • The most common words used in the 50 responses on Mentimeter were “consolidation”, “inclusive”, and “modern”. • Community members were asked about the importance of a high school-sized gym on a scale of 1-5 (“1” being strongly disagree, “5” being strongly agree). They

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		<p>were prompted with the following circumstances regarding the importance of the gym:</p> <ul style="list-style-type: none"> ▪ Only if the existing gyms at North and Woburn Street are no longer available for community use. The average response was 1.9/5. ▪ Regardless of whether or not existing gyms at Woburn and North remain available for community use. The average response was 4.2/5. ▪ There are no circumstances where a high school-sized gym is a priority for this project. The average response was 1.3/5. <ul style="list-style-type: none"> • Community members were asked how strongly the district should consider the following grade configurations on a scale of 1-5 (“1” being should not consider, “5” should strongly consider). They were prompted with the following grade configurations both before and after the options were shared: <ul style="list-style-type: none"> ▪ PreK-K: Before options were presented the average response was 1.3, after options were presented, the response was 1.0. ▪ PreK-3: Before options were presented average response was 2.5, after options were presented, the response was 2.4. ▪ PreK-5: Before options were presented average response was 4.5, after options were presented, the response was 4.8. <p>Evaluation Criteria and Matrix: The SBC is tasked with establishing the evaluation criteria to differentiate between the options. R. Philip presented Dore+Whittier’s draft of the evaluation categories based on the Guiding Principles for Design. The eight (8) categories were:</p> <ul style="list-style-type: none"> • Education • Site • Community • Sustainability • Consolidation • Construction Logistics • Total Time to Address All Needs • Consolidation • Cost <p>Dore+Whittier proceeded to present listed criteria for each category and asked the SBC for feedback regarding whether or not the listed criteria captured the essence of the category. <i>The specific criteria for each category can be found in the PowerPoint slides attached to these minutes.</i></p> <ul style="list-style-type: none"> • R. Phillips presented a draft matrix with all of the site and grade configurations and the evaluation criteria drafted by Dore+Whittier. <ul style="list-style-type: none"> ○ K. Bissell noted that the site criteria did not include the availability of Town utilities at the various sites. R. Phillip will follow up and ensure it is reflected in the criteria. • M. Gallezzo requested to have the Town Hall site removed from consideration due to public feedback and overall challenges the site presented. R. Phillip and J. Leduc responded that the SBC voted to include that site in the study and needed to include it in the evaluation matrix. They recommended adding another site criteria which would evaluate sites for any potential restrictions which would limit the use of the site. • G. Bendel and K. Caira expressed for record that they too favored the removal of the Town Hall option from consideration.

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		<ul style="list-style-type: none"> • R. Phillip and J. Leduc reminded the SBC that there will be options that may not be favorable that they are required to move forward as part of the MSBA process.
11.5	Record	<p>Schedule Update</p> <ul style="list-style-type: none"> • February 2024 <ul style="list-style-type: none"> ○ Evaluation Criteria Review ○ Cost Estimating – mid February • March 2024 <ul style="list-style-type: none"> ○ Evaluation Criteria Matrix with Costs ○ March 6, 2024, School Building Committee Meeting ○ Evaluation Criteria Matrix with Costs ○ Preliminary Shortlist Options ○ March 20, 2024, School Building Committee Meeting ○ Community Forum No. 3 – March 28, 2024 • April 2024 <ul style="list-style-type: none"> ○ Finalize Shortlist Options ○ Approve PDP Submission ○ April 3, 2024, School Building Committee Meeting
11.6		<p>Working Group Updates</p> <ul style="list-style-type: none"> • Public Relations <ul style="list-style-type: none"> ○ V. Varbedian emphasized the positive turnout from the Community Forum No. 2 and stated they will continue to do outreach to achieve that level of engagement for upcoming community engagement meetings. ○ The public relations working group reached out to the Senior Center to set up a presentation in conjunction with or in advance of the next community forum. ○ M. Gallezzo asked if advertisements were taken out for the community forum. V. Varbedian responded that they had not taken out advertisements, but plan on doing so for the Town Vote. • Sustainability <ul style="list-style-type: none"> ○ R. Philip reviewed The Green Engineer to complete the registration of the project for LEED prior to the March deadline. There are some documents still requiring Town signature. The Town’s attorney is reviewing the documents and there is still some discussion ongoing regarding whether the Town directly or The Green Engineer will be registering the project.
11.7	Record	<p>Discussion/Correspondence/New Items</p> <ul style="list-style-type: none"> • J. Leduc commented on a recent school tour in Tewkesbury and expressed a positive turnout. She noted they watched the dismissal process, and it was very efficient. S. Scott added that the space was very inviting and creative. P. Ruggiero added that it was a good experience and nice to hear some things they would have done differently. • J. Leduc noted that the intent is to move future SBC meetings to 6:30PM.

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		<ul style="list-style-type: none">G. Brand noted there had been some discussion regarding moving away from virtual meetings. J. Leduc said the next leadership working group meeting would attempt to go with a hybrid model. V. Varbedian agreed with the sentiment that in person or hybrid meetings for important votes would encourage more participation.
11.8	Record	Committee Questions None.
11.9	Record	Public Comments Community member J. Bonelli commended the SBC for its work leading up to and at Community Forum No. 2.
11.10	Record	Next Meeting: March 6, 2024 from 6:30 PM to 9:30 PM <i>Virtual Meeting via Zoom – Remote Participation</i>
11.11		Adjourn G. Brand invited a motion to adjourn at 7:26PM. V. Varbedian motioned to adjourn. M. Gallezzo seconded the motion. The motion carried by unanimous vote.

Attachments: Warrant No. 8; Wilmington Wildwood ECM Powerpoint Slides.

The information herein reflects the understanding reached. Please contact the author within 72 hours if you have any questions or are not in agreement with these Project Minutes.