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2023 OCT 13 PM 4:28

TOWN OF WILMINGTON, MA

# Agenda

Project: Wilmington Wildwood Early Childhood Center Project No.: 22127  
Re: School Building Committee Meeting Meeting Date: 10/18/2023  
Prepared by: Julie Leduc Meeting Time: 6:00 PM  
Meeting Location: Remote Participation (Zoom as follows) Meeting No. 5  
<https://wpsk12.zoom.us/j/89684086149?pwd=ems1WmlmVkVEQURmOUJtQj8vc1lCdz09>  
Meeting ID: 896 8408 6149  
Passcode: WW2023

Distribution: School Building Committee (MF)

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices: Warrant No. 3 and Warrant No. 4
4. SBC Vice Chair Nomination Results
5. SBC Finance Working Group Formation
6. SBC Sustainability Introduction and Working Group Formation
7. Existing Conditions Summary
8. Educational Visioning Update
9. Peer School Visits
10. Prepare for Community Forum
11. Next Steps
12. Discussion/Correspondence/New Items
13. Committee Questions
14. Public Comments
15. Next Meeting: Wednesday, November 8, 2023;  
*Remote Participation via Zoom after the 6pm Community Forum*
16. Adjourn

## Project Minutes

Project: Wilmington Wildwood Early Childhood Center  
Prepared by: Sarah A. Traniello  
Re: School Building Committee  
Location: Remote Participation via Zoom  
Distribution: School Building Committee (MF)

Project No.: 22127  
Meeting Date: 8/16/2023  
Meeting No: 5

Attendees:

**School Building Committee**

*Present* Dr. Glenn Brand, *School Superintendent, School Building Committee Chair*  
*Present* Paul Ruggiero, *Assistant Superintendent of Administration & Finance*  
*Present* Diane M. Allan, *Permanent Building Committee*  
*Absent* John C. Holloway, *Permanent Building Committee*  
*Present* Gregory B. Bendel, *Board of Selectmen*  
*Absent* Kevin A. Caira, *Board of Selectmen Alternate*  
*Absent* Kate Bissell, *Wildwood School Principal*  
*Present* Stacey Scott, *Woburn Street School Principal*  
*Present* Christine Holloran, *Wildwood Teacher*  
*Present* Alice Brown-LeGrand, *Director of Student Support Services*  
*Absent* George W. Hooper II, *Public Buildings Superintendent*  
*Present* Jeffrey M. Hull, *Town Manager*  
*Present* Susan Inman, *Assistant Town Manager*  
*Present* Bryan T. Perry, *Finance Director/Town Accountant*  
*Present* Paul J. Melaragni, *Permanent Building Committee*  
*Absent* 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*  
*Absent* Vivian Varbedian, *North Side Parent, Project Manager*  
*Present* Maggie Lopes, *West Side Parent*  
*Absent* Christine Prendergast, *North Side Parent*  
*Present* Justin Cusce, *North Side Parent*

**Dore+Whittier Architects**

*Present* Donald Walter, *Principal-In-Charge*  
*Present* 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*

Item #	Action	Discussion
5.1	Record	<p>Wilmington Public Schools Superintendent, Dr. Glenn Brand, called the meeting to order at 6:00 PM. Motion to open the Meeting by _____ with a second from Diane Allen. Roll Call of the School Building Committee was performed to account for all of those who are present. J.Leduc advised Dr. Glenn Brand that as of 4:25pm, the Town Clerk had sworn in all members of the School Building Committee for the exception of Kevin Caira, who is not present.</p> <p>Members present were: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i></p>
5.2	Record	<p><b>Approval of Minutes</b></p> <p>Motion to approve the School Building Committee Meeting Minutes of June 21, 2023 by Superintendent Glenn Brand and seconded by Diane M. Allan. Voted upon unanimously with no abstentions.</p> <p>Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i></p>
5.3	Record	<p><b>SBC Vice-Chair Voting Results</b></p> <p>J.Leduc advised of the need for a Co-Chair or a Vice-Chair to work with Dr. Glenn Brand in leading the School Building Committee for the life of the Wildwood Early Childhood School project. After review of the criteria surrounding the 2 options of Co-Chair or Vice-Chair, the School Building Committee has opted to move forward with the role working with Dr. Glenn Brand to be Vice-Chair.</p> <ul style="list-style-type: none"> <li>• J.Leduc asked the School Building Committee if they felt strongly to have the Vice Chair be a Town employee or a member of Wilmington community. <i>The response was that it was not a dealbreaker either way.</i></li> <li>• J.Leduc advised that S. Traniello, Assistant Project Manager, sent a survey to the School Building Committee membership requesting their nominations for the Co-Chair to Chair, Dr. Glenn Brand, position a little over a month and a half ago. J.Leduc requested S. Traniello share the results from the nomination survey with the School Building Committee. Survey Results Spreadsheet with Nomination Counts per Person, see attached.</li> <li>• The number of nominations ranged from 1 to 10. The nominated member of the School Building Committee with the most amount of nominations is Vivian Varbedian with 10 nominations.</li> <li>• Dr. Glenn Brand welcomes the addition of a Vice Chair while he is not relinquishing his role as Chair of the School Building Committee it is</li> </ul>

Item #	Action	Discussion
		<p>appreciated to have another member of the School Building Committee to share the committee leadership role and offer some backup.</p> <p>Jeff Hull reminded Dr. Glenn Brand and the School Building Committee that the decision was made at the previous meeting that all members of the School Building Committee should be recorded as voting members. Dr. Brand is in agreement of this decision hence, Susan Inman, Bryan T. Perry and Christine Holleran will be cited as voting members moving forward and amended in the minutes to reflect.</p> <ul style="list-style-type: none"> <li>• M.Gallezzo asked Dr. Brand to make sure the nominee(s) are present to receive their nominations. Dr. Brand agreed that not all that were nominated are in attendance. J.Leduc advised that the nomination could be presented and then tabled for the next meeting or it could be presented at the September 20, 2023 SBC meeting as the project will just be embarking on the Visioning and there will not be anything crucial between now and then. M. Gallezzo advised that she did not think it is fair to nominate people for a role if they are not in attendance to accept. M.Gallezzo made a motion to table the nomination until the next meeting on September 20, 2023 so that the nominated party could be in attendance and M. Camoscio seconded.</li> </ul> <p>Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i></p>
5.4	Record	<p><b>Project Schedule Update</b></p> <p>R.Philip of Dore+Whittier Architects presented the Project Schedule Update showing the most recent OPM Schedule where J.Leduc advised of the current status of the project and the progression of the project through Items 1-20 on the schedule and currently at Item #22 working towards submitting the Preliminary Design Program (PDP) to the Massachusetts School Building Authority (MSBA) on April 18, 2024. More detail will be followed up and seen in R.Philips WorkPlan which she will present shortly. The process working up to the Preliminary Design Program (PDP) is an immersive process that involves the entire School Building Committee and the entire Wilmington community including its teaching staff and students to assist Dore+Whittier Architects works diligently to find the solutions that meet all of the educational needs, meets each of the grade configuration options, meet the MSBA option criteria of renovation, renovation/addition and new construction while in designing the school building that Wilmington envisions. Within the PDP there will be Educational Programming where Dore+Whittier will present several options that will be explored as they perform their thorough due diligence for all study alternatives for the PreK-K, PreK-3 and PreK-5 on the Wildwood, Woburn and North sites. After submission of the PDP, the Design team will work with the MSBA's feedback incorporate, the District and the Community to narrow the options further</p>

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Item #	Action	Discussion
	SMMA	<p>progressing towards the Preferred Schematic Report where a Preferred Options will be selected. After each of the milestones, whether it is the PDP, PSR or Schematic Design Report, the MSBA will provide the District, Designer and OPM with their feedback, questions and comments regarding the options being evaluated. This will further be responded to and incorporated into the next deliverable to the MSBA and enables the options to continue to be developed and evolve with this thorough review.</p> <p>J.Hull and G.Brand advised that there are many acronyms that will be used during the project. SMMA will share with the SBC a glossary to assist everyone with being able to understand and interpret them as they are used. G.Brand advised that a link to the glossary provided by the Massachusetts School Building Authority (MSBA) provides will be linked on the Wilmington SBC website.</p> <p>G.Brand advised that throughout Feasibility Study Phase, Schematic Design Phase, Design Development Phase, Construction Documents Phase, etc. are progress milestones throughout like the Preliminary Design Program (PDP), Preferred Schematic Report (PSR), etc. that are all prescribed template milestones that must be completed sequentially and timely as set out by the MSBA for every project and every community of this type of partnership program.</p> <p>This Workplan is not just designed by Dore+Whittier alone or SMMA but it models what every community and every project would be required to do. The PDP and PSR are key components that assist the Designer and the Community to formulate what the project will be as it is not Dore+Whittier alone designing the project on their own. It is a process that is immersive as it not only includes this Committee, but the entire Community.</p> <p>The project schedule shown is only a snapshot of the major milestones that occur while R.Philip will be showing you in Dore+Whittier's Workplan all of the detailed milestones that will transpire throughout the days, weeks and months of these phases.</p> <p>As the process proceeds through these milestones, the developments will be shared with the Wilmington community through periodic Community Forums where the Designer and OPM Teams will be updating with the latest developments that have occurred in the study process as each reporting submission is formulated. During these Community Forum sessions it will be a good venue to learn more of the community's thoughts on what has been learned through the studies and their feedback on the design and enables their voice and ideas to be heard to be incorporated into the design as much as possible. As we get further into the process and we get closer to Town Meeting, it will be during these Community Forum sessions that information will be able to be shared with the Wilmington community based on the estimates received during reporting to advise them of the anticipated debt that may be incurred in the future. Right now, we have not been able to establish the exact dates that will be set for 2025 for the MSBA as their calendar has</p>

Item #	Action	Discussion
		not yet been issued but when these dates are set the schedule will become more finalized.
5.5	Record	<p><b>Wildwood Work Plan</b></p> <p>R. Philip reviewed with Wildwood Work Plan showing there are 8 months that bring us to April 2024 for the PDP submission to the MSBA. This Work Plan is the roadmap for the project developed over the next several months since we started in April. This defines all of the tasks and milestones that will lead us through to April 2024 as we have already started with the development of the workplan, and embark on the enrollment options, existing conditions reports for Wildwood, Woburn and North Intermediate Schools, the identified sites for study.</p> <p>Dore+Whittier have started gathering the information needed regarding the existing conditions of the various systems [building interior, building exterior, site, plumbing, mechanical, electrical, tel/data/communications/security, fire protection] of each of the 3 existing schools to assess their existing systems and building conditions to determine what it will take to bring each of them to today’s standards and provide a summary to compare all of the options and the educational program going forward against from an architectural and engineering perspective. There are also in depth geotechnical studies to be performed of the sites but until the options are narrowed to one or two sites, it is not optimal to spend fees unnecessarily on all of the sites. All documents from testing would be posted to the website for the public to peruse and review and updates will be provided at each and every meeting. School Principals have been interviewed and the demographer has been collecting data for their study that is underway.</p>
5.6	Record	<p><b>Educational Visioning</b></p> <p>R. Philip and J. Boone reviewed the plan for the September and October Visioning sessions that will be held in the Fez Room at the Shriner’s Auditorium in Wilmington. In addition, there are Peer Schools that have been identified to tour as part of the Educational Visioning for those interested from School Building Committee, Visioning Committee, and Staff during the first week of October.</p> <p>In November, pen to paper and rolling up of sleeves will be done to put all that was learned during the September and October Visioning Sessions and Peer School Tours and the direction where education should be in Wilmington going forward and what it will look like:</p> <ul style="list-style-type: none"> <li>• Program and Floor Plans and Concept Site and Floor Plans as part of process;</li> <li>• Estimates by February;</li> <li>• Sustainability Goals with the minimum of Stretch Code in the center of program with the pros and cons of each in the project; and</li> <li>• Big picture will be the possibility of school consolidation.</li> </ul> <p>The PDP Report will have the development of the program for PreK-K, PreK-3 and PreK-5, all three schools and priced evaluation criteria on all options and evaluate</p>



Item #	Action	Discussion
		<p>down to one preferred option in the PSR. It will be an eyes wide open process and mindful in the Visioning Sessions to consolidate or not. There will be 9 options involving the Wildwood Early Childhood Center, Woburn Street Elementary and North Intermediate Schools involving renovation, add/reno and new construction. In March/April 2024 the costs will be finalized. Each of the meetings are working sessions with team feedback and each meeting builds upon the prior. There has been an added School Building Committee Meeting added for 2024 – March 20, 2024.</p> <p>Dore+Whittier’s Educational Visioning will be both in person and remote and it is to inform and shape where we want the future of education to be for Wilmington. Currently, Dr. Brand has informed that there are 28 members signed up to participate and looking forward to welcoming more. Dore+Whittier’s hybrid approach, in person and remote, has the School Department reaching out to all contacts of the 500 staff members and community-at-large and through opportunities advertised on Wilmington Community TV (WCTV). The first sessions are in September so there is more time and opportunities to sign up as there are really no caps on how many the venue can accommodate. Visits to the Peer Schools will begin the Week of October 2, 2023 in the Fez Room at Shriners Auditorium and the Demographer’s completed data analysis should be ready by early September. Approval is not necessary in order to move forward as the information is for discussion.</p>
5.7	Record	<p><b>Communication Protocols / Workflow</b></p> <p>Julie Leduc and Glenn Brand reviewed the availability of information for the Wildwood Early Childhood Center project on the Wildwood School Building Project site. The goal of the communication workflow is to provide project transparency from its inception through closeout on behalf of the School Building Committee to the entire Wilmington community. This encompasses all agendas, meeting minutes, presentations, meeting videos, report documentation, MSBA correspondence, public notifications regarding community events i.e. Community Forums and all documentation associated.</p> <p>This is the established protocol with other boards and community and plan to continue it and remain consistent for the duration of the project.</p> <p>In doing so, the School Building Committee also holds representation from:</p> <ul style="list-style-type: none"> <li>• School Committee with David Ragsdale,</li> <li>• Finance Committee with Marianne Gallezzo,</li> <li>• Select Board with Gregory Bendel and Kevin Caira,</li> <li>• Permanent Building Committee with George W. Hooper II, John C. Holloway, Diane M. Allan and Paul J. Melaragni.</li> </ul> <p>The representative from each of the Town Committees will act as a conduit ensuring the messaging and accurate flow of communication and information between the Committees/Boards. The flow of all project update communications will flow from</p>

Item #	Action	Discussion
		<p>the Wildwood School Building Committee to its members and vice versa. The representative members of the respective School Committee, Finance Committee, Select Board, and the Permanent Building Committees would update their fellow board/committee members ensuring the accuracy of project updates and communications between meetings of the boards and carry information back as provided timely with the intent of keeping those not in attendance at every meeting informed.</p> <p>J. Leduc advised that S.Traniello created the workflow diagram illustrating how the communications will flow between the School Committee, Finance Committee, Select Board, and the Permanent Building Committees and the Wildwood School Building Committee, see attached. Diane Allan advised that the diagram was missing George Hooper II as he is the Chair of the Permanent Building Committee. This will be updated for the meeting minutes reflecting the correction.</p> <p>The Wildwood School Building Committee will be hosting presentations updating the Wilmington community, its Town boards and committees, school staff and employees periodically throughout this process through Community Forum participation. In order to get the most visibility we will need to have our fingertips on the pulse of what resources will provide the most accessibility to get the attention and participation of the populus. Ideas for consideration were:</p> <ul style="list-style-type: none"> <li>• Inserting into the water bill mailing – <i>get the schedule and lead times for these distributions</i></li> <li>• Inserting into the tax bill mailing – <i>get the schedule and lead times for these distributions</i></li> <li>• Links on Town Topics</li> <li>• Public Relations and Press Releases</li> <li>• Get channels that allow people to spread good words about the project</li> <li>• Strategically Placed Marketing Materials – flyers, cards, posters               <ul style="list-style-type: none"> <li>○ Library</li> <li>○ Senior Center</li> <li>○ Town Hall</li> <li>○ Town Clerk’s Office</li> <li>○ Each of the Schools</li> </ul> </li> </ul>
5.8		<p><b>Wildwood Interim Solution</b></p> <p>School operations over the next couple of years will be shared in the middle school. The Wildwood interim solution for the PreK-K classrooms situated in Wilmington Middle School, are ready for occupancy and use.</p>
5.9	Record	<p><b>Committee Questions</b></p> <p>None.</p>
5.10		<p><b>Discussion/Correspondence/New Items</b></p> <p>None.</p>



Project: Wilmington Wildwood Early Childhood Center

Meeting Date: 8/16/2023

Meeting No.: 5

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Item #	Action	Discussion
5.11	Record	<b>Public Comments</b> None.
5.12	Record	<b>Next Meeting: September 20, 2023</b> <i>In Person - Wilmington High School in the Large Group Instruction Room.</i>
4.8		<b>Adjourn</b> Motion to adjourn by Gregory Bendel and seconded by Paul Meleragni. Voted upon and passed unanimously.  Roll Call vote of Voting Members: Bryan T. Perry, Michael Camoscio, Marianne Gallezzo, Justin Cusce, Craig Miner, Dr. Glenn Brand, Diane M. Allan, Paul Ruggiero, Maggie Lopes, Christine Holleran, Susan Inman, Paul Melaragni, Jeffrey Hull, and Gregory Bendel. <i>Missing: Kate Bissell, Alice Brown-LeGrand, Kevin Caira, George W. Hooper II, John C. Holloway, Christine Prendergast, David A. Ragsdale, Vivian Varbedian.</i>

Attachments: Wilmington Wildwood ECC Project Schedule Powerpoint Slides; Planning and Programming Workplan Overview / Visioning Powerpoint Slides

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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1000 Massachusetts Avenue  
Cambridge, MA 02138  
617.547.5400

[www.smma.com](http://www.smma.com)

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## Warrant No. 3

Project: Wildwood Early Childhood Center Project No.: 22127  
 Wilmington, Massachusetts  
 Prepared by: Julie Leduc Date: 9/11/2023

The School Building Committee for the Wilmington Early Childhood Center hereby authorizes the payment for the obligations incurred for the value received in services and for materials shown below:

Vendor	Invoice No.	Invoice Date	Invoice Amount	ProPay Code	Balance After Invoice
SMMA <i>OPM Basic Services – Feasibility Study</i>	59902	09/06/2023	\$ 7,500.00	0001-0000	\$ 112,500.00
Dore+Whittier Architects <i>Design Basic Services – Feasibility Study</i>	00003	08/31/2023	\$ 36,000.00	0002-0000	\$ 355,500.00
<b>Total</b>			<b>\$ 43,500.00</b>		

Approved on \_\_\_\_\_



**DORE + WHITTIER**  
 Dore & Whittier Architects, Inc.  
 212 Battery Street  
 Burlington, VT 05401

Wilmington Public Schools  
 161 Church Street  
 Wilmington, MA 01887

Invoice number 00003  
 Date 08/31/2023

Project 23-0847 Wilmington Wildwood Early  
 Childhood Center

For Date Range: August 1 to August 31, 2023

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	450,000.00	21.00	58,500.00	36,000.00	355,500.00
Schematic Design	385,000.00	0.00	0.00	0.00	385,000.00
Subtotal	835,000.00	11.32	58,500.00	36,000.00	740,500.00
<b>ADDITIONAL SERVICES</b>					
HazMat Services Feasibility Study - ASR-1	7,920.00	0.00	0.00	0.00	7,920.00
Student Assignment and Facility Planning Services - ASR-2	11,000.00	0.00	0.00	0.00	11,000.00
Subtotal	18,920.00	0.00	0.00	0.00	18,920.00
Total	853,920.00	11.07	58,500.00	36,000.00	759,420.00

Invoice total 36,000.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00002	07/31/2023	36,000.00		36,000.00			
00003	08/31/2023	36,000.00	36,000.00				
	Total	72,000.00	36,000.00	36,000.00	0.00	0.00	0.00



Wilmington Public Schools  
121 Glen Rd  
Wilmington, MA 01887

September 6, 2023  
Project No: 22127.00  
Invoice No: 0059902

Project 22127.00 Wilmington Wildwood ECC  
Reimbursable Consultant (Cost Estimate) NTE \$35,000

**Professional Services from August 5, 2023 to September 1, 2023**

**Fee**

Total Fee	150,000.00			
Percent Complete	25.00	Total Earned	37,500.00	
		Previous Fee Billing	30,000.00	
		Current Fee Billing	7,500.00	
		<b>Total Fee</b>		<b>7,500.00</b>
			<b>Total this Invoice</b>	<b>\$7,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
0059779	8/16/2023	7,500.00
<b>Total</b>		<b>7,500.00</b>

**Billings to Date**

	Current	Prior	Total
Fee	7,500.00	30,000.00	37,500.00
<b>Totals</b>	<b>7,500.00</b>	<b>30,000.00</b>	<b>37,500.00</b>

Authorized By: Julie Leduc

## Warrant No. 4

Project: Wildwood Early Childhood Center Project No.: 22127  
 Wilmington, Massachusetts  
 Prepared by: Julie Leduc Date: 10/18/2023

The School Building Committee for the Wilmington Early Childhood Center hereby authorizes the payment for the obligations incurred for the value received in services and for materials shown below:

Vendor	Invoice No.	Invoice Date	Invoice Amount	ProPay Code	Balance After Invoice
SMMA <i>OPM Basic Services – Feasibility Study</i>	60049	10/12/2023	\$ 7,500.00	0001-0000	\$ 105,000.00
Dore+Whittier Architects <i>Design Basic Services – Feasibility Study</i>	00004	09/30/2023	\$ 31,500.00	0002-0000	\$ 324,000.00
Dore+Whittier Architects <i>Student Assignment &amp; Facility Planning Services</i>	00004	AM2 09/30/2023	\$ 7,700.00	0002-0000	\$ 3,300.00
<b>Total</b>			<b>\$ 46,700.00</b>		

Approved on \_\_\_\_\_



**DORE + WHITTIER**  
 Dore & Whittier Architects, Inc.  
 212 Battery Street  
 Burlington, VT 05401

Wilmington Public Schools  
 161 Church Street  
 Wilmington, MA 01887

Invoice number 00004  
 Date 09/30/2023

Project 23-0847 Wilmington Wildwood Early  
 Childhood Center

For Date Range: September 1 to September 30, 2023

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	450,000.00	28.00	94,500.00	31,500.00	324,000.00
Schematic Design	385,000.00	0.00	0.00	0.00	385,000.00
Subtotal	835,000.00	15.09	94,500.00	31,500.00	709,000.00
<b>ADDITIONAL SERVICES</b>					
HazMat Services Feasibility Study - ASR-1	7,920.00	0.00	0.00	0.00	7,920.00
Student Assignment and Facility Planning Services - ASR-2	11,000.00	70.00	0.00	7,700.00	3,300.00
Subtotal	18,920.00	40.70	0.00	7,700.00	11,220.00
Total	853,920.00	15.66	94,500.00	39,200.00	720,220.00

Invoice total 39,200.00

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00003	08/31/2023	36,000.00		36,000.00			
00004	09/30/2023	39,200.00	39,200.00				
	Total	75,200.00	39,200.00	36,000.00	0.00	0.00	0.00



Cropper GIS, LLC

P.O. Box 1308  
 Delaware, Ohio 43015

# Invoice

Date	Invoice #
9/19/2023	2278

Bill To
Wilmington Public Schools MA Att: Rani Philip Dore and Whittier rphilip@doreandwhittier.com

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Amount
Consulting	Invoice for work performed on Wilmington Public Schools MA project in August 2023. A total of 40 hours were required to complete tasks related to collection and conversion of data and development of distance calculations for the planning team's benefit.  Using our hourly rate of \$175, the invoice amount for 40 hours is \$7,000	7,000.00
<b>ASR-2</b>		

<b>Total</b>		\$7,000.00
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$7,000.00

**+ \$7,700.00**



Wilmington Public Schools  
121 Glen Rd  
Wilmington, MA 01887

October 12, 2023  
Project No: 22127.00  
Invoice No: 0060049

Project 22127.00 Wilmington Wildwood ECC  
Reimbursable Consultant (Cost Estimate) NTE \$35,000

**Professional Services from September 2, 2023 to September 29, 2023**

**Fee**

Total Fee	150,000.00			
Percent Complete	30.00	Total Earned	45,000.00	
		Previous Fee Billing	37,500.00	
		Current Fee Billing	7,500.00	
		<b>Total Fee</b>		<b>7,500.00</b>
			<b>Total this Invoice</b>	<b>\$7,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
0059902	9/6/2023	7,500.00
<b>Total</b>		<b>7,500.00</b>

**Billings to Date**

	Current	Prior	Total
Fee	7,500.00	37,500.00	45,000.00
<b>Totals</b>	<b>7,500.00</b>	<b>37,500.00</b>	<b>45,000.00</b>

Authorized By: Julie Leduc