

WILDWOOD ELEMENTARY SCHOOL PROJECT – Wilmington, MA

SCHOOL BUILDING COMMITTEE MEETING #36

Tuesday, October 21, 2025

In-person

6:30pm

Wilmington High School
 Large Group Instruction Room
 159 Church Street, Wilmington, MA

Committee Members

Diane M. Allan	Gregory B. Bendel	Kate Bissell	Kevin A. Caira
Michael Camoscio	Justin Cusce	Marianne Gallezzo	Nicholas Golden
Christine Holloran	John C. Holloway	Dennis Kelley	Lilia Maselli
Paul J. Melaragni	Craig P. Miner	Christine Murray	Judith L. O'Connell, Chair
Christine Prendergast	David A. Ragsdale	Paul Ruggiero	Stacy Scott
R. Eric Slagle	Dr. David L. Thomson	Stephen Turner	Vivian Varbedian, Vice Chair

Meeting Minutes

A publicly posted meeting of the Wildwood School Building Committee was held at the above listed date, time, and location. Committee members and other participants were:

Voting Members (Quorum = 13)	Present	Notes
Diane M. Allan	Remote	Permanent Building Committee
Gregory B. Bendel	X	
Kate Bissell	X	Wildwood School, Principal
Kevin A. Caira		Select Board
Michael Camoscio	X	
Justin Cusce	X	
Marianne Gallezzo		Finance Committee
Nicholas Golden	X	School Committee
Christine Holloran	Remote	Wildwood School, Teacher
John C. Holloway		Permanent Building Committee
Dennis Kelley	X	Town of Wilmington, Supt. of Public Buildings, Permanent Building Committee
Lilia Maselli	X	Select Board
Paul J. Melaragni	X	Permanent Building Committee
Craig P. Miner	X	

Christine Murray		
Judith L. O'Connell, Chair	X	Town of Wilmington, Asst. Town Manager
Christine Prendergast	Remote	
David A. Ragsdale	X	School Committee
Paul Ruggiero	X	Town of Wilmington, Asst. Superintendent of Administration and Finance
Stacy Scott	X	Woburn Street School, Principal
R. Eric Slagle	X	Town of Wilmington, Town Manager
Dr. David Thomson	X	Wilmington Public Schools, Superintendent
Stephen Turner	X	School Committee
Vivian Varbedian, Vice Chair	X	
Other Participants		
Tracy Ingersoll		Wilmington Public Schools
Angel Cartagena	X	Wilmington Public Schools
Donald Walter		Dore + Whittier Architects
Lee P. Dore	X	Dore + Whittier Architects
Rani Philip	X	Dore + Whittier Architects
Bryce Taft		Dore + Whittier Architects
David Fontaine, Jr.		Fontaine Bros.
Rob Day	X	Fontaine Bros.
Mark Abdella		Fontaine Bros.
Chelsey Mutrie	X	Fontaine Bros.
Chad L'Ecuyer	X	Fontaine Bros.
Jim Rogers		LeftField
David Saindon	X	LeftField
Craig DiCarlo	X	LeftField

1 – Call to Order

Ms. O'Connell called the meeting to order at 6:30pm.

In lieu of the roll call, the Ms. O'Connell lead introductions of the School Building Committee and project team in attendance. Ms. Varbedian determined that a quorum was present.

Ms. O'Connell expressed appreciation for everyone who has supported the Wildwood Elementary School project to this point, including involved residents, the Massachusetts School Building Authority (MSBA), and the School Building Committee (SBC) members.

2 – Approval of Previous Meeting Minutes

A motion to approve the minutes from the School Building Committee meeting held on July 22, 2025, was made by Ms. Bissell and seconded by Mr. Ragsdale. There was no discussion. A roll call vote was taken.

Voting Member	Yes	No	Abst.	Not Pres.	Voting Member	Yes	No	Abst.	Not Pres.
Diane M. Allan	X				Paul J. Melaragni	X			
Gregory B. Bendel	X				Craig P. Miner	X			
Kate Bissell	X				Christine Murray				X
Kevin A. Caira				X	Judith L. O'Connell	X			
Michael Camoscio	X				Christine Prendergast	X			
Justin Cusce	X				David A. Ragsdale	X			
Marianne Gallezzo				X	Paul Ruggiero			X	
Nicholas Golden	X				Stacy Scott			X	
Christine Holloran	X				R. Eric Slagle	X			
John C. Holloway				X	Dr. David Thomson	X			
Dennis Kelley	X				Stephen Turner	X			
Lilia Maselli	X				Vivian Varbedian	X			

The motion carried 18-0-2 (Yes-No-Abstain).

3 – Administrative Actions

3a – Invoice Summary & Warrant Approval

Mr. Saindon presented invoice summary #20 including a pair of invoices from D+W in the amount of \$13,200.00 and an invoice from KartoonEDU in the amount of \$1,080.00, for a total value of \$14,280.00. The Finance working group reviewed the invoices prior to this meeting.

A motion to approve Invoice Summary #20 in the amount of \$14,280.00, was made by Mr. Kelly and seconded by Mr. Golden. There was no discussion. A roll call vote was taken.

Voting Member	Yes	No	Abst.	Not Pres.	Voting Member	Yes	No	Abst.	Not Pres.
Diane M. Allan	X				Paul J. Melaragni	X			
Gregory B. Bendel	X				Craig P. Miner	X			
Kate Bissell	X				Christine Murray				X
Kevin A. Caira				X	Judith L. O'Connell	X			
Michael Camoscio	X				Christine Prendergast	X			
Justin Cusce	X				David A. Ragsdale	X			
Marianne Gallezzo				X	Paul Ruggiero	X			
Nicholas Golden	X				Stacy Scott	X			
Christine Holloran	X				R. Eric Slagle	X			
John C. Holloway				X	Dr. David Thomson	X			
Dennis Kelley	X				Stephen Turner	X			
Lilia Maselli	X				Vivian Varbedian	X			

The motion carried 20-0-0 (Yes-No-Abstain).

LeftField advised that they will begin managing the MSBA ProPay system and thanked Mr. Ruggiero for his efforts in helping LeftField catch up on the Wildwood project finances.

3b – Feasibility Study & Schematic Design Budget Recap and Expansion of the Project Budget

LeftField presented the Feasibility Study & Schematic Design (FS-SD) Budget. The total FS-SD budget was \$1,215,000. The amount spent to date was \$1,189,117. A forthcoming invoice in the amount of \$10,535 is anticipated to be received in the coming months. The anticipated cost at completion of the FS-SD phases was \$1,199,652, which represents an anticipated savings of \$15,348 which will be transferred to the Owner's Contingency.

LeftField presented the Total Project Budget of \$173,265,626. Over the course of the project, money will be moved between the line items, with a zero net change to the bottom line. The Owner's Project Manager contract exactly matches the value that was in the total project budget, though some of the component line items will be adjusted to match the contract. The Designer contract amendment is \$240,000 lower than the original total project budget, the savings will be transferred to the Owner's Contingency.

To make adjustments to the total project budget, the MSBA utilizes Budget Revision Requests (BRRs). Prior to LeftField's involvement, BRR #1 was submitted to and accepted by the MSBA. Next month, LeftField will present BRR #2 to the SBC for review and approval.

LeftField reported that the town received the Project Funding Agreement (PFA) from the MSBA and is preparing the paperwork to return to the MSBA for execution. The PFA parallels the commitment that the MSBA previously made in the Project Scope and Budget Agreement (PSBA) and memorializes the town's and MSBA's shared participation in the project.

3c – OPM (LeftField) Contract Update

LeftField advised that after the successful passage of the Town Meeting vote and ballot measure, the Town executed the LeftField contract from earlier this summer. The SBC approved the selection of LeftField on June 10, 2025, and the MSBA approved LeftField as the OPM on July 7, 2025. The contract has been executed in the amount of \$4,780,000 which is in line with the total project budget.

3d – Designer (Dore + Whittier) Contract Amendment #4

LeftField advised that after the successful passage of the Town Meeting vote and ballot measure, the Town executed the Designer Contract Amendment #4 for services related to

design development, permitting, construction documentation, bidding, construction administration, and project close-out, in the amount of \$14,901,622, for a total design fee of \$15,900,618. There are \$240,000 savings in the designer fee budget, which will be moved to Owner's Contingency.

3e – Project Schedule

LeftField presented the detailed project schedule that has been created for tracking the progress of the project and reporting to the MSBA. LeftField has also created a simple Gantt chart schedule for the SBC's information, which shows that the Construction Manager, Fontaine Brothers, is not scheduled to mobilize for construction until June 2026.

3f – School Building Committee Meeting 2025/2026 Schedule

LeftField presented the schedule of SBC meetings for the remainder of 2025 and the 2026 calendar year. As the project progresses, any meeting instances that are not required will be cancelled and additional meetings will be added as needed. SBC meetings will typically be held the third Tuesday of each month, except when the date conflicts with school vacation weeks. LeftField will send calendar invitations to the SBC members in six-month batches.

LeftField advised that an SBC member email distribution list was created and will be used to communicate to the committee. Members are asked to refrain from using the 'reply to all' button, instead direct questions to Mr. DiCarlo and Mr. Saindon.

4 – Design Update

4a – Design Refinements

Dore + Whittier (D+W) presented updates to the school layout plans. Some of the improvements included:

- 1) Reorient and enlarge the main vestibule.
- 2) The Music Flex Classroom was moved to be adjacent to the Instrumental Rooms.
- 3) Circulation alignment and clarity was improved.
- 4) The main entrance canopy was enlarged to cover a larger exterior area.
- 5) The proscenium opening was enlarged.
- 6) The cafeteria furniture plan was optimized.
- 7) The main staircase was reoriented.
- 8) The gymnasium entry was relocated.

The above changes did not change the square footage in the program submitted to the MSBA and used for the Schematic Design cost estimate.

D+W presented exterior architectural renderings of the building and site.

Ms. O'Connell inquired about stormwater runoff at the enlarge entry canopy. D+W responded that stormwater runoff will be managed with roof drains to control the water and move it away from the pedestrian areas below.

Mr. Turner inquired about sunlight on the main façade and glazing. D+W responded that a solar study will be conducted in the upcoming design phases.

D+W presented interior renderings of the entry, main staircase, cafeteria, serving area, and circulation.

Mr. Kelley inquired about lower railings for young children. D+W advised that the current model is not complete, railings will be included in the final design.

Ms. O'Connell inquired about acoustical ceiling treatment. Mr. Kelley requested sound attenuation be addressed without the use of hanging elements. D+W responded that the acoustical engineer is reviewing these spaces and will provide design options for sound attenuation.

D+W presented upcoming meetings and existing conditions investigations scheduled over the next month.

Mr. Ragsdale and Mr. Kelley inquired about the position of the main staircase and encouraged the design team to give more consideration to its location. D+W responded that will continue to be reviewed and discussed with public safety and school administration.

Mr. Miner inquired about the soil cut and fill. D+W responded that more information needs to be collected and analyzed to help inform the soils management plan.

5 – Advisory Group Updates

Ms. O'Connell advised that LeftField has recommended a method of the SBC to continue to provide design direction and align with public meeting law and standard practices in the public design and construction industry in Massachusetts. To maintain project momentum, transparency, and efficiency, LeftField recommends specific tasks be delegated to individual committee members who will act on behalf of the SBC. Delegated individuals will meet with other SBC members and town and school staff and the project team to discuss technical design refinements. Some areas of task delegation include, but are not limited to, sustainability, site/civil design, interior design, furniture and equipment,

technology, security, and other elements of the design and or operations of the school which have not yet been defined. In consultation with committee and town leadership, Mr. Kelley is recommended as the delegated individual for the sustainability and site/civil design aspects of the project.

A motion that Dennis Kelley is designated to review, advise, and make decisions regarding sustainability and site/civil decisions related to design refinements associated with the continued design of the Project on behalf of the building committee, provided such decisions remain within the approved project scope and budget and four corners of the Project, as approved; Dennis Kelly may consult with committee members and non-members, provided the consultation does not reach a quorum of the Committee; Dennis Kelly may also, at his discretion, bring updates and decisions back to the full Committee for review, advice, and/or action, was made by Mr. Bendell and seconded by Mr. Golden.

A discuss was held. The project team clarified that the purpose of delegating tasks to an individual is to be sufficiently flexible and efficient to provide timely direction to the design team while complying with the Massachusetts Open Meeting Law. School personnel and educators will be closely consulted on decisions that impact the student experience and education. Delegated individuals will report back to the SBC as appropriate to maintain transparency and to keep the SBC informed. D+W and LeftField will assist the delegated individuals to restrain their decisions to be within the scope they are assigned; major decisions about the direction of the project or delivery of education will be brought back to the SBC. Additional tasks will be delegated to other individuals as needed to maintain the design schedule.

Voting Member	Yes	No	Abst.	Not Pres.	Voting Member	Yes	No	Abst.	Not Pres.
Diane M. Allan	X				Paul J. Melaragni	X			
Gregory B. Bendel	X				Craig P. Miner	X			
Kate Bissell	X				Christine Murray				X
Kevin A. Cairra				X	Judith L. O'Connell	X			
Michael Camoscio	X				Christine Prendergast	X			
Justin Cusce	X				David A. Ragsdale	X			
Marianne Gallezzo				X	Paul Ruggiero	X			
Nicholas Golden	X				Stacy Scott	X			
Christine Holloran	X				R. Eric Slagle	X			
John C. Holloway				X	Dr. David Thomson	X			
Dennis Kelley	X				Stephen Turner	X			
Lilia Maselli	X				Vivian Varbedian	X			

The motion carried 20-0-0 (Yes-No-Abstain).

6 – Public Engagement Update

Ms. O’Connell reported receipt of communications from members of the public who have been instrumental in supporting this Project from its earliest stages and who are now asking how they can remain engaged as the Project moves into this next phase. She expressed appreciation for the continued interest and commitment from community members.

To stay informed, interested parties may attend the monthly SBC meetings, review the project website for updates, presentations, and other documents, and attend public events such as the pending groundbreaking, steel topping-off, and ribbon-cutting ceremonies. During construction, the project team may also offer structured tours at key milestones. Also, the School Department is preparing a press release about the project which is scheduled for November 1st.

7 – Discussion/Correspondence/New Items

Ms. O’Connell addressed the neighbors and abutters and stated they have not been forgotten. The design team will continue to evaluate how the project will impact neighboring properties. The project team will reach out to abutters to review design considerations and address concerns.

During construction, the construction manager, Fontaine Bros, will host a project-specific website, open to the public, which will feature weekly updates on progress and anticipated on-site activities.

Some members of the public have raised specific questions about traffic, access drives, and circulation. At this time, some of these questions cannot be answered because those aspects of the Project are still under development. More information will become available as the design is developed.

Regarding vehicle idling on the North Intermediate School property, Ms. O’Connell noted the following:

- The prohibition on vehicle idling is a state law, not a local policy.
- There are exceptions for buses on school grounds. Non-buses, or vehicles on school grounds, may idle for up to one minute within a 15-minute duration if the exterior temperature is below 35°F or above 80°F.
- Town Leadership has met with the Department of Public Works (DPW), the Police Department, and Building Facilities to coordinate efforts related to the installation of no idling signage.
- Building signage is anticipated to be installed by this Friday.

- Two pole-mounted signs have been released for fabrication and are expected to be installed within approximately two weeks.
- The School Department will be conducting outreach and education to parents to remind them that no idling is a Massachusetts law and that it will be enforced by the Police Department.

Ms. O'Connell asked for the community's patience and trust as project team works towards the final design of a new facility that reflects the collective vision and values of the community.

8 – Building Committee Questions

Mr. Ragsdale inquired about a SharePoint email sent by LeftField to the SBC members. LeftField responded that the SharePoint link can be disregarded, it was an email automatically sent when LeftField created the Wildwood SBC distribution list.

Mr. Melaragni inquired whether the meeting packets would be archived for future reference. LeftField responded that the meeting packets are carefully maintained and can be made available on request.

Mr. Melaragni inquired about exceptions to the vehicle idling laws. LeftField and Mr. Slagle responded that the law does provide exceptions for buses and passenger vehicles depending on conditions. Ms. O'Connell responded that the school department is making efforts to spread awareness of the law and WPD is aware of the issue and making plans accordingly. Dr. Thomson responded that the school department is installing signs and communicating with staff and parents.

Ms. Varbedian inquired about the construction phase website. LeftField responded that the intention is a stand-alone Fontaine and project websites will be separate but also linked to each other.

Mr. Turner inquired about future community forums. Ms. O'Connell responded that the project team may present project updates at the spring Town Meeting and may give periodic updates to the School Committee, Financial Committee, and Select Board as needed.

9 – Public Comments

Mr. Sean Kenney, 24 Ballardvale Street, inquired about health and safety related to vehicle emissions from the school property. A discussion was held.

Ms. Karen Kenney, 24 Ballardvale Street, inquired about plans for vegetation to mitigate exposure to vehicle emissions from the school property. A discussion was held.

Ms. Karen Kenney, 24 Ballardvale Street, made a statement about social media posts that were critical of her. A discussion was held.

Ms. Karen Kenney, 24 Ballardvale Street, inquired where the new school main entrance is located. Ms. O'Connell responded that the project team will present the latest site plan at the next SBC meeting. A discussion was held.

Ms. Michelle Feeney, 5 Arlene Avenue, inquired when the next abutters meeting will be held and when will rendered views from each property be available. Ms. O'Connell responded that an abutters meeting is anticipated for December 2025. Dore + Whittier responded that the rendered views will be available after the existing conditions investigations are complete and a preliminary design is ready to be presented.

Ms. Michelle Feeney, 5 Arlene Avenue, inquired when the MSBA Project Funding Agreement will be made available. Mr. Slagle responded that he will ask town legal counsel whether the draft Project Funding Agreement can be posted to the project website.

Ms. Karen Lee, 7 Arlene Avenue, expressed a concern about ground water. Dore + Whittier responded that existing conditions investigations are ongoing, and a preliminary stormwater management strategy is being developed. A discussion was held.

Ms. Michelle Feeney, 5 Arlene Avenue, inquired whether existing conditions investigations will be posted publicly. Dore + Whittier responded that the test results are available on the project website in the Schematic Design Submission.

Ms. Karen Kenney, 24 Ballardvale Street, stated that the EPA makes recommendations for plantings to mitigate vehicle emissions. Ms. O'Connell responded that the site design professionals will review and make recommendations.

10 – Upcoming Meetings

The next SBC meetings are scheduled for Tuesday, November 18, 2025, at 6:30pm, and Tuesday, December 16, 2025, at 6:30pm, both at the Wilmington High School Large Group Instruction Room (LGIR).

11 – Adjournment

A motion to adjourn the meeting was made by Mr. Melaragni and seconded by Mr. Kelley. There was no discussion. A roll call vote was taken.

Voting Member	Yes	No	Abst.	Not Pres.	Voting Member	Yes	No	Abst.	Not Pres.
Diane M. Allan	X				Paul J. Melaragni	X			
Gregory B. Bendel	X				Craig P. Miner	X			
Kate Bissell	X				Christine Murray				X
Kevin A. Caira				X	Judith L. O'Connell	X			
Michael Camoscio	X				Christine Prendergast	X			
Justin Cusce	X				David A. Ragsdale	X			
Marianne Gallezzo				X	Paul Ruggiero	X			
Nicholas Golden	X				Stacy Scott	X			
Christine Holloran	X				R. Eric Slagle	X			
John C. Holloway				X	Dr. David Thomson	X			
Dennis Kelley	X				Stephen Turner	X			
Lilia Maselli	X				Vivian Varbedian	X			

The motion carried 20-0-0 (Yes-No-Abstain).

The meeting was adjourned at 8:26pm.

Documents and Exhibits

- Wildwood Early Childhood Center Project School Building Committee Meeting #36 slideshow presentation, dated October 15, 2025

Attachments

- None