

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	9/17/2024
Re:	School Building Committee	Meeting No:	20
Location:	Hybrid Meeting with In Person Attendance at Wilmington High School Large Group Instruction Room and Remote Participation via Zoom		Hybrid
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*
Present Diane M. Allan, *Permanent Building Committee*
A John C. Holloway, *Permanent Building Committee*
Present Gregory B. Bendel, *Board of Selectmen*
Present Kevin A. Caira, *Board of Selectmen Alternate*
A Kate Bissell, *Wildwood School Principal*
Present Stacey Scott, *Woburn Street School Principal*
Present Christine Holloran, *Wildwood Teacher*
Present Christine Murray, *Interim Director of Student Support Services*
Present Dennis Kelley, *Building Systems Manager, Wilmington Public Buildings Department*
Present Eric Slagel, *Town Manager*
Present Judith O'Connell, *Assistant Town Manager*
Present Nicholas Golden, *School Committee*
Present Stephen Turner, *School Committee*
Present 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*
Remote Craig Miner, *West Side Parent, Civil Engineer*
Present Vivian Varbedian, *North Side Parent, Project Manager, School Building Committee Co-Chair*
Present 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 Philip, *Project Manager*

SMMA

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

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20.1	Record	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. <i>The attendance based on the roll call can be found on page 1 of these minutes.</i>
20.2	Record	Approval of Minutes C. Prendergast motioned to approve the meeting minutes from the August 20, 2024, School Building Committee meeting, with a second motion by V. Varbedian. Roll call vote. D. Allan and V. Varbedian abstained. The motion was carried by unanimous vote.
20.3	Record	Approval of Invoices J. Leduc presented Warrant No. 15 with Christine Prendergast's receipt for the banner produced for the project for the Fun on the Fourth event in the amount of \$79.98. SMMA's monthly invoice for OPM Basic Services for the month of August in the amount of \$7,500 and Dore+Whittier Architects' monthly invoice for August's Feasibility Study Design Services in the amount of \$3,000. The total for Warrant No. 14 is \$10,579.98. D. Kelley made a motion to approve Warrant No. 15 for a total of \$10,579.98. Motion seconded by D. Ragsdale. Roll Call vote of the School Building Committee was performed and the motion carried by unanimous vote.
20.4	Record	Design Update R. Philip reviewed the 9 shortlisted options with the scoring and the estimated project cost with the potential local share while partnering with the Massachusetts School Building Authority. E. Slagle reviewed the local share and monthly impact to the taxpayer on an annual basis and monthly basis based on each of the shortlisted options. Additional Project Metrics were provided by R. Philip regarding: • local project cost per student over the 30-year Bond; • total project cost per square foot of each grade configuration, PreK-K New, PreK-3 New or PreK-5 New: and • local project cost per year based on the anticipated life of 30 years on the Bond.
20.5	Record	Community Outreach Update M. Camoscio provided update to the SBC regarding the community outreach that has been performed since the last SBC meeting, namely, flyer distribution, townwide mailing, town-wide email and school department distributions of communications regarding the project for the survey; Community Forum No. 5 scheduled for September 18th, Senior Center meeting schedule for Thursday, September 19, 2024 at 2pm, survey distribution through social media and updates to the District website, flyers distributed around town with information about the survey and the upcoming events.
20.5	Record	Results from Community Forum No. 4 R. Philip provided the results of the Community Forum No. 4 survey with more than 99 identifying themselves as parents at the time of taking the survey. • In their ranking of the options after updated project costs were shared the following was listed in the order of preference the PreK-5 New came in first, PreK-5 AR came in second, PreK-3 New came in third with PreK-K New in fourth and PreK-K Reno last. • The following were listed after the Local Share Impacts were presented with the PreK-5 New coming in first, PreK-5 AR second, PreK-3 New third and PreK-K New fourth and PreK-K Reno in fifth. • The question asked about the PreK-5 alternative with the 12,000 sf gymnasium without providing information about cost, there were 87 who stated that Yes, they were in favor of the larger gymnasium and there were 17 of those who took the survey who stated that they were not in favor of the gymnasium.

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20.6	Record	Preliminary Survey Results as of September 17, 2024 R. Philip advised that a full report of this survey will be taken on October 1, 2024. This is simply an early cut of the data that has been gathered of the results so far. The results of October 1, 2024 will be provided at the meeting on October 8, 2024 and all of the feedback from the survey will be distributed to the SBC as soon as the information can be extracted from Mentimeter for presenting. There are a considerable number of comments that are provided in the survey and they need to be synthesized to provide streamlined results. D. Ragsdale asked if the results will incorporate all of the prior survey results taken or will it be completely standalone with the results provided today? <i>Each survey has been conducted separately for each and every event and the results have not been combined or strung together to tally the results as one larger entity. If the survey was distributed for Community Forum No. 3, those results were closed and stay with that meeting and those initiated for Community Forum No. 4 is a separate survey with different respondents. This is done so that each can be viewed as its own entity and can be looked at differently later in the effort of canvassing the Town.</i> D. Ragsdale advised it will be interesting to see the issues that are addressed within each survey repetitively and which are new responses. P. Melaragni advised that it would be interesting to get the results of the survey on October 1, 2024 but was wondering why it is being closed down on October 1, 2024. <i>R. Philip advised that it would be done on October 1, 2024 to compile the responses in time to produce the meeting material for the SBC for its upcoming meeting on October 8, 2024 and it would give 1 week to extrapolate the information and put it into a format that it will be easily used for the meeting on October 8, 2024. It will also allow Dore+Whittier to run different metrics on the data as well and be able to state that a specific number of parents responded to the survey, this was their preference, this was community members and this was their preference.</i> P. Melaragni asked if there is any way of anticipating what some of the comments are going to be? R. Philip advised Dore+Whittier will try and provide general themes that appear to be showing up based on the comment. Right now there are over 400 to 600 comments. Dore+Whittier will have 2 days to process the information and send the information to you so that you are updated timely. J. O'Connell advised that many of the comments will run the gamut and it can be a lot of work to synthesize the results. You may choose to provide the data responses in their organized way for our sense of what the community is leaning its preferences. J. Cusce asked about there being a way of asking why they specific selections were made? <i>R. Philip advised there is no way to determine why they made their selection or not because it is a ranked question but there is a way to link their choice to whether or not they are a community member or a parent. Once the survey closes, it will be possible to download the spreadsheet to link their comment with their selection so that they are linked together.</i> M. Gallezzo asked if R. Philip will be able to provide an exact number for each choice, instead of a bar? <i>R. Philip advised that when the data is exported to Excel, it can be noted how many chose a specific option as their #1 option, compared to others.</i> D. Ragsdale asked if it was rated by ranking so a first place is like 5 points, second place 4 point, third place 3 points, etc. How are the higher ranks determined if some people did not rank? <i>R. Philip advised that she needs to get back on that as that information would be able to be extracted once the survey closes on October 1, 2024. It would be known if a respondent only voted for one or two of the options but did not rank the others once the data was extracted into Excel as it would show those that a response was indicated and those that there was no more chosen. All of the surveys are anonymous so there is no way of knowing how any of the surveys did but it is simply knowledge of the viewpoint of the respondent through their answers. As far as the weighting, it is just a part of how Mentimeter runs their survey.</i> Dr. Glenn Brand advised that he hopes that the Committee finds it encouraging to see the uptick in the participation in this survey and the responses that are being gathered to date with the outreach efforts that have been performed. Dr. Brand advised that he went back to look at the Study that was performed on the schools back in 2018 where the subject of consolidation was discussed and in that survey there were about 60 or so responses that were utilized. It is hoped that there is a good feeling about the amount of effort for community engagement on behalf of this Wildwood project. As a Leadership Team, E. Slagle

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		and G. Brand, SMMA and Dore +Whittier meet together and these are not the usual number of results of community members that are respondents as there has been far more engagement and input from the Wilmington community is valuable. P. Melaragni advised that it is hopeful that there is a while lot more that can be obtained in the last 2 weeks before the survey closes. R. Philip advised that it will be able to be determined by the date stamp of the responses when responses came in what periods of time there was more responses than others and that can be provided. - At this time, there have been over 900 people who have responded to this survey. At the time of the data being cut, 8 were students, 21 were teachers, 487 were parents, 11 were administrators, 401 were community members and 15 were other. In prior Mentimeter surveys, this question was one that it was allowed to have people be able to signify they were one or more of these criteria. In this specific Mentimeter survey, this was turned off so respondents could only choose one form of criteria i.e. parent, community member, administrator not parent and community member, parent and teacher and community member. - Preferred Option: PreK-5 New at North Intermediate was 1st choice, PreK-3 at Woburn Street was 2nd choice. M. Gallezzo asked if the PreK-5 New at North Intermediate is chosen, would the drop off and pickup times at the school be all the same? <i>Dr. Brand advised that it was something that had not been explored yet. It would be likely for the exception of the youngest students PreK and/or Kindergarten as there would need to be an offset in time and the length of days being a little different. There would be an ability to see K-5 aligned times as a lot of school communities operate these types of facilities with the unification of grade level start times. The times for PreK would be slightly different but otherwise alignment across the board.</i> - Larger Size Gymnasium was surveyed asked if the respondent is in favor of a 12,000sf gymnasium with partial reimbursement from MSBA for 6,000sf only and the Town would need to cover the cost for the remaining 6,000sf. 171 said No, not in favor of larger 12,000 sf gymnasium and 473 said Yes, in favor of larger 12,000 sf gymnasium with partial reimbursement. This equates to 70% of those responding that have stated Yes. L. Dore advised that the responses continue to remain consistent. K. Caira asked how many times can one take the survey? <i>R. Philip advised that it can only be taken once. If she were to try and take the survey a second time, it would tell her that she has already taken the survey. If they went to their phone they could go to their laptop and take it a second time possibly but this is working with the honor system as much as we can do. The only way around that would be to gather email addresses and it would void the anonymity that the Town has tried to maintain.</i> K. Caira asked if this ability to use your phone and use your laptop to take the survey is what accounts for the uptick in the survey usage in responses? <i>C. Prendergast advised that if you look at the numbers for the parents and community members between the different surveys that were released and their audiences and then look at the amount of additional outreach that was performed, you would see that there has been a great number of changes in the results increasing as a result of the more extensive outreach efforts that has been performed with the social media, email blasts, mailings, posters distribution district-wide, flyers strategically placed throughout the community, website updates, etc. and all of these contribute to that spike in interest and response from the community.</i> K. Caira stated that he thought it could be taken multiple times. <i>M. Camoscio advised that at the Fun on the Fourth event the survey was either taken in paper copy or it was taken as it appeared on the QR code to which the survey was linked. Those who staffed the table assisted people in scanning and showed them how it worked and then the Wilmington respondent went ahead and made their choices accordingly. No device was used multiple times and if one used their device it was because they preferred it over doing paper and vice versa.</i> C. Prendergast advised that the results of the survey questions continue to follow the same pattern no matter how few or greater are responding. <i>R. Philip advised that with the mailer going to every household the respondents were not limited to being one from every meeting but one from a household in the Wilmington community. Dr. Brand advised of the Open House with thousands of parents and guardians of families within the Wilmington schools were welcomed and this was an excellent way to reach out and get the participation of those attending in our</i>

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		survey. Thank you to the Town for providing copies of the flyers to be passed out at the Open Houses including the mailer to put it out in front of a lot of people this past month. G. Bendel asked if R. Philip has a spreadsheet or CSV file that shows the IP addresses of all respondents to the surveys. In full disclosure, G. Bendel filled in his survey the first day it came out and he has been able to go into his cell phone and also respond to the survey again without being turned away. Advising that it is possible that changing location whether it is work, home, coffee shop, etc. the IP address may change allowing one respondent to submit multiple times. N. Golden advised that the conversation is moving away from the subjects and moving into the area of political noise. These surveys and the community responses are merely a means of presenting information of how the community is thinking about the shortlisted option choice and the issues surrounding them whether it be gymnasium and we need to dial down the noise that is being presented. M. Camoscio advised that he went to his cell phone and scanned the QR code and tried to do the survey from this location and the Mentimeter advised him that he could not because he has already taken the survey and advised that he does not know what is or is not allowing access to take the survey again but this is indicating to me that it is doing what it is supposed to be doing with not allowing multiple submissions. G. Bendel advised that the flyer was outstanding and has been well received by many and many thanks to all that worked together to make it possible to get it done and distributed.
20.7	Record	Current Usage of Elementary Gym Space G. Brand advised of the Visioning feedback that has led to the SBC to look at the possibility of a 12,000 sf gymnasium space in lieu of a 6,000 sf gymnasium space should a PreK-5 New school be selected as it would potentially result in the closing of one or more of the existing elementary schools. 6,000 sf of the gym space would be eligible for reimbursement by the MSBA and 6,000 sf would be ineligible and the Town would need to pay for it. However, the benefits of a 12,000 sf gymnasium space being that it is a high school gymnasium, would provide services not only to the PreK-5 school that it supports but also to the Wilmington community that often used the gymnasium space for sports activities after school hours and on weekends. It will be sufficient to support parks and recreation programming as well as elementary programming. Dennis Ingram of Wilmington Public Schools Director of Athletics, Brett Swain, Recreation Director and Peter Otovic, Youth Programs - Use of all the gyms in town - Of the gyms the North Intermediate and Woburn Street are used the most of the 3 elementary schools that are being discussed for this project. - Woburn Street is used a lot for pickleball and they are not the only ones who use this for this sport. - Woburn Street is also used by many other entities in town i.e. basketball. - There is a pecking order right now for the spaces with preferences at the existing schools. More space is always good. If gym space is lost in the future, then it will result in the cutting of programs because there will not be enough space to go around. Dennis Ingram further added that the gym space is tight. - As it is, it is a struggle to fit everyone in there. - Pretty much until November, most of the gyms are occupied from dismissal until 7, 8, 9 o'clock at night. - If the 12,000 sf gymnasium were to move forward it will definitely benefit athletics as there are some sports that are doubling up in gyms and getting creative by using cafeteria space for practices. - The schools would definitely benefit by a 12,000 sf gymnasium. Peter Otovic mentioned that there are times that games have to be rescheduled and it impacts the Youth Programs. - As Dennis (Ingram) said there is a pecking order to who gets what space. - The scheduling is online and they work together to work around their schedules and be respectful of one another and give everyone the time that they need. - Peter Otovic has a list of travel basketball on a list that are looking for Monday through Friday and not just in the gyms at North Intermediate and Woburn Street but all across Wilmington and it is tight right now.

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		- They may be working right now but taking away a gym (or gym space), it will hurt Wilmington's programs a lot. C. Prendergast asked if there was any of the Wildwood activities that were taken over by the middle school and West Elementary when the Wildwood was closed. <i>Wildwood was not used in the last 5 years so to the best of knowledge there was no transfer of activities to the other schools that were related to sports, etc. It was just after school care that transferred with Wildwood.</i> M. Gallezzo advised that even with 12,000 sf gymnasium it could be a lot of space. <i>It was advised that the 12,000 sf would be split up by dividers into 3 separate gym spaces to accommodate schedules and space needs. L. Dore confirmed that this would be the traditional way it would be used in most schools.</i> D. Kelley advised that he has worked with the programs to move gym equipment and mats around between the buildings to accommodate the sports and athletics needs. With CARES taking over the gym for a specific period of time ongoing, how will this allow the rest of the programs needs to be met as well? <i>G. Brand advised that CARES is not always using gymnasium space as they use classroom space, cafeteria space, etc. in the buildings which they will be. In a PreK-5 building the cafeteria will be pretty extensive and there are a multitude of spaces that could be chosen to be used for that after school program and gym space could still be available.</i> D. Kelley asked about 7 grades of gym classes into one building. How will that be achieved? <i>G. Brand advised that the 12,000 sf gymnasium is not necessary for educational programming and the calculations have been done to support. The mock schedules for scheduling have been done so G. Brand is confident that 12,000 sf gymnasium is not needed for educational programming as it can be made to work in a more traditional sized elementary school gymnasium. It is really a Wilmington community decision. A 12,000 sf gymnasium in a PreK-5 elementary school would come down to perceived benefits for the community.</i> - Peter Rodovich, resident of the Town for 37 years and coached basketball and baseball for 20 years, running clinics, referee and supervise and adult over 35 program. In support of 12,000 sf gymnasium because of experiences where there have been needs for gym space when the spring season is upon the sports teams, yet the ground is still covered in snow and not thawed and the fields are not ready yet for being able to be played on. The gym space allows for the work that would be done outside to be done inside until the fields are ready. Cannot have enough gym space. L. Dore advised that Dore+Whittier would be looking to have a decision made on the size of the gymnasium before starting the Schematic Design (SD) phase for the project. It is an integral part of the layout of the building so it will be a decision that will be necessary before getting into Schematic Design.
20.8	Record	Discussion of the Options G. Brand advised there will be an open discussion of the shortlisted options for voting for the Preferred Option on October 8, 2024. The Leadership Team wants to make sure that the SBC has all that is needed in order to make the decisions ahead for the Preferred Option. N. Golden asked about what lead to the definition of the public and private spaces within the school and how they were defined and their adjacencies? <i>L. Dore advised that in each of the options, these were considerations with great amounts of depth and definition starting with the renovations and additions and with each of the iterations it was worked through and continued to do so throughout the design process.</i> M. Camoscio asked if there are any changes in the enrollment numbers over the past year that would affect the project? <i>G. Brand advised that in effect the numbers have already been locked down and there is no changing that number that is forecasted for enrollment. The profile has not changed since the inception as the enrollment numbers were resulting from back and forth between the District and the MSBA regarding their calculus of enrollment projections. Once that has been established, it does not change. Even if it did change, the project would move forward and it would be remedied in another means down the road with a future project.</i> L. Dore advised that there was further analysis of the spaces within the school while doing the mock scheduling of educational programs and there was a savings of space to be at 80% utilization rate. In addition, when selecting a site to place the building on there is an important consideration of where future additions can be added to the building if growth is needed. This is a consideration with respect to the gymnasium being asked if it can be moved to an outside

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		wall as it is where a future addition would likely be placed. In this next phase, there will be a need to think ahead of where and how would the building be expanded if needed and where would you do it. P. Melaragni asked if the MSBA has looked at the thousands of housing units that are being placed near the MBTA in Wilmington and what the impact may be on the enrollment in Wilmington's schools and/or considered in their formulary for this project? <i>L.Dore advised it is not known at this time.</i> P. Melaragni advised that he understands that they are small units for couples but he cannot help but be concerned that over time the enrollment may increase. <i>P. Ruggiero advised that WPS went back and forth with them a couple of times to arrive at the enrollment numbers. The enrollment numbers were adjusted by the MSBA for the housing units.</i> D. Ragsdale asked E. Slagle to define the difference between declining debt payments and other forms of fixed bond payments. E. Slagle advised that for a project of this size historically the most frequently used is declining debt payments where the largest principal payment amount is the first year and reduces over 30 years and the least is the last year. - Others communities have considered as costs have gotten higher over time, to do a flat payment profile where it is the same payment every month for 30 years, much like a mortgage. The pro is that the increase is mitigated but the con is that you have more interest because you are not paying off your principal as fast. C. Prendergast asked if there will be any liabilities that will be going off? <i>E. Slagle advised that the high school project is due to come off around 2037 and it is \$2.3Million a year and on a declining payment schedule and will be slightly reduced over the next 10 years.</i>
20.9	Record	Procedure to Vote for a Preferred Option on October 8, 2024 V. Varbedian outlined the presentation of the shortlisted options and elimination each of the options until narrowed down to the final One Preferred Option by consensus or majority. Upon reaching the One Preferred Option, one member will make a motion to accept the One Preferred Option that will be seconded by another and a Roll Call Vote will start with those in the room and those who are remote. C. Prendergast asked if when you arrive at the One Preferred Option and there is Roll Call Vote it is a Yes or No answer not a proposal for another option that has already been eliminated? <i>V. Varbedian advised yes, that is correct, it would be Yes or No.</i> D. Ragsdale asked if eliminating and not voting how is it eliminated? <i>V. Varbedian advised that it starts with one option being proposed to be eliminated and gaining a consensus through discussion that the option is eliminated and then moving on to the next for discussion of that option to be eliminated and so forth until down to the One Preferred Option left for discussion.</i> K. Caira asked if eliminating down to the last option and then it gets voted down, do you then go back to another preferred option? <i>V. Varbedian advised that through the spirit of conversation and discussion that the SBC is not putting a motion on the table that will not get majority support and if majority support is not garnered, then further discussion still needs to be had.</i> - If you are voting you must be in attendance or on Zoom for the hybrid portion of the meeting, Town Counsel has confirmed that vote cannot be performed by proxy. - A majority of the School Building Committee vote needs to be defined. <i>E. Slagle will provide further advisement on the determination of voting status relating to voting member and alternates. V. Varbedian advised that typically it is attendees half plus one is the majority.</i> G. Bendel recommended that after the first option is eliminated that a motion is presented for a specific option and it gets seconded and then there is a Roll Call Vote and it is decided. <i>V. Varbedian advised that it is important the SBC discuss the options together before deciding the One Preferred Option. The options have been presented to the SBC as well as the costs but the SBC has not openly discussed them amongst ourselves and it is part of getting a consensus.</i> J. Leduc advised that no matter what the motions and the elimination of the options will happen organically.

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20.10	Record	Schedule Update September Meetings and Milestones: • September 18, 2024: Community Forum #5 at 7:00 PM – In Person at Wilmington High School Auditorium • September 19, 2024: Senior Center Meeting at 2:00 PM – Wilmington Senior Center October Meetings and Milestones: • October 1, 2024 Survey Closes • October 8, 2024: School Building Committee Meeting at 6:30pm - Hybrid - Wilmington High School Large Group Instruction Room and Zoom Webinar • October 24, 2024: Preferred Schematic Report Submission to the MSBA
20.11	Record	Discussion/Correspondence/New Items • None.
20.12	Record	Committee Questions • None
20.13	Record	Public Comments ○ None
20.14	Record	Next Meeting: October 8, 2024, from 6:30 PM <i>In Person at Wilmington High School Large Group Instruction Room and Remote Participation via Zoom</i>
20.15		Adjourn G. Brand invited a motion to adjourn. G. Bendel motioned to adjourn. C. Prendergast seconded the motion. The motion carried by unanimous vote.

Attachments: Wilmington Wildwood 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.