

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	5/1/2024
Re:	School Building Committee	Meeting No:	15
Location:	In Person at Wilmington High School Large Group Instruction Room		Hybrid
	Remote Participation via Zoom		
Distribution:	School Building Committee (MF):		

Attendees:

School Building Committee

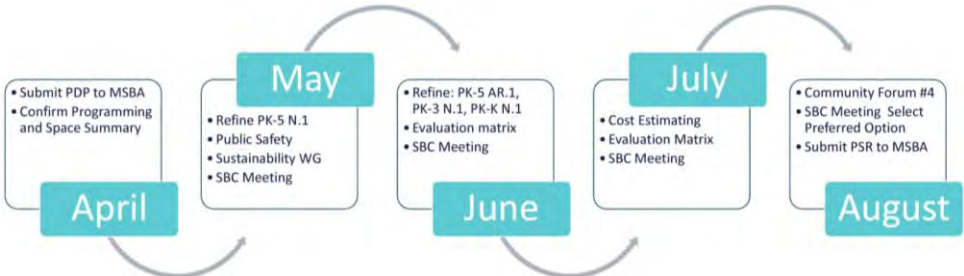
<i>Present</i>	Dr. Glenn Brand, <i>School Superintendent, School Building Committee Chair</i>
<i>Present</i>	Paul Ruggiero, <i>Assistant Superintendent of Administration & Finance</i>
<i>Remote</i>	Diane M. Allan, <i>Permanent Building Committee</i>
<i>A</i>	John C. Holloway, <i>Permanent Building Committee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

Dore+Whittier Architects

<i>Remote</i>	Donald Walter, <i>Principal-In-Charge</i>
<i>Remote</i>	Lee P. Dore, <i>Principal, Designer</i>
<i>Present</i>	Rani Phillips, <i>Project Manager</i>
<i>Present</i>	Jason Boone, <i>Educational Planner</i>

SMMA

<i>Remote</i>	Julie Leduc, <i>Director of OPM Services and Project Manager</i>
<i>Remote</i>	Sarah Traniello, <i>Assistant Project Manager</i>

Item #	Action	Discussion
15.1	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>
15.2	Record	Approval of Minutes D. Ragsdale motioned to approve the meeting minutes from the April 3, 2024, School Building Committee meeting, with a second motion by J. Cusce. Roll call vote. <i>D. Allan, K. Caira and D. Kelley abstained from roll call approval of minutes as they were not in attendance at the April 3, 2024 meeting.</i> The motion was carried by unanimous vote.
15.3	Record	Approval of Invoices and Commitments J. Leduc reviewed Warrant No. 11 consisting of invoices for: - KartoonEDU in the amount of \$2,400.00. - Dore+Whittier Architects in the amount of \$31,500 for Designer Services - Dore+Whittier Architects in the amount of \$1,350.00 for GBC Invoice for LEED Registration of the Wildwood Project. - SMMA in the amount of \$7,500 for OPM Services. - Warrant No. 11, totaling \$42,750. - Monthly activities performed and completed as listed on the Warrant. D. Kelley motioned the Finance Working Group's recommendation to move the Warrant forward for approval as reviewed by the Finance Working Group prior to this meeting, with a second motion by V. Varbedian. Roll call vote. The motion was carried by unanimous vote.
15.4	Record	PSR Schedule Overview - R.Philip and J.Boone reviewed the Shortlist of Alternatives that were approved in the PDP phase that are being further developed in the Preferred Schematic Report (PSR) Phase with the goal to get to the One Preferred Option from the few design concepts. - The following monthly milestones will be pursued from May through August when the Preferred Option will be chosen by the School Building Committee and the Town of Wilmington and PSR will be submitted to the Massachusetts School Building Authority. - This summer there will be a lot of refining of the concepts and information will be provided to the Wilmington community at the School Building Committee Meetings and the Community Forum. - Participation in these information sessions as well as those that will be provided at the Library and the Senior Center are encouraged including welcoming and engaging others to join these learning sessions is important as everyone's insight is necessary to provide feedback.  - In May, Dore+Whittier will be refining the programming of the PreK-5 N.1 Option as it is the largest of the options, identifying logistics and public safety concerns with members of Public Safety and reviewing Sustainability Goals with the Working Group with a workshop that will be scheduled with members of the Wilmington community that are interested in learning and participating in the sustainability goals as the project moves past PDP, and an update will be made at the end of the month at the SBC Meeting.

Item #	Action	Discussion
		- In June there will be a refinement of the remaining options namely PreK-5 AR.1, PreK-3 N.1, PreK-K N.1 and developing an evaluation matrix to distinguish the most important components, characteristics, and attributes of each of design option and further scoring them to determine which should move forward to be the Preferred Option. - There will be an SBC Meeting to review all this work as it has been developed. In July, the Cost Estimating will be done on the Design Options to work on the cost estimates during the month and look at the Evaluation Matrix again and review with the School Building Committee and have the Community Forum at the beginning of August with the SBC Meeting to select the Preferred Option and Submit the Preferred Schematic Report to the MSBA at the end of August. D. Allan suggested reaching out to the Senior Center for doing presentations regarding the project. G. Brand advised that there have been 2 attempts to reach out to the Senior Center. However, there will be the School Committee, Terry Marciello at the Senior Center, and Men's Group who discuss the public buildings with about 40 people or so and others who will be additional groups of whom meetings can be set to review the updates for the project.
15.4	Record	PSR Programming Update R. Philip updated the Committee regarding the first programming update that was made updating the Classroom Count in PreK. There was 1 additional classroom in the count than needed to be and it has been removed. - Right now, there is a Music Instrumental Program where students are pulled out for instrumental and if it were to be added as a special program, it could potentially require one full classroom. Looking at the classroom count for Music and how it would impact the schedule and it would add a seventh day to the school schedule. This was part of the discussions and is continuing. It was stated that the instrumental program would be left as a pull-out program on Monday, and we are still looking at the school schedule as far as it would be a six-day schedule or a seven-day schedule. - There is a bit of a discussion regarding spatial priorities to look at the way spaces are programmed at the end of PDP. For example, specialists had offices that students were brought to, or a group of specialists would be in a shared space and then the specialists would be going out to the students. It was important to see how that would look and work to change how specialists would be located, how and where the students are being serviced. It was looking at a lot of the need-to-haves and the nice-to-haves because it is the difference between a sprinkling of multiple offices across the building or offices with a group of specialists within and the layout would just be changed, honing in on that a little bit closer. If square footage needs to be cut, are there places that could be shared or utilized differently i.e. Art room, STEM room and how would the program be impacted. - The third programming meeting is occurring on May 2, 2024, and hoping some resolutions will come forth to finalize the space summary for this phase and begin refining the concept drawings. G. Brand summarized that all the Principals are present from all of the schools being considered for this facility and the central office members that are involved with Dore+Whittier and SMMA to assist in the replication of the programming in a consolidated fashion for a STEM education, with improvements for educational programming for students. It is a little more challenging and a little more complicated but keeping all in mind as the programming is an intersection with space with all of this and the guidance and leadership of the Design Team to help navigate that. D. Ragsdale asked that it is understood that Dore+Whittier is looking for efficiencies across the buildings in the consolidation that are opportunities for combining space and staff. G. Brand advised that grappling with the District's enrollment depending on how many days cycle are offered it points to the utilization of space. For example, an Art Room, in a PreK-5 has 2 Art Rooms scheduled and depending on which way the program proceeds in how many days a child in 4th grade receives Art instruction it could mean the balance between needing only one classroom or two. There is a big difference in that swing between the two and that is the sort of thing that is being grappled with right now. To best utilize space where from the opening day we do not have enough space and keeping Art in an Art-On-A-Cart because there is not enough space for all the children in the classrooms to go to. - These are the things that need to be thought of even if it is 4 years away because it needs to be committed to in this phase of the program and by August have this all locked down and a plan in place. The staffing piece as well is something that is being looked at as well and fortunately that piece can be looked at further after this is submitted in August with the PSR to the MSBA to fine tune

Item #	Action	Discussion
		what those staffing pieces will look like. There will be some intersection with how many offices there will be and desks there will be available for this and how many adults will be present in the school based on which direction this project takes with the number of staff available to teach at the elementary schools on the other side of town. Right now, these teaching staff are shared. If we put a PreK-5 school online and have 2 Art educators in that building full-time, the District will need to determine the impact that will have on the staffing and the rest of the District. • D. Kelley asked if a PreK-5 is constructed on the North side of town, you don't add classrooms unless the Woburn Street School is kept alive and spread kids out more and offer the same number of classrooms and teaching. • G. Brand advised that there is strong consideration of how it is offered and where it is offered. STEM education is an important direction to be pursuing for Wilmington like many other Districts have done at the elementary level. It needs to be addressed at a leadership team level how it is going to be done and how it can be made to happen and replicate in a school and also for the west side of town as well. This is not to be a program that is for only one side of town. It needs to be able to be replicated for the west side equal to what was done for the north side without complication. It can be complicated and challenging but at the same time the opportunity is here to make the best program for these students that fits their needs with this new building. • D. Kelley advised that these considerations for new school will be important and impactful to his Facilities Department and the decisions made as they make capital improvements on specific schools for boiler, etc.
15.5	Record	Meeting Schedule • J. Leduc reviewed the dates for the remainder of 2024 that were previously distributed consistent with the Wednesday meeting dates that aligned with most of the Committee Members calendars polled at the beginning of the project. Taking into consideration the Finance Committee meets on Tuesdays during Budgeting season, Select Board meets on Monday evenings, Permanent Building Committee Meetings which are overseeing the Town Hall Building Construction, and the Senior Center Building Construction projects have their set meeting dates on Wednesday. There are challenges to our School Building Committee achieving a quorum. For the remainder of the year, the Leadership Working Group is considering moving the School Building Committee Meetings to Tuesday evenings and when Budgeting Season comes around in the early part of 2025 another day of the week will be considered to hold the meetings to meet scheduling needs as Finance Committee will impact M. Gallezzo, Town Manager and Assistant Town Manager, and a few others. • G. Bendel advised that October 15, 2024, will be a conflict with the Select Board's Meeting. J. Leduc recommended the October 15, 2024, meeting be moved to October 8, 2024. Towards November 2024 the dates for schedule for spring 2025 will be revisited. J.Leduc advised that the School Building Committee Meetings will continue to meet hybrid as it has worked successfully. D.Kelley advised that the meeting invitations would need to be updated.
15.6	Record	Public Relations Working Group • Town Meeting Informational Video - o J. Leduc advised that KartoonEDU has developed a video for informational outreach purposes that will be shared with the School Building Committee, and it will be shared with the Town Meeting at the meeting on Saturday. - o Four pillars have been developed to provide the message to the community about the MSBA Process, the Project Information and Details, the Existing Conditions of the Wilmington Schools, the Design Options, and the Student Programmatic Needs. - o M. Gallezzo advised that the Wildwood was shut down because of the oil spill and the school building did not fail. - o C. Holleran advised that Wildwood had ongoing issues in the building that she was aware of in the 20 years teaching in it. - o D. Ragsdale advised that the building had been shut down several times due to heating issues. - o K. Cairra advised that the building was cleaned so that the students could return to school to learn in the building. - o G. Brand advised that former Town Manager Jeff Hull and then Superintendent of Public Buildings and Dr. G. Brand himself made a collective decision that it did not seem in everyone's

Item #	Action	Discussion
		best interest to return to the Wildwood. That was a collective decision and why that building is not in operation right now despite the opinions of the state or status of the Wildwood school building. - o K. Caira advised that there were 6 SOIs drafted by the Board of Selectmen in 2018 for 6 of the schools. Dr. Brand clarified that the 6 SOIs were finalized and officially submitted to the MSBA in 2020. - o D. Kelley advised that some of the pictures used in the video by KartoonEDU of the Wildwood were of the abandoned school not of the school when it was active as a school i.e. cafeteria picture with all the leftover furniture collected into that one room in the school. • Fun on the 4th - o V. Varbedian advised that the Public Relations Working Group is planning on playing the KartoonEDU video of pillars at the Fun on the 4th event. - o There will be a table set up with a tent overhead with a few pom poms to attract parents and children to our table without going overboard. - o The plan is to have a survey set up as well working with Dore+Whittier and SMMA to put together a short survey that after watching those short videos the community member can identify which option would be preferable. - o The hope is to attract between 500-800 or more to the table over the 4 days of the Fun on the 4th events.
15.7	Record	Sustainability Working Group • The Sustainability Working Group has not met since the first meeting in PDP but there will be several meetings over the next 2 months to look at different sustainability components and incentives in addition to a workshop that stakeholders can participate in to look at setting goals so it will be something that will continue to be worked on with an update at the next SBC meeting. J. Leduc advised that the Sustainability Working Group is actively looking for participants to join so if there is anyone who has an interest in joining, please reach out and let us know.
15.8	Record	Discussion/Correspondence/New Items • None.
15.9	Record	Committee Questions • None.
15.10	Record	Public Comments • None
15.11	Record	Next Meeting: May 28, 2024, from 6:30 PM to 9:30 PM Hybrid Meeting: In Person at Wilmington High School LGIR and Virtual via Zoom for Remote Participation
15.12		Adjourn G. Brand invited a motion to adjourn. V. Varbedian motioned to adjourn. G. Bendel seconded the motion. The motion carried by unanimous vote.

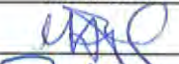
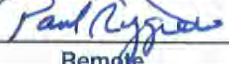
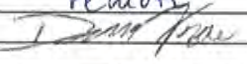
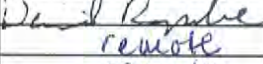
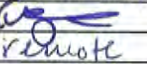
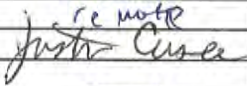
Attachments: Wilmington Wildwood Powerpoint Slides.

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.

PROJECT MEETING SIGN-IN SHEET

Project: Wildwood Early Childhood Center
 Prepared by: Julie Leduc
 Re: School Building Committee Meeting
 Location: Hybrid Meeting: In Person @ Wilmington High School,
 Large Group Instruction Room and
 Remote Participation via Zoom
 Distribution: Attendees, (MF)

Project No.: 22127.00
 Meeting Date: 5/1/2024
 Time: 6:30pm
 Meeting No: 14

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Dr. Glenn Brand	glenn.brand@wpsk12.com	Chair, Wildwood School Building Committee, School Superintendent, Wilmington Public Schools
	Paul Ruggiero	paul.ruggiero@wpsk12.com	Assistant Superintendent of Administration & Finance, Wilmington Public Schools
Remote	Diane Allan	gdallan@comcast.net	Permanent Building Committee Member
	John Holloway	j.hollowayjr@verizon.net	Permanent Building Committee Member
remote	Gregory Bendel	gbendel@wilmingtonma.gov	Board of Selectmen
remote	Kevin A. Caira	kevincaira57@gmail.com	Board of Selectmen
Rob	Kate Bissell	kate.bissell@wpsk12.com	Principal, Wildwood School
	Stacey Scott	stacey.scott@wpsk12.com	Principal, Woburn Street School
remote	Christine Holloran	christine.holloran@wpsk12.com	Wildwood Teacher
remote	Alice Brown-LeGrand	alice.brown-legrand@wpsk12.com	Director of Student Support Services
	Dennis Kelley	dkelley@wilmingtonma.gov	Public Building Systems Manager
	Lou Cimaglia	lcimaglia@wilmingtonma.gov	Interim Town Manager
			Assistant Town Manager
			Finance Director/Town Accountant
remote	Paul Melaragni	paul.melaragni@state.ma.us	Permanent Building Committee Member
	David Ragsdale	david.ragsdale@wpsk12.com	School Committee Chair
remote	Marianne Gallezzo	mgallezzo@wilmingtonma.gov	Finance Committee
remote	Michael A. Camoscio	Michael.Camoscio@stvinc.com	Community Member and Parent
	Craig Miner	cminer76@hotmail.com	Community Member and Parent
remote	Vivian Varbedian	v.varbedian@gmail.com	Community Member and Parent
remote	Christine Prendergast	chrissy521@gmail.com	Community Member and Parent
	Justin Cusce	jcusce17@gmail.com	Community Member and Parent
	Tracy Ingersoll	tracy.ingersoll@wpsk12.com	Assistant to the Superintendent of Schools, WPS
remote	Lee P. Dore	lpdore@doreandwhittier.com	Dore+Whittier Architects
remote	Donald M Walter	dwalter@doreandwhittier.com	Dore+Whittier Architects
	Jason Boone	jboone@doreandwhittier.com	Dore+Whittier Architects
	Rani Philip	rphilip@doreandwhittier.com	Dore+Whittier Architects
	Julie Leduc	jleduc@smma.com	SMMA
Remote	Sarah Traniello	straniello@smma.com	SMMA

2024 APR 26 AM 11:51

Agenda

TOWN OF WILMINGTON, MA

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Re:	School Building Committee Meeting	Meeting Date:	5/1/2024
Prepared by:	Julie Leduc	Meeting Time:	6:30 PM
Meeting Location:	Wilmington High School, Large Group Instruction Room	Meeting No.:	14
Distribution:	School Building Committee (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices
 - Warrant No. 11
4. Next Steps
 - Preferred Schematic Report (PSR) Overall Schedule Review
 - PSR Programming Update
5. Schedule Update
6. SBC Working Group Updates
 - Public Relations Working Group
 - Community Outreach Events
 - May 4, 2024 Town Meeting
 - July 4th Fun on the Fourth Events
 - Sustainability Working Group
7. Discussion/Correspondence/New Items
 - Review 2024/2025 SBC Meeting Schedule
8. Committee Questions
9. Public Comments
10. Next Meeting: TBD
11. Adjourn

The items listed are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may in fact be discussed and other items not anticipated may also be brought up for discussion to the extent permitted by law.

1000 Massachusetts Avenue
Cambridge, MA 02138
(617) 547-5400

www.smma.com

Town of Wilmington, Wilmington Public Schools

Wildwood Early Childhood Center

Project Budget and Cost Summary

April 29, 2024



A	C	D	E	F	G	H	I	J	K
		(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	(Forecast. tab, >G)	(F+G+H)	(Invoice Tab)	(I-J)
	BUDGET			COST				CASH FLOW	
Description	PFA Approved Budget	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
30 Architectural & Engineering									
Designer - Basic Services	\$800,000	-\$350,000	\$450,000	\$450,000	\$0	\$0	\$450,000	\$315,000	\$135,000
Designer - Supplemental Services	\$100,000	-\$35,000	\$65,000	\$18,920	\$46,080	\$0	\$65,000	\$18,920	\$46,080
Schematic Design		\$385,000	\$385,000	\$385,000	\$0	\$0	\$385,000	\$0	\$385,000
Subtotal	\$900,000	\$0	\$900,000	\$853,920	\$46,080	\$0	\$900,000	\$333,920	\$566,080
40 Administrative Costs									
OPM Feasibility Study	\$200,000	-\$35,000	\$165,000	\$150,000	\$15,000	\$0	\$165,000	\$90,000	\$75,000
OPM: Feasibility Cost Estimates		\$35,000	\$35,000	\$35,000	\$0	\$0	\$35,000	\$0	\$35,000
Other Project Costs 1	\$100,000	\$0	\$100,000	\$9,950	\$90,050	\$0	\$100,000	\$109	\$99,891
Subtotal	\$300,000	\$0	\$300,000	\$194,950	\$105,050	\$0	\$300,000	\$90,109	\$209,891
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Sub-Total	\$1,200,000	\$0	\$1,200,000	\$1,048,870	\$151,130	\$0	\$1,200,000	\$424,029	\$775,971
70 Project Contingency									
Construction Contingency (Hard Cost) (4%)	\$0	\$0	\$0						\$0
Owner's Contingency (Soft Cost) (4%)		\$0	\$0						\$0
Subtotal	\$0	\$0	\$0				\$0		\$0
Project Total	\$1,200,000	\$0	\$1,200,000	\$1,048,870	\$151,130	\$0	\$1,200,000	\$424,029	\$775,971
Construction Cost Estimates	Date	Amount	Gross Square Feet	Cost Per SF		Budget Revisions Summary		Date	Amount
Feasibility Study- Schematic - PFA				#DIV/0!					
Design Development				#DIV/0!					
Construction Documents (60%)				#DIV/0!					
Construction Documents (90%)				#DIV/0!					
Finalized GMP Contract				#DIV/0!					

Warrant No. 11

Project: Wildwood Early Childhood Center Project No.: 22127
 Prepared by: Julie Leduc and Sarah Traniello Date: 5/1/2024

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>	61155	4/24/2024	\$ 7,500.00	0001-0000	\$ 53,000.00
Dore+Whittier Architects <i>Design Basic Services – Feasibility Study</i>	00011	4/25/2024	\$ 31,500.00	0002-0000	\$ 103,500.00
Dore+Whittier Architects <i>GBCI Invoice LEED for Schools Registration</i>	00011	4/25/2024	\$ 1,350.00	0004-0000	\$ 0.00
KartoonEDU <i>4 Video Pillars: The MSBA Opportunity; Wilmington's Physical Needs; Wilmington's Educational Needs; Wildwood Project Timeline</i>	INV- 000052	4/26/2024	\$ 2,400.00	0004-0000	\$ 1,200.00
Total			\$ 42,750.00		

Approved on _____

Activities for the Month of April 2024:

1. Review Preliminary Design Program draft developed by Dore+Whittier Architects and SMMA with the District and its consultants for the upcoming submission.
2. Weekly meetings to review progress with Extended Leadership Working Group
3. Develop presentation materials for and attend the April 3, 2024 School Building Committee meeting to review and approve the preliminary shortlist of options for further development in the PSR phase.
4. SBC meeting April 3, 2024 for approval of shortlist and PDP submission
5. Develop script and presentation materials with KartoonEDU for informational community outreach
6. Incorporate edits from SMMA OPM and District to finalize electronic and hard copy PDP submission materials for submission to MSBA for April 18, 2024
7. Draft PSR schedule
8. Meetings with Extended Leadership Working Group to review PreK, specials and school schedule.



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

Wilmington Public Schools
161 Church Street
Wilmington, MA 01887

Invoice number 00011
Date 04/25/2024

Project 23-0847 Wilmington Wildwood Early
Childhood Center

For Date Range: April 1 to April 30, 2024

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	450,000.00	77.00	315,000.00	31,500.00	103,500.00
Schematic Design	385,000.00	0.00	0.00	0.00	385,000.00
Subtotal	835,000.00	41.50	315,000.00	31,500.00	488,500.00
ADDITIONAL SERVICES					
HazMat Services Feasibility Study - ASR-1	7,920.00	100.00	7,920.00	0.00	0.00
Student Assignment and Facility Planning Services - ASR-2	11,000.00	100.00	11,000.00	0.00	0.00
Subtotal	18,920.00	100.00	18,920.00	0.00	0.00
REIMBURSABLES					
GBCI Invoice LEED for Schools Registration	1,350.00	100.00	0.00	1,350.00	0.00
Subtotal	1,350.00	100.00	0.00	1,350.00	0.00
Total	855,270.00	42.88	333,920.00	32,850.00	488,500.00

Invoice total 32,850.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00011	04/25/2024	32,850.00	32,850.00				
	Total	32,850.00	32,850.00	0.00	0.00	0.00	0.00



The Green Engineer, Inc.

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Concord, MA 01742
Tel: 978-369-8978
finance@greenengineer.com
www.greenengineer.com

Dore & Whittier Architects, Inc
212 Battery Street
Burlington, VT 05401

INVOICE

INVOICE DATE: 4/15/2024
INVOICE NO: 12381
BILLING THROUGH: 4/6/2024

23-2667.Exp | Wildwood ECC_Feas-SD | Expenses

EXPENSES

DATE	EMPLOYEE	DESCRIPTION	AMOUNT
3/14/2024	Kelsey Powers	Registration Fee	\$1,350.00
TOTAL EXPENSES			\$1,350.00

Rembursable

SUBTOTAL \$1,350.00

AMOUNT DUE THIS INVOICE \$1,350.00

This invoice is due upon receipt



Green Business Certification Inc.
2101 L Street NW,
Washington, D.C. 20037
1-800-795-1746
202-828-1145
www.gbci.org/contact

RECEIPT

Invoice # : 91737359
Order # : 13042886
Invoice Date : Feb 21, 2024

Paid By:
The Green Engineer
23 Bradford Street
CONCORD
MA 01742 US
lol@greenengineer.com

Paid To:
Green Business Certification Inc.
PO Box 822964
Philadelphia, PA 19182-2964

Payment Method	Payment Date
Credit Card: XXXX XXXX XXXX5252	Feb 21, 2024

Project ID: 1000195096
Project Name: Wilmington Wildwood Elementary School
USGBC Member Company : The Green Engineer, Inc.

Item Description	Quantity	List Price/Unit	Promo Code Discount	Amount
LEED for Schools Registration	1	\$ 1,350.00	(\$ 0.00)	\$ 1,350.00
Shipping/Handling				\$ 0.00
Sales Tax				\$ 0.00
Total Paid				\$ 1,350.00

Thank you for your payment.
Please keep this receipt for your records.



Wilmington Public Schools
121 Glen Rd
Wilmington, MA 01887

April 25, 2024
Project No: 22127.00
Invoice No: 0061155

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

Professional Services from March 30, 2024 to April 26, 2024

Fee

Total Fee	150,000.00			
Percent Complete	65.00	Total Earned	97,500.00	
		Previous Fee Billing	90,000.00	
		Current Fee Billing	7,500.00	
		Total Fee		7,500.00
		Total this Invoice		\$7,500.00

Billings to Date

	Current	Prior	Total
Fee	7,500.00	90,000.00	97,500.00
Additional Fees	0.00	108.61	108.61
Totals	7,500.00	90,108.61	97,608.61

Authorized By: Julie Leduc



INVOICE

INV-000052

Balance Due
\$2,400.00

kartoonEDU

EIN 92-3619122
74 Surrey Lane
Sudbury Massachusetts 01776
U.S.A
978-261-7333
dave@kartoonedu.com
kartoonedu.com

Bill To

Town of Wilmington

121 Glen Road
Wilmington
01887 Massachusetts
U.S.A

Invoice Date : 26 Apr 2024

Terms : Due on Receipt

Due Date : 26 Apr 2024

#	Item & Description	Qty	Rate	Amount
1	Video Pillar: The MSBA Opportunity	1.00	600.00	600.00
2	Video Pillar: Wilmington's Physical Needs	1.00	600.00	600.00
3	Video Pillar: Wilmington's Educational Needs	1.00	600.00	600.00
4	Video Pillar: Wildwood Project Timeline	1.00	600.00	600.00
			Sub Total	2,400.00
			Total	\$2,400.00
			Balance Due	\$2,400.00

Notes

Thanks for your business.

Memorandum

To: School Building Committee
 From: Julie Leduc
 Project: Wildwood Early Childhood Center
 Re: School Building Committee 2024
 Distribution: (MF)

Date: 5/1/2024
 Project No.: 22127

School Building Committee Meetings

These School Building Committee Meetings had been scheduled for Wednesday evenings however, due to Wednesday presenting conflicts with other committees, we are looking to move to Tuesday evenings for the remainder of 2024.

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- Wednesday, May 29, 2024 - Wednesday, June 26, 2024 - Wednesday, July 24, 2024 - Wednesday, August 21, 2024 - Wednesday, September 18, 2024 - Wednesday, October 16, 2024 - Wednesday, November 13, 2024 - Wednesday, December 11, 2024	- Tuesday, May 28, 2024 - Tuesday, June 25, 2024 - Tuesday, July 23, 2024 - Tuesday, August 20, 2024 - Tuesday, September 17, 2024 - Tuesday, October 8, 2024 - Tuesday, November 12, 2024 - Tuesday, December 10, 2024



WILMINGTON PUBLIC SCHOOLS

Wildwood Early Childhood Center Project

School Building Committee Meeting #12

May 1, 2024



SMMA

dw
DORE | WHITTIER

Massachusetts School Building Authority



Agenda

- Call to Order
- Approval of Minutes
- Approval of Invoices
- PSR Overall Schedule Review
- PSR Programming Update
- Schedule Update
- SBC Public Relations Working Group Update
- SBC Sustainability Working Group – No Update
- Discussion/Correspondence/New Items
- Committee Questions
- Public Comments
- Adjourn

Approval of Minutes



A photograph of a classroom with several students raising their hands. The image is partially covered by a dark blue diagonal overlay on the left side. The text 'Approval of Invoices' is written in white on this overlay.

Approval of Invoices

Town of Wilmington, Wilmington Public Schools

Wildwood Early Childhood Center

Project Budget and Cost Summary

SMMA

April 29, 2024

A Description	C D (Bud. Adj. Tab)			E (C+D)		F (Com. Cost tab)		G (E-F)		H (Forecast tab, >G)		I (F+G+H)		J (Invoice Tab)		K (I-J)	
	BUDGET					COST								CASH FLOW			
	PFA Approved Budget	Authorized Changes	Approved Budget			Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs			Expenditures to Date	Balance To Spend				
30 Architectural & Engineering																	
Designer - Basic Services	\$800,000	-\$350,000	\$450,000			\$450,000	\$0	\$0	\$450,000			\$315,000	\$135,000				
Designer - Supplemental Services	\$100,000	-\$35,000	\$65,000			\$18,920	\$46,080	\$0	\$65,000			\$18,920	\$46,080				
Schematic Design		\$385,000	\$385,000			\$385,000	\$0	\$0	\$385,000			\$0	\$385,000				
Subtotal	\$900,000	\$0	\$900,000			\$853,920	\$46,080	\$0	\$900,000			\$333,920	\$566,080				
40 Administrative Costs																	
OPM Feasibility Study	\$200,000	-\$35,000	\$165,000			\$150,000	\$15,000	\$0	\$165,000			\$90,000	\$75,000				
OPM: Feasibility Cost Estimates		\$35,000	\$35,000			\$35,000	\$0	\$0	\$35,000			\$0	\$35,000				
Other Project Costs 1	\$100,000	\$0	\$100,000			\$9,950	\$90,050	\$0	\$100,000			\$109	\$99,891				
Subtotal	\$300,000	\$0	\$300,000			\$194,950	\$105,050	\$0	\$300,000			\$90,109	\$209,891				
50 Furniture, Fixtures and Equipment																	
Furniture, Fixtures and Equipment		\$0	\$0			\$0	\$0	\$0	\$0			\$0	\$0				
Technology		\$0	\$0			\$0	\$0	\$0	\$0			\$0	\$0				
Subtotal	\$0	\$0	\$0			\$0	\$0	\$0	\$0			\$0	\$0				
Project Sub-Total	\$1,200,000	\$0	\$1,200,000			\$1,048,870	\$151,130	\$0	\$1,200,000			\$424,029	\$775,971				
70 Project Contingency																	
Construction Contingency (Hard Cost) (4%)	\$0	\$0	\$0										\$0				
Owner's Contingency (Soft Cost) (4%)		\$0	\$0										\$0				
Subtotal	\$0	\$0	\$0										\$0				
Project Total	\$1,200,000	\$0	\$1,200,000			\$1,048,870	\$151,130	\$0	\$1,200,000			\$424,029	\$775,971				
Construction Cost Estimates																	
Feasibility Study- Schematic - PFA	Date	Amount	Gross Square Feet			Cost Per SF				Budget Revisions Summary		Date	Amount				
Design Development						#DIV/0!											
Construction Documents (60%)						#DIV/0!											
Construction Documents (90%)						#DIV/0!											
Finalized GMP Contract						#DIV/0!											

FOR APPROVAL

Project Management

SMMA

Warrant No. 11

Project: Wildwood Early Childhood Center
Wilmington, Massachusetts
Prepared by: Julie Leduc and Sarah Traniello

Project No.: 22127
Date: 5/1/2024

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>	61155	4/24/2024	\$ 7,500.00	0001-0000	\$ 53,000.00
Dore+Whittier Architects <i>Design Basic Services - Feasibility Study</i>	00011	4/25/2024	\$ 31,500.00	0002-0000	\$ 103,500.00
Dore+Whittier Architects <i>GBCI Inscope LEED for Schools Registration</i>	00011	4/25/2024	\$ 1,350.00	0004-0000	\$ 0.00
KartoonEDU <i>4 Video Pilots: The MSBA Opportunity: Wilmington's Physical Needs: Wilmington's Educational Needs: Wildwood Project Timeline</i>	INV-000052	4/26/2024	\$ 2,400.00	0004-0000	\$ 1,200.00
Total			\$ 42,750.00		

Approved on _____

Activities for the Month of April 2024:

1. Review Preliminary Design Program draft developed by Dore+Whittier Architects and SMMA with the District and its consultants for the upcoming submission.
2. Weekly meetings to review progress with Extended Leadership Working Group.
3. Develop presentation materials for and attend the April 3, 2024 School Building Committee meeting to review and approve the preliminary shortlist of options for further development in the PSR phase.
4. SBC meeting April 3, 2024 for approval of shortlist and PDP submission.
5. Develop script and presentation materials with KartoonEDU for informational community outreach.
6. Incorporate edits from SMMA OPM and District to finalize electronic and hard copy PDP submission materials for submission to MSBA for April 16, 2024.
7. Draft PSR schedule.
8. Meetings with Extended Leadership Working Group to review PreK, specials and school schedule.

1000 Massachusetts Avenue
Cambridge, MA 02138
877-541-5400

www.smma.com



PSR Schedule Overview

Short List of Alternatives for Further Exploration in PSR

Pre-K-K: 130+ Students

REPAIR: PK-K R.1
\$26.6 M- \$29.4 M



New: PK-K N.1
\$79.3 M- \$87.6 M



Pre-K-3: 510+ Students

REPAIR: PK-3 R.1
(Woburn only)
\$36.3 M- \$40.1 M



New: PK-3 N.1
\$135.7 M- \$150.0 M



Pre-K-5: 755+ Students

REPAIR: PK-5 R.1
(North only)
\$29.5 M- \$32.6 M



RENO/ADD: PK-5 AR.1
\$193.3 M- \$213.6 M

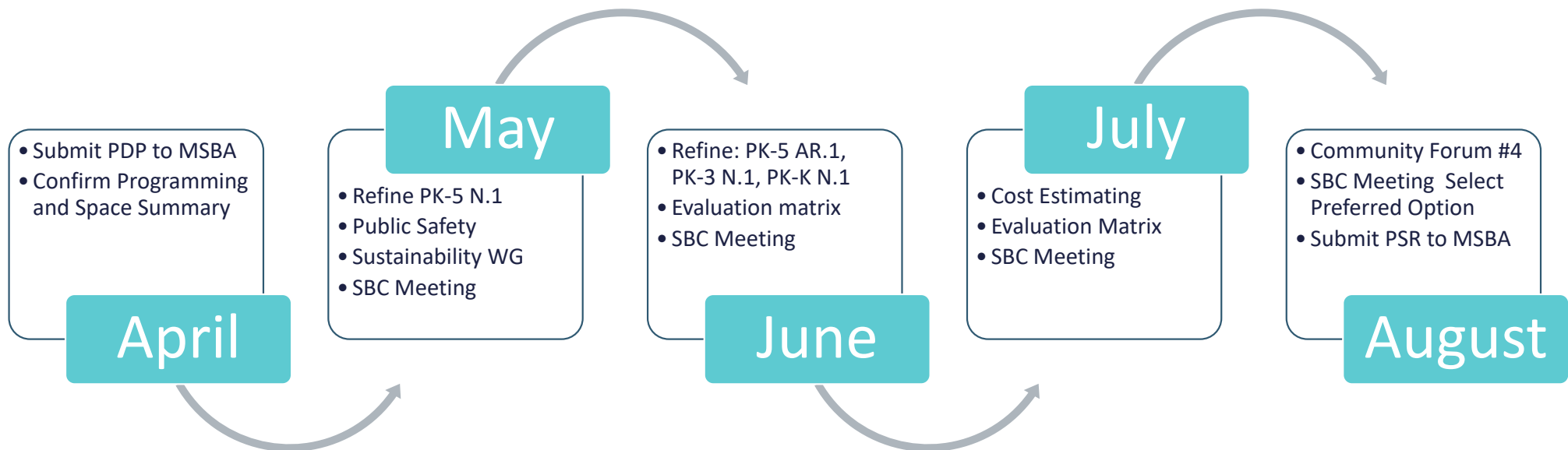


New: PK-5 N.1
\$194.0 M- \$214.5 M



Preferred Schematic Schedule Overview

From the few to the one...Preferred Option



PSR Programming Update



Programming Update

PreK: Classroom Count

Music: Instrumental Program + Schedule Impact

School Schedule: 6-day Cycle to 7-day Cycle

Spatial Priorities: Need-to-Haves & Nice-to-Haves
(If Any)

Schedule



SBC Meeting Schedule

Discussion to move SBC Meetings to Tuesdays

School Building Committee Meetings

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SBC Public Relations Working Group Update



WILMINGTON PUBLIC SCHOOLS

**Thank
You**