SMMA

Project Management

Project Minutes

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Prepared by:	Sarah A. Traniello	Meeting Date:	11/08/2023
Re:	School Building Committee	Meeting No:	7
Location:	Remote Participation via Zoom		
Distribution:	School Building Committee (MF):		

Attendees:

School Building Committee

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

Dore+Whittier Architects

Absent 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*

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

Item #	Action	Discussion
7.1	Record	Wilmington Public Schools Superintendent, Dr. Glenn Brand, called the meeting to order at 7:06 PM. Roll Call of the School Building Committee was performed to account for all of those who are present. Roll call present: Dr. Glenn Brand, Paul Ruggiero, Gregory Bendel, Kevin Caira, Kate Bissell, Stacey Scott, Alice Brown-LeGrand, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Craig Miner, Vivian Varbedian, Christine Prendergast, and Justin Cusce. Missing: *John C. Holloway, Diane Allan, George Hooper, Paul Melaragni, Maggie Lopes.* *Messrs. Hooper and Melaragni and Ms. Allan were not in attendance as they were at a Senior Center Building Committee Meeting.*
7.2	Record	**Approval of Minutes** Motion to approve the School Building Committee Meeting Minutes of October 16, 2023 by Vivian Varbedian and seconded by Stacey Scott. Voted upon unanimously with 1 abstention: *David Ragsdale* Roll call vote: Dr. Glenn Brand, Paul Ruggiero, Gregory Bendel, Kevin Caira, Kate Bissell, Stacey Scott, Alice Brown-LeGrand, Susan Inman, Bryan T. Perry, Marianne Gallezzo, Michael Camoscio, Craig Miner, Vivian Varbedian, Christine Prendergast, and Justin Cusce.
7.3	Record	**Approval of Invoices** • **Warrant No. 3 – August 2023 Services**: **$43,500** o SMMA OPM Basic Services – Feasibility Study: $7,500 o Dore+Whittier Architects – Basic Services – Feasibility Study: $36,000 • **Warrant No. 4 – September 2023 Services**: **$46,700** o SMMA OPM Basic Services – Feasibility Study: $7,500 o Dore+Whittier Architects – Basic Services – Feasibility Study: $31,500 o Dore+Whittier Architects – Amendment No. 2 – Student Assignment & Facility Planning Services: $7,700 • **Warrant No. 5 – October 2023 Services: $39,000** o SMMA OPM Basic Services – Feasibility Study: $7,500 o Dore+Whittier Architects – Basic Services – Feasibility Study: $31,500 Finance Working Group met prior to the Wildwood School Building Committee to review the invoices listed above in Warrants 3, 4 and 5. Christine Prendergast representing the Finance Working Group advised that the Finance Working Group agrees that a careful review has been performed of the invoices in Warrant Nos. 3, 4 and 5 and recommends payment of the invoices in Warrant Nos. 3, 4 and 5. Motion to approve made by Susan Inman and passed unanimously. Roll call vote: Dr. Glenn Brand, Paul Ruggiero, Gregory Bendel, Kevin Caira, Kate Bissell, Stacey Scott, Alice Brown-LeGrand, Susan Inman, Bryan T. Perry, David

Item #	Action	Discussion
		Ragsdale, Marianne Gallezzo, Michael Camoscio, Craig Miner, Vivian Varbedian, Christine Prendergast, and Justin Cusce.
7.4	Record	**SBC Vice-Chair Voting Results** Dr. Glenn Brand advised of the need for a Vice Chair for the Chair of the Wildwood School Building Committee and advised of the results of the nominations that were collected 2 months prior through surveying the Committee would be provided by Sarah Traniello who collected and counted the nomination results. Sarah Traniello read off the members of the Wildwood School Building Committee who were nominated with the leading number of nominating votes and the counts for each individual for the position of Vice Chair alongside Dr. Glenn Brand. The member with the majority of the nominations at 10 was Vivian Varbedian. Confirmation was made of her attendance at this evening's meeting. A poll nomination vote was taken to confirm this nomination to Vice Chair of the Wildwood Early Childhood School project and Vivian Varbedian was unanimously nominated. Gregory Bendel moved that a nomination be made for Vivian Varbedian for the position of Vice Chair of the Wildwood School Building Committee. Seconded by Marianne Gallezzo and confirmed with a Roll Call vote. Roll Call vote of Voting Members: Dr. Glenn Brand, Paul Ruggiero, Diane M. Allan, Gregory Bendel, Stacey Scott, Christine Holleran, Jeffrey Hull, Susan Inman, Bryan T. Perry, Paul Melaragni, Marianne Gallezzo, Michael Camoscio, Craig Miner, Christine Prendergast and Justin Cusce.
7.5	Record	**Post Existing Conditions Assessments Updates** Rani Philips advised that during the October 2023 School Building Committee Meeting it was advised by Ken Lord, the Director of IT, that there were some items that were updated infrastructure conditions that were updated in the schools that should be noted on the Existing Conditions Assessments that is shared. Over the Summer 2023 the updates were performed so they were more recent than the actual visit where information was collected for this existing conditions report. Those areas that were updated since will be reflected as updated since data was collected.
7.6	Record	**Educational Visioning Update** Glenn Brand advised that the Educational Visioning Sessions were widely advertised and attended within the District including many staff members, some students, parents and stakeholders. All were welcome who wanted to participate and no one was turned away at any time during the Visioning process. It was a process of remote and in person meetings where a great amount of investment was shown by all as Jason Boone of Dore+Whittier Architects engaged in these Visioning activities to bring forth the melding of each group's visions for their grade level grouping for PreK-K, PreK-3 and PreK-5. There were 4 days of Visioning Sessions, each with an afternoon session and an evening session. Each day had a targeted subject to cover with Session 1 being District-wide Topics; Session 2 was Learning and Teaching; Session 3 was Overall Building Planning and Session 4 was Individual Space Planning. Overall, there were about 50 people who participated in the Visioning

Item #	Action	Discussion
		Sessions which was a great showing. The subject was intended to be a broader one in Session 1 and became more narrowed by Session 4. Between Sessions 2 and 3 the opportunities were provided for Peer School Tours at 2 schools on the first day and 3 schools on the second day. It was shared the concepts that were explored and the preferences showed during the Visioning Sessions. Details provided in Powerpoint, attached.
7.7	Record	**Peer School Visits** Kate Bissell's video of the tours of 5 Peer School Visits (Northbridge Elementary School; Westborough: Annie Fales School; Lexington: Maria Hastings School; Acton-Boxborough: Douglas/Gates Elementary Schools; and Lincoln: Hanscom Primary and Middle School) that were made during the Visioning Sessions were presented with her narration showing examples rooms of the Peer Schools visited with features that were advantageous to teaching and learning with the same room from one of the existing schools in Wilmington in which students are learning. **Additional Tour Opportunity** Watertown's Hosmer or Lowell School and Tewksbury's New Elementary School will be made available for tours for the School Building Committee. *Post-Script: Will be rescheduled for after the New Year when more will be available to attend as budgeting season was presenting conflicts.*
7.8	Record	**Schedule Update** Updated Schedule dates for School Building Committee Meetings have been sent out for 2024 through December. More will be placed on the calendar for moving forward.
7.9	Record	**SBC Public Relations Working Group Formation** SBC Co-Chair Vivian Varbedian will be heading up the Public Relations Working Group for the School Building Committee. Those who have volunteered prior to this time are Justin Cusce and Maggie Lopes when a survey was circulated by Sarah Traniello for Working Group participation interest during the summer. Maggie Lopes is no in attendance at this meeting but others are welcome to join this Working Group as well.
7.10	Record	**Committee Questions** 1. Craig Miner asked if the Hazardous Material Consulting has already been done? *R. Philips advised that testing was been performed at the schools as part of the existing conditions studies. C.Miner further asked that he was inquiring because of PCB data because of remediation being necessary if it is found to be present. Once that data is received, you cannot go back. C.Miner would be interested in seeing those results. R.Philips will provide the results when available.*
7.11	Record	**Discussion/Correspondence/New Items** None.

Item #	Action	Discussion
7.12	Record	**Public Comments** *1.* Melissa asked about the Visioning Session that was 50 people participants. Is this typical for other projects? *J.Leduc advised that for other projects it has been between 50 and 60 people. J.Boone advised that 50-60 participants was a perfect size and in the norm for a community of Wilmington's size. Visioning groupings any larger can become more cumbersome, difficult to track and maintain.*
7.13	Record	**Next Meeting: December 13, 2023 from 6:00 PM to 9:00 PM** *In Person at Wilmington High School Large Group Instruction Room*
7.14		**Adjourn** Motion to adjourn by Dr. Glenn Brand and seconded by Marianne Gallezzo. Voted upon and passed unanimously. Roll call present: Dr. Glenn Brand, Paul Ruggiero, Gregory Bendel, Kevin Caira, Kate Bissell, Stacey Scott, Alice Brown-LeGrand, Susan Inman, Bryan T. Perry, David Ragsdale, Marianne Gallezzo, Michael Camoscio, Craig Miner, Vivian Varbedian, Christine Prendergast, and Justin Cusce.

Attachments: Warrant No. 3, Warrant No. 4, Warrant No. 5, Wilmington Wildwood ECC 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.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

Town of Wilmington, Wilmington Public Schools

Wildwood Early Childhood Center

November 6, 2023

Project Budget and Cost Summary

SMMA

A	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	
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	$58,500	$391,500
Designer - Supplemental Services	$100,000	-$35,000	$65,000	$18,920	$46,080	$0	$65,000	$0	$65,000
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	$58,500	$841,500
40 Administrative Costs									
OPM Feasibility Study	$200,000	-$35,000	$165,000	$150,000	$15,000	$0	$165,000	$30,000	$135,000
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	$0	$100,000	$0	$100,000	$0	$100,000
Subtotal	$300,000	$0	$300,000	$185,000	$115,000	$0	$300,000	$30,000	$270,000
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	$1,038,920	$161,080	$0	$1,200,000	$88,500	$1,111,500
70 Project Contingency					Current Contingency	Potential Risk	Potential Contingency		
Construction Contingency (Hard Cost) (4%)	$0	$0	$0		$0	$0	$0		$0
Owner's Contingency (Soft Cost) (4%)		$0	$0		$0	$0	$0		$0
Subtotal	$0	$0	$0		$0	$0	**$0**		**$0**
Project Total	$1,200,000	$0	$1,200,000	$1,038,920	$161,080	$0	$1,200,000	$88,500	$1,111,500

Expenditures to date are inclusive of Warrant No. 1 and 2 and do not include invoices in Warrant Nos. 3, 4, and 5 that are presented for approval at this meeting.

Project Management | SMMA

Warrant No. 3

Project:	Wildwood Early Childhood Center Wilmington, Massachusetts	Project No.:	22127
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	59902	09/06/2023	$	7,500.00	**0001-0000**	$	112,500.00
OPM Basic Services – Feasibility Study							
Dore+Whittier Architects	00003	08/31/2023	$	36,000.00	**0002-0000**	$	355,500.00
Design Basic Services – Feasibility Study							
		Total	**$**	**43,500.00**			

Approved on _____

https://smma365.sharepoint.com/sites/22127/22127_projectdocs/a adminstration/a3 financial, accounting/a3-02 warrant and articles/warrant no. 3/warrant no. 3.docx

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

SMMA

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	
		Total Fee		**7,500.00**
			Total this Invoice	**$7,500.00**

Outstanding Invoices

Number	Date	Balance
0059779	8/16/2023	7,500.00
Total		**7,500.00**

Billings to Date

	Current	Prior	Total
Fee	7,500.00	30,000.00	37,500.00
Totals	**7,500.00**	**30,000.00**	**37,500.00**

Authorized By: Julie Leduc

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
BASIC SERVICES					
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
ADDITIONAL SERVICES					
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

Project Management | SMMA

Warrant No. 4

Project:	Wildwood Early Childhood Center Wilmington, Massachusetts	Project No.:	22127
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 *OPM Basic Services – Feasibility Study*	60049		10/12/2023	$	7,500.00	**0001-0000**	$	105,000.00
Dore+Whittier Architects *Design Basic Services – Feasibility Study*	00004		09/30/2023	$	31,500.00	**0002-0000**	$	324,000.00
Dore+Whittier Architects *Student Assignment & Facility Planning Services*	00004	AM2	09/30/2023	$	7,700.00	**0002-0000**	$	3,300.00
			Total	**$**	**46,700.00**			

Approved on _____

https://smma365.sharepoint.com/sites/22127/22127_projectdocs/a adminstration/a3 financial, accounting/a3-02 warrant and articles/warrant no. 4/warrant no. 4.docx

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617.547.5400

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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
BASIC SERVICES					
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
ADDITIONAL SERVICES					
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
ASR-2		

Total	$7,000.00
Payments/Credits	$0.00
Balance Due	$7,000.00

+10% $700.00

+ $7,700.00

SMMA

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	
		Total Fee		**7,500.00**
			Total this Invoice	**$7,500.00**

Outstanding Invoices

Number	Date	Balance
0059902	9/6/2023	7,500.00
Total		**7,500.00**

Billings to Date

	Current	Prior	Total
Fee	7,500.00	37,500.00	45,000.00
Totals	**7,500.00**	**37,500.00**	**45,000.00**

Authorized By: Julie Leduc

Project Management | SMMA

Warrant No. 5

Project:	Wildwood Early Childhood Center Wilmington, Massachusetts	Project No.:	22127
Prepared by:	Julie Leduc	Date:	11/08/2023

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	60227	11/03/2023	$	7,500.00	**0001-0000**	$	97,500.00
OPM Basic Services – Feasibility Study							
Dore+Whittier Architects	00005	10/30/2023	$	31,500.00	**0002-0000**	$	292,500.00
Design Basic Services – Feasibility Study							
		Total	**$**	**39,000.00**			

Approved on _____

https://smma365.sharepoint.com/sites/22127/22127_projectdocs/a adminstration/a3 financial, accounting/a3-02 warrant and articles/warrant no. 5/warrant no. 5.docx

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

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SMMA

Wilmington Public Schools
121 Glen Rd
Wilmington, MA 01887

November 3, 2023
Project No: 22127.00
Invoice No: 0060227

Project 22127.00 Wilmington Wildwood ECC
Reimbursable Consultant (Cost Estimate) NTE $35,000
Professional Services from September 30, 2023 to October 27, 2023
Fee

Total Fee	150,000.00			
Percent Complete	35.00	Total Earned	52,500.00	
		Previous Fee Billing	45,000.00	
		Current Fee Billing	7,500.00	
		Total Fee		**7,500.00**
			Total this Invoice	**$7,500.00**

Outstanding Invoices

Number	Date	Balance
0059902	9/6/2023	7,500.00
0060049	10/12/2023	7,500.00
Total		**15,000.00**

Billings to Date

	Current	Prior	Total
Fee	7,500.00	45,000.00	52,500.00
Totals	**7,500.00**	**45,000.00**	**52,500.00**

Authorized By: Julie Leduc

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

Wilmington Public Schools
161 Church Street
Wilmington, MA 01887

Invoice number 00005
Date 10/30/2023

Project 23-0847 Wilmington Wildwood Early Childhood Center

For Date Range: October 1 to October 31, 2023

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	450,000.00	35.00	126,000.00	31,500.00	292,500.00
Schematic Design	385,000.00	0.00	0.00	0.00	385,000.00
Subtotal	835,000.00	18.86	126,000.00	31,500.00	677,500.00
ADDITIONAL SERVICES					
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	7,700.00	0.00	3,300.00
Subtotal	18,920.00	40.70	7,700.00	0.00	11,220.00
Total	853,920.00	19.35	133,700.00	31,500.00	688,720.00

Invoice total 31,500.00

Aging Summary

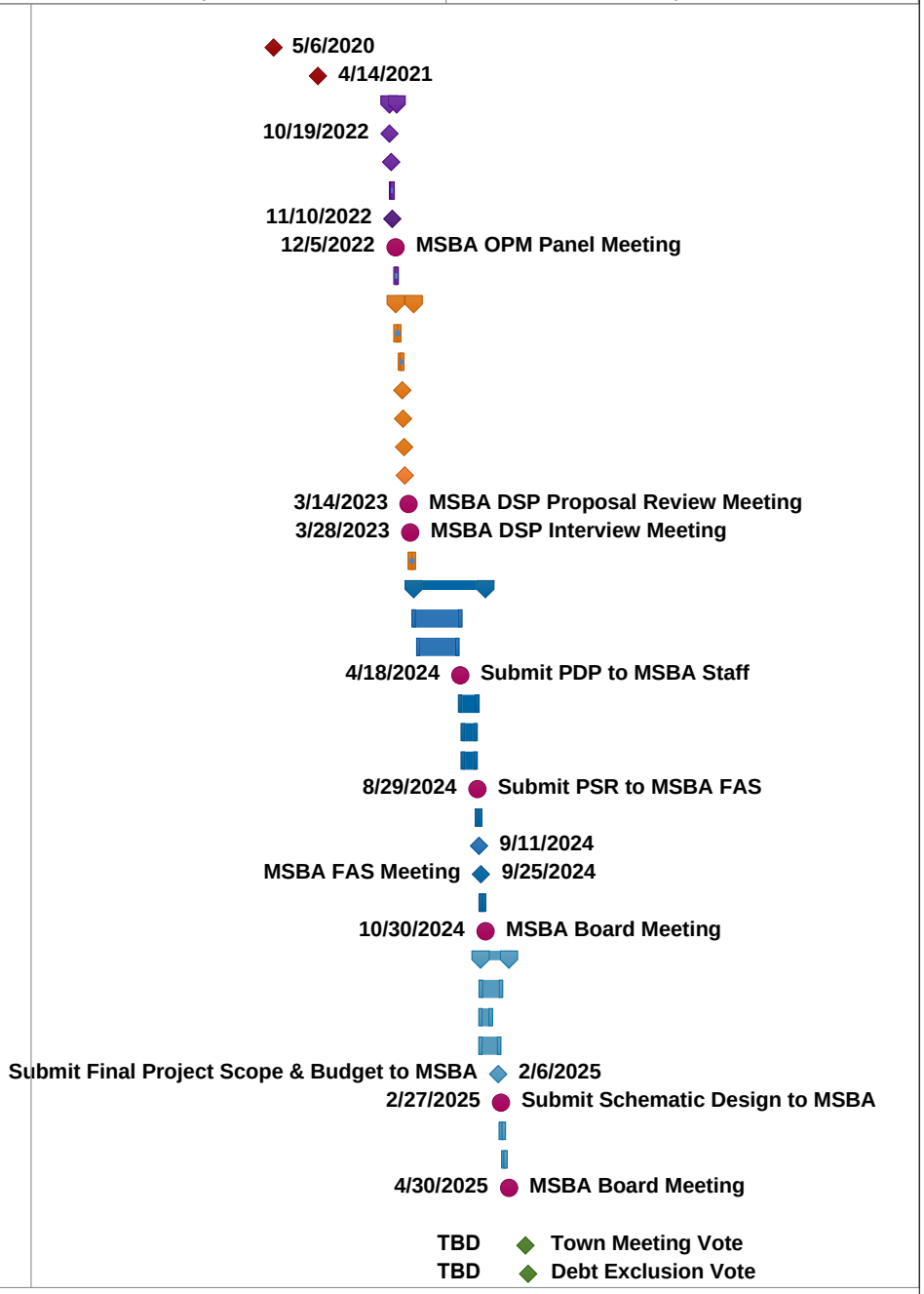
Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00003	08/31/2023	36,000.00			36,000.00		
00004	09/30/2023	39,200.00		39,200.00			
00005	10/30/2023	31,500.00	31,500.00				
	Total	106,700.00	31,500.00	39,200.00	36,000.00	0.00	0.00

November 4, 2022
Updated: November 8, 2023

Town of Wilmington
Wildwood Early Childhood Center
Feasibility Study
Preliminary Project Schedule

PROJECT MANAGEMENT SMMA

ID	Task Name	Duration	Start	Finish
1	**MSBA PREREQUISITES**	**241 days**	**5/6/2020**	**4/14/2021**
2	Statement of Interest	0 days	5/6/2020	5/6/2020
3	MSBA Invite into Feasibility	0 days	4/14/2021	4/14/2021
4	**RETAIN OPM**	**39 days**	**10/19/2022**	**12/13/2022**
5	Submit OPM Proposals	0 days	10/19/2022	10/19/2022
6	OPM Interview	0 days	11/1/2022	11/1/2022
7	Negotiate OPM Contract	6 days	11/3/2022	11/10/2022
8	Submit Documents to MSBA OPM Panel	0 days	11/10/2022	11/10/2022
9	**MSBA OPM Panel Meeting**	**0 days**	**12/5/2022**	**12/5/2022**
10	Execution of OPM Agreement	6 days	12/6/2022	12/13/2022
11	**RETAIN DESIGNER**	**100 days**	**12/6/2022**	**4/24/2023**
12	Draft Designer RFS and Submit to MSBA	21 days	12/6/2022	1/3/2023
13	MSBA Approve Draft RFS	11 days	1/11/2023	1/25/2023
14	Submit to Central Register	0 days	1/26/2023	1/26/2023
15	Notice in Central Register	0 days	2/1/2023	2/1/2023
16	Briefing Session	0 days	2/8/2023	2/8/2023
17	Submit Designer Proposals	0 days	2/14/2023	2/14/2023
18	**MSBA DSP Proposal Review Meeting**	**0 days**	**3/14/2023**	**3/14/2023**
19	**MSBA DSP Interview Meeting**	**0 days**	**3/28/2023**	**3/28/2023**
20	Negotiate Designer Contract	20 days	3/28/2023	4/24/2023
21	**FEASIBILITY STUDY (FS)**	**389 days**	**4/25/2023**	**10/30/2024**
22	Develop Preliminary Design Program	253 days	4/25/2023	4/18/2024
23	Community Presentations	211 days	5/31/2023	3/27/2024
24	**Submit PDP to MSBA Staff**	**0 days**	**4/18/2024**	**4/18/2024**
25	Develop Preferred Schematic Report (PSR)	95 days	4/18/2024	8/29/2024
26	Community Presentations	70 days	5/9/2024	8/15/2024
27	Select Board, Town Meeting & School Committee Presentations	70 days	5/9/2024	8/15/2024
28	**Submit PSR to MSBA FAS**	**0 days**	**8/29/2024**	**8/29/2024**
29	MSBA Comments	15 days	8/29/2024	9/19/2024
30	**MSBA FAS Meeting**	**0 days**	**9/11/2024**	**9/11/2024**
31	**MSBA FAS Meeting**	**0 days**	**9/25/2024**	**9/25/2024**
32	Respond to MSBA Comments	17 days	9/25/2024	10/17/2024
33	**MSBA Board Meeting**	**0 days**	**10/30/2024**	**10/30/2024**
34	**SCHEMATIC DESIGN (SD)**	**154 days**	**9/23/2024**	**4/30/2025**
35	Develop Schematic Design	109 days	9/25/2024	2/27/2025
36	Community Presentations	56 days	9/23/2024	12/11/2024
40	Select Board, Town Meeting & School Committee Presentations	100 days	9/23/2024	2/12/2025
41	**Submit Final Project Scope & Budget to MSBA**	**0 days**	**2/6/2025**	**2/6/2025**
42	**Submit Schematic Design to MSBA**	**0 days**	**2/27/2025**	**2/27/2025**
43	MSBA Comments	16 days	2/27/2025	3/20/2025
44	Respond to MSBA Comments	11 days	3/20/2025	4/3/2025
45	**MSBA Board Meeting**	**0 days**	**4/30/2025**	**4/30/2025**
46	**LOCAL APPROPRIATION**			
47	Town Meeting Vote		**TBD**	**TBD**
48	Debt Exclusion Vote		**TBD**	**TBD**



WILMINGTON PUBLIC SCHOOLS

Wildwood Early Childhood Center Project

School Building Committee Meeting #4

November 8, 2023

SMMA

DORE + WHITTIER

Massachusetts School Building Authority

Agenda

Post Existing Conditions Follow-up

Educational Visioning

Peer School Visits

Schedule Update

SBC Communications Working Group Formation

Post Existing Conditions Update

Infrastructure

Technology and Communication Systems:
Ages range from original to current
Building not designed to adequately support newer systems
Network equipment lacks dedicated and conditioned spaces
Post Assessment Update: Network wireless access points installed August 2023
Antiquated communications systems (public address system, master clock)
Post Assessment Update: New zoom phone system with Yealink devices extends into classrooms
Classrooms equipped with ultra-short throw projectors
Video surveillance is limited to front door

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Classrooms equipped with ultra-short throw projectors
Video surveillance is limited to front door

Educational Visioning Update

Visioning Summary

Wilmington Elementary School Building Project

Visioning - Call for Volunteers

Help us define and shape the future for our Pre-K to 5th grade learners

Session #1 - District-wide Topics

Sept. 19th
1:00 PM to 4 :00 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 19th
6:30 PM to 9:30 PM
Shriners Auditorium or
Remote via Zoom

Session #2 - Learning and Teaching

Sept. 26th
1:00 PM to 3:30 PM
Shriners Auditorium or
Remote via Zoom

or

Sept. 26th
6:30 PM to 9:00 PM
Shriners Auditorium or
Remote via Zoom

Session #3 - Overall Building Planning

Oct. 17th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 17th
6:30 PM to 8:30 PM
Shriners Auditorium

Session #4 - Individual Space Planning

Oct. 24th
1:00 PM to 3:00 PM
Shriners Auditorium

or

Oct. 24th
6:30 PM to 8:30 PM
Shriners Auditorium

8 sessions

50+ participants

Wilmington Elementary School Building Project

Visioning - Call for Volunteers

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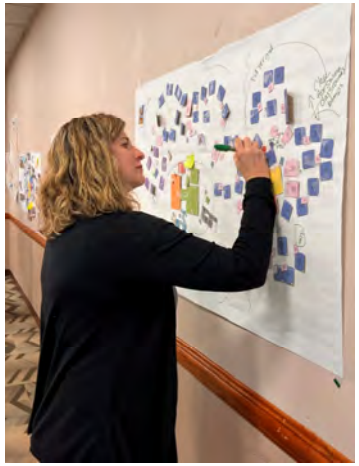
Microsoft Teams

Mentimeter

Milanote



Session #1

District-wide Issues

Session #1

District-wide Issues

- Big Picture Vision and Considerations
- Grade Configuration
- School Size and School Count

Mentimeter

What one word or short phrase best describes your vision for this project?

38 responses

38

Small Group – Grade Configuration

Advantages and Disadvantages

Evening Group #8 (in-Person) - Grade Configuration

PreK - K Advantages	**Diane** 5 days ago: More independence with less older students there. Reply
	Diane 5 days ago: Easier to meet the needs of PK-K students--ease of design Reply
	Diane 5 days ago: More creative with space, and true focus on small children Reply
	Diane 5 days ago: Outfitting the space is probably less expensive Reply
PreK-K Disadvantages	**Diane** 5 days ago: Too many transitions Reply
	Diane 5 days ago: Staffing is inefficient--costs more Reply
	Diane 5 days ago: Little opportunity for peer mentoring Reply
	Diane 5 days ago: Very rigid schedule--more missed services for students potentially Reply
	Diane 5 days ago: Burden to transportation--different start times Reply
	Diane 5 days ago: Maintaining relationships over time is difficult. Reply
	Diane 5 days ago: Unable to see the natural progression of student learning and success Reply
	Diane 5 days ago: Parents may not have the engagement that is wanted or needed Reply
PreK - 3rd Advantages	**Diane** 5 days ago: 1 fewer transition for families and students Reply
	Diane 5 days ago: good opportunity for mentoring Reply
	Diane 5 days ago: resources can be used more efficiently Reply
	Diane 5 days ago: Building completion will allow for 2 buildings to be consolidated. Reply
	Diane 5 days ago: More flexibility with staffing. More opportunities for staff to maintain relationships with students and families Reply
	Diane 5 days ago: More efficient ELL and SPED services.
	Diane 5 days ago: Multi-grade-multi age students Reply
	Diane 5 days ago: More options and flexibility with special education programming. With a nice range of resource sharing. Reply
	Diane 5 days ago: Smaller Campus. More manageable amount of students. Reply
PreK - 3rd Disadvantages	**Diane** 5 days ago: Another transition for families... more than 1 Reply
	Diane 5 days ago: Still need to replace other schools Reply
	Diane 5 days ago: Transportation will still be an issue Reply
PreK - 5th Advantages	**Diane** 5 days ago: CONSOLIDATION: Minimizes transitions, less schools. Time to completion is much quicker. Reply
	Diane 5 days ago: Opens up other facilities in town for other purposes Reply
	Diane 5 days ago: Very flexible services, programming, staffing. Reply
	Diane 5 days ago: mentoring programs for students Reply
	Diane 5 days ago: transportation, food services, administration, custodial support, all more effective. Reply
PreK - 5th Disadvanta	**Diane** 5 days ago: HUGE building! Reply
	Diane 5 days ago: Needs to have enough parking, space. Reply
	Diane 5 days ago: Is school culture harder to cultivate? Reply
	Diane 5 days ago: 800+ students is a lot. How do you manage. Reply

Milanote

Small Group – School Size & School Count

School-within-School Models

Evening Group #4 (In-person) - School Size

Is a school-within a school model worth considering for the PreK-3rd and PreK-5th Grade Configurations? Why or Why not?

Kristina 5 days ago
Yes, a school-within-a-school is worth considering because it is less intimidating for younger kids. If other kindergarteners are surrounded by other kids on a daily basis, they feel safe; AND they get the advantage of seeing these role models too
Reply

Kristina 5 days ago
Smaller cohorts lead to more engaged leaders - they know the names of their students and they can address issues right away; community feel.
Reply

Kristina 5 days ago
An idea is to keep the counselor with a specific grade. 6 assistant principals, they take a grade level and stay with them all the way through K-5
Reply

If a school-within-a-school model is worth considering, where are the natural break(s) between grade levels? Why?

Kristina 5 days ago
Pre-K - K

Kristina 5 days ago
Pre-K doesn't need busing, potty training, developmentally more significant --- Kindergarten is still play-based in approach
Reply

Kristina 5 days ago
Grade 1 - 3
Reply

Kristina 5 days ago
Grades 4 - 5
Reply

Kristina 5 days ago
Want students and families to have adults in the building
Reply

If a school-within-a-school model is worth considering, what space(s) can be shared and which ones cannot? Why?

Kristina 5 days ago
Bathrooms and Classrooms NOT SHARED
Reply

Kristina 5 days ago
Cafeterias SOMEWHAT SHARED ? (food allergies)
Reply

Kristina 5 days ago
Library, Gymnasium, Playgrounds - SHARED (with distinctive areas for age groups)
Reply

Afternoon Group #3 - School Size

Megan started this thread

Is a school-within a school model worth considering for the PreK-3rd and PreK-5th Grade Configurations? Why or Why not?

Megan 5 days ago
PreK-3
Reply

Megan 5 days ago
PreK-5
Reply

Megan 5 days ago
Administration - one principal and one assistant principal
Reply

Megan 5 days ago
Administration - one principal and two assistant principals; one main office
Reply

If a school-within-a-school model is worth considering, where are the natural break(s) between grade levels? Why?

Megan 5 days ago
Common Spaces - Wings/hallways/sides for k-2 and 3-5 (should be flexible to adjust based on enrollment and changes over time); bathrooms size appropriate and within classrooms; cafeteria; playgrounds with different structures in separate spaces; conventional gymnasium and smaller alternate space
Reply

Megan 5 days ago
Flex-space is important to not get locked in to one configuration
Reply

If a school-within-a-school model is worth considering, what space(s) can be shared and which ones cannot? Why?

Visioning #1 - Outcomes

- Acknowledgement by the District that needs exist at all six elementary facilities. **What's the plan?**

- Advantages and disadvantages to each grade configuration, but **preference for PreK-5th.**

- Design to **allow both school within school models and single school models** with grade level sub-groups if possible

Session #2

Teaching & Learning

Session #2

Teaching & Learning

- What's Changing in Education?
- School Exemplars. What could be.
- The Learning Experience

What has changed education since Wildwood first opened (1955) and how?
106 responses

What internal and external forces are influencing changes to education right now?
74 responses

What factors might influence changes to education in the future?
55 responses

Where does the child thrive? When is the wonder and sense of purpose most active? Why?
84 responses

What are the greatest strengths of the child?
69 responses

What are the greatest challenges for the child?
66 responses

Where and when does the educator thrive? Why?
70 responses

What are the greatest strengths of the educator?
84 responses

What are the greatest challenges for the educator?
82 responses

Mentimeter

School Exemplars

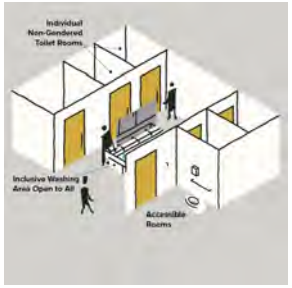
Pathfinder Kindergarten Center

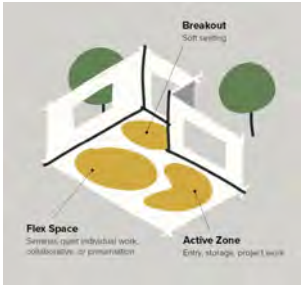
South Melbourne Primary School

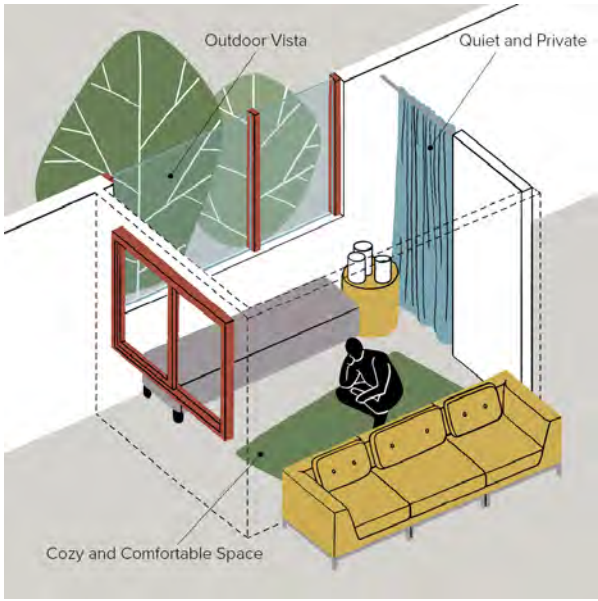
Trillium Creek Elementary School

Wilkes Elementary School

Exciting, Interesting, and/or Valuable





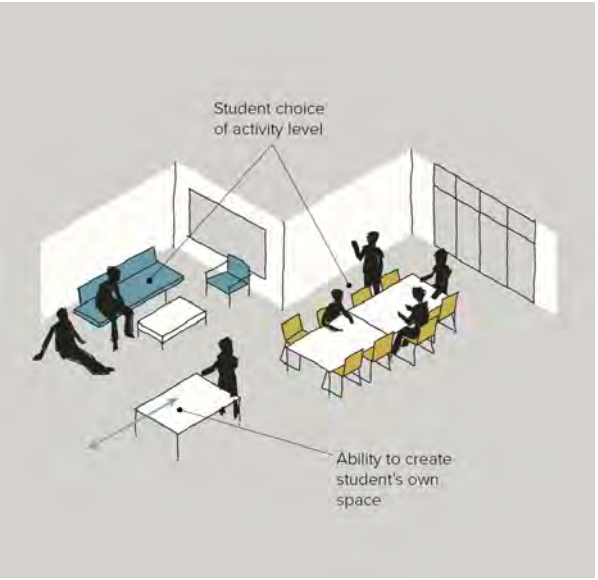


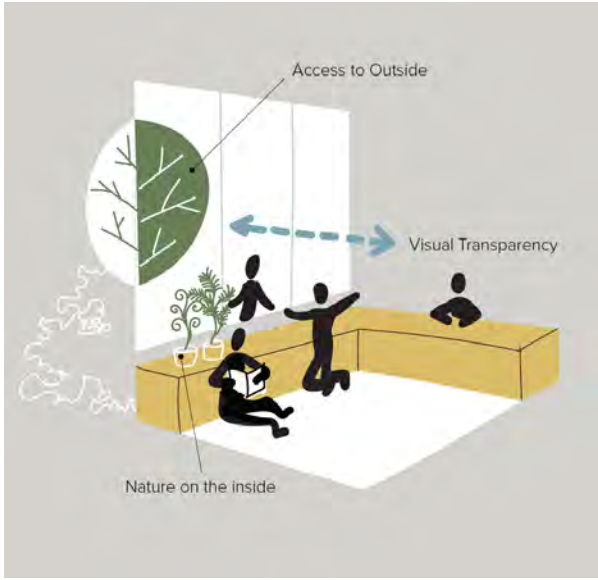
High priority – include in project

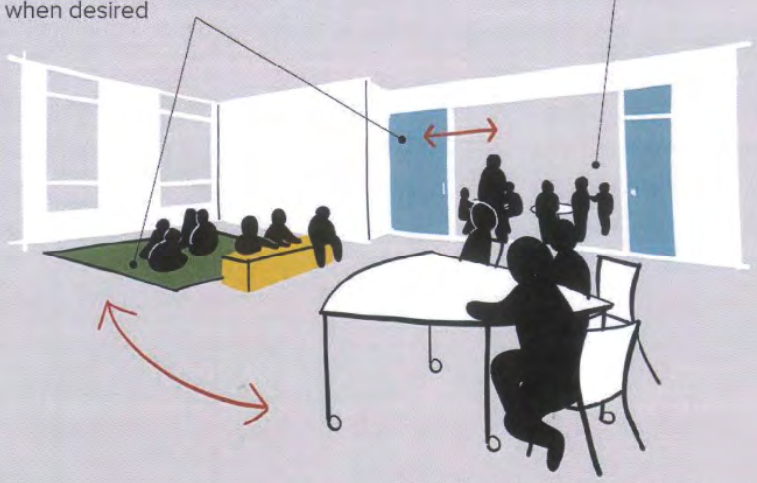
Interesting but uncertain about relevance for project

Not appropriate – exclude from project

Why?







Related Patterns

Learning Studio, Indoor-Outdoor Connections

Agile Spaces

Problem

Schools often have a limited range of space types which include: standardized classrooms, specialized classrooms, and large multifunctional spaces (e.g. the gym/ cafetorium). When teaching styles were exclusively a lecture format, this worked well. However, pedagogy has evolved to inclusively accommodate multiple learning modalities.

Sol

In order to effectively do this, it's necessary to have a diverse range of environments that help support those modalities. This spatial agility can be achieved via three synergistic methods: adaptability (able to change throughout time), flexibility (able to change at any time), and variety (built-in diversity).

Visioning #2 - Outcomes

- Students' and teachers' **greatest needs and greatest strengths are different today** compared to when current buildings were built.

- **Variety and flexibility** of space are key to meeting their needs and celebrating strengths.

- **Educational models will change over time.** Project should support one model on opening day but allow other models, too.

Session #3

Overall Building Planning

Session #3

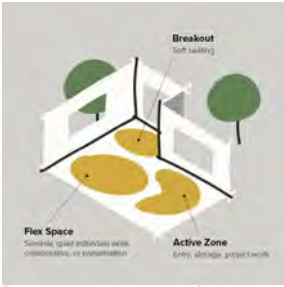
Overall Building Planning

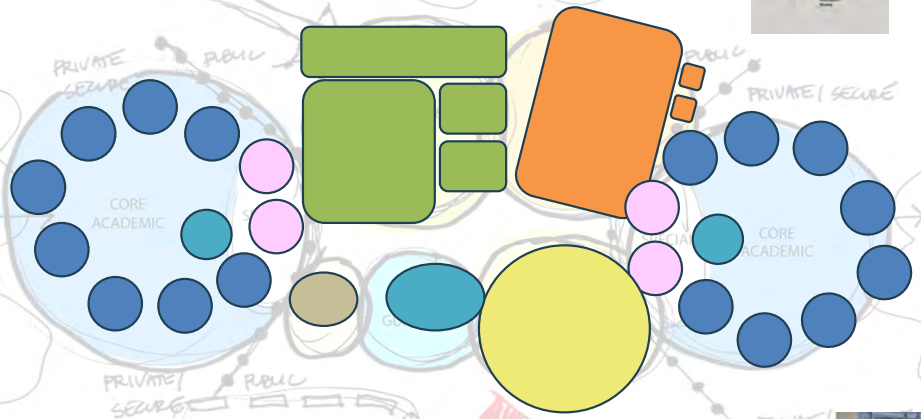
- School Tour Highlights
- Overall Building Diagramming
- Guiding Principles for Design

Overarching Guiding Principles For Design

VISION STATEMENT (SAMPLE): We envision a project unique to Scituate that gives students, professionals, and our community agency as partners; one that is flexible, durable, welcoming, and safe; and one that enables a culture of collaboration and excellence.

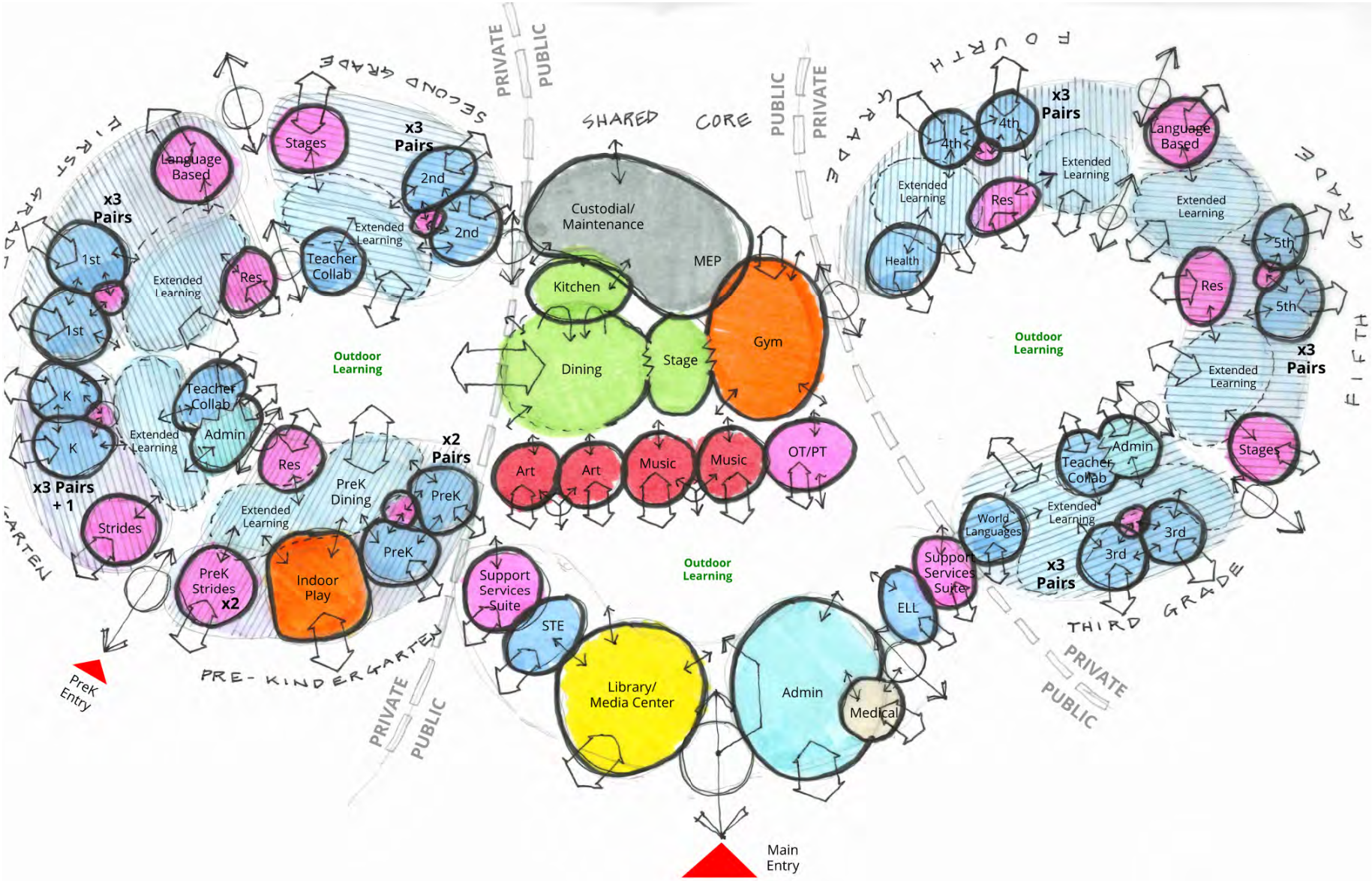
- Zone the Building into Public and Private spaces
- Separation of site circulation – cars / buses / pedestrians
- Appropriate faculty, staff, and visitor parking
- Appropriate interior spaces for PE, Health, Adaptive PE, Music, Art, and Special Education
- Provide utilities and infrastructure to anticipate changing technology, student need, and equipment
- Integrate special education spaces throughout the facility, provide pull-out spaces directly adjacent to general education classrooms
- Provide acoustically separate but visually connected dining experiences in the cafeteria
- Provide separate teacher work rooms and staff dining spaces
- Flexibility of event spaces (gym, stage, cafeteria)
- Library/Media Center as the core hub and connective element of the school; divided into multiple activity areas
- Provide dedicated OT and Adaptive PE spaces
- Provide flexibility at a wide variety of scales
- Design elements to provide for safety and security of building
- Provide 4 sections per grade + 5 sections of PreK





Sample: East Gloucester / Vets Elementary School

ELA
"CARES" SPACE
Needed – THINK ABOUT
AFTER SCHOOL PROGRAMS/STORAGE
1-3
PLAY
ELA
ELA
ELA
OUTDOOR
CR'S
PK
ENTRY
PK/K PLAY
FIND SPACE
WILMINGTON
SPECIFIC
STAFFING:
eg. "TEAM
CHAIRS"



SHARED CORE
PUBLIC
PRIVATE
Custodial/ Maintenance
MEP
Kitchen
Dining
Stage
Gym
Art
Art
Music
Music
OT/PT
Outdoor Learning
Outdoor Learning
Outdoor Learning
Support Services Suite
STE
Library/ Media Center
Admin
Medical
ELL
Support Services Suite
World Languages
Teacher Collab
Admin
Extended Learning
Stages
x3 Pairs
3rd
3rd
x3 Pairs
Extended Learning
Res
5th
5th
x3 Pairs
Language Based
Extended Learning
Extended Learning
Res
4th
4th
x3 Pairs
Health
Extended Learning
Extended Learning
Res
Teacher Collab
Stages
x3 Pairs
2nd
2nd
Language Based
x3 Pairs
1st
1st
Extended Learning
Res
K
K
x3 Pairs + 1
Teacher Collab
Admin
Extended Learning
Strides
Res
PreK Dining
x2 Pairs
PreK
PreK
Extended Learning
PreK Strides x2
Indoor Play
PreK Entry
PRE-KINDERGARTEN
FIRST GRADE
SECOND GRADE
THIRD GRADE
FOURTH GRADE
FIFTH GRADE
Main Entry

Wilmington Elementary School Building Project

Guiding Principles for Design - DRAFT

- Education methodologies will change over the life span of the building. The project should be designed flexibly enough to allow the educational method to evolve without significant changes to the building, itself.
- Zone the building into Public and Private spaces
- Organize building into PreK to 2nd grade and 3rd grade to 5th grade with shared core spaces in between
- Organize building into grade level learning communities, but in such a way that limits isolation of any one grade level and allows grade level learning communities to expand in bubble years
- Reduce travel distances between classrooms and shared core space to the greatest extent possible
- Position Pre-Kindergarten and Kindergarten on the ground level
- Separation of site circulation – cars, buses, pedestrians
- Create a dedicated PreK entry
- Appropriate faculty, staff, and visitor parking
- Integrate special education spaces throughout the facility
- Position stage between Gymnasium and Cafeteria to maximize the flexibility to create performance/event experiences
- Position some of the administration offices within classroom groupings
- Remainder of administrative spaces adjacent to the main entry of the building
- Provide a wide variety of instructional spaces including traditional classrooms, small group rooms, and extended learning spaces (XLAs) with strong visual and physical connections between these experiences

Wilmington Elementary School Building Project

Guiding Principles for Design - DRAFT

- Position some of the administration offices within classroom groupings
- Remainder of administrative spaces adjacent to the main entry of the building
- Provide a wide variety of instructional spaces including traditional classrooms, small group rooms, and extended learning spaces (XLAs) with strong visual and physical connections between these experiences
- Provide lower grades with access calming areas with sensory options; upper grades access XLAs/outside classroom areas
- Create teacher collaboration spaces capable of supporting day to day planning activities, diagnostic student data meetings, and professional development experiences
- Student support service professionals to have a shared home base with some service delivery capabilities, but support professionals to travel to where students are (classrooms, small group rooms, extended learning spaces) whenever possible
- Position grade-level specific playgrounds adjacent to grade-level classroom areas
- Provide all instructional spaces, offices, and extended learning spaces with direct access to natural daylight and exterior views to the greatest extent possible
- Provide a small group room between every pair of grade level classrooms
- Create an environment where PreK students can dine in close proximity to their classrooms
- Provide and indoor play environment for PreK students
- Zone the cafeteria in such a way to create a variety of dining experiences and smaller zones to reduce student anxiety
- Consider providing at least one additional classroom for a future world languages program

Visioning #3 - Outcomes

- Organize into **PreK-2 and 3rd-5th**, with shared core
- Organize into **grade level learning communities**
- **Distributed and purpose-built special education spaces**
- Consider **new/expanded programs** for ELL, World Languages, and STEM
- Create a **welcoming and safe** environment that **encourages curiosity and independence.**

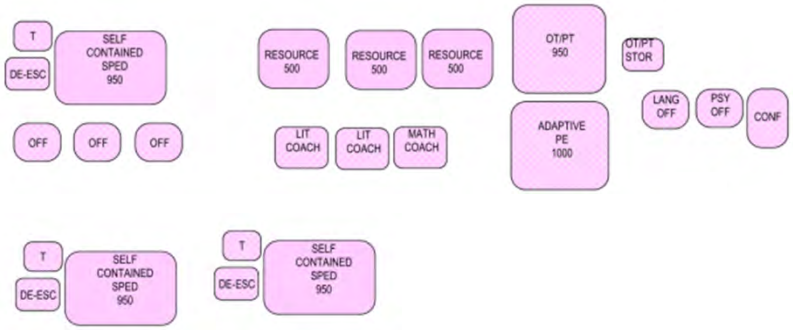
Session #4

Individual Space Planning

- Key Spaces Exercise
- Visioning Take-aways

Session #4

Individual Space Planning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DE-ESC
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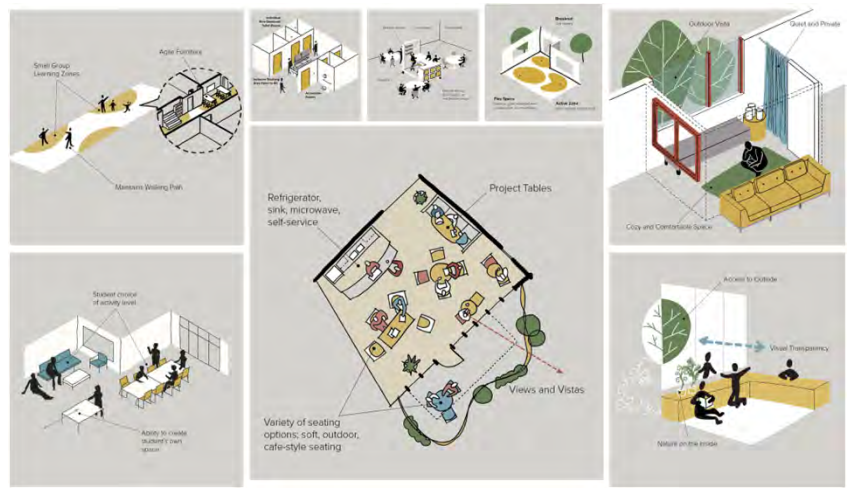

Small Group Learning Zones
Agile Furniture
Mainstem Walking Path
Refrigerator, sink, microwave, self-service
Project Tables
Views and Vistas
Variety of seating options; soft, outdoor, cafe-style seating
Student choice of activity level
Ability to create student's own space
Outdoor Vista
Quiet and Private
Cozy and Comfortable Space
Access to Outside
Visual Transparency
Nature on the inside

Curiosity Center
Flexible Studio Spaces
First Floor

MUSIC CONSERV

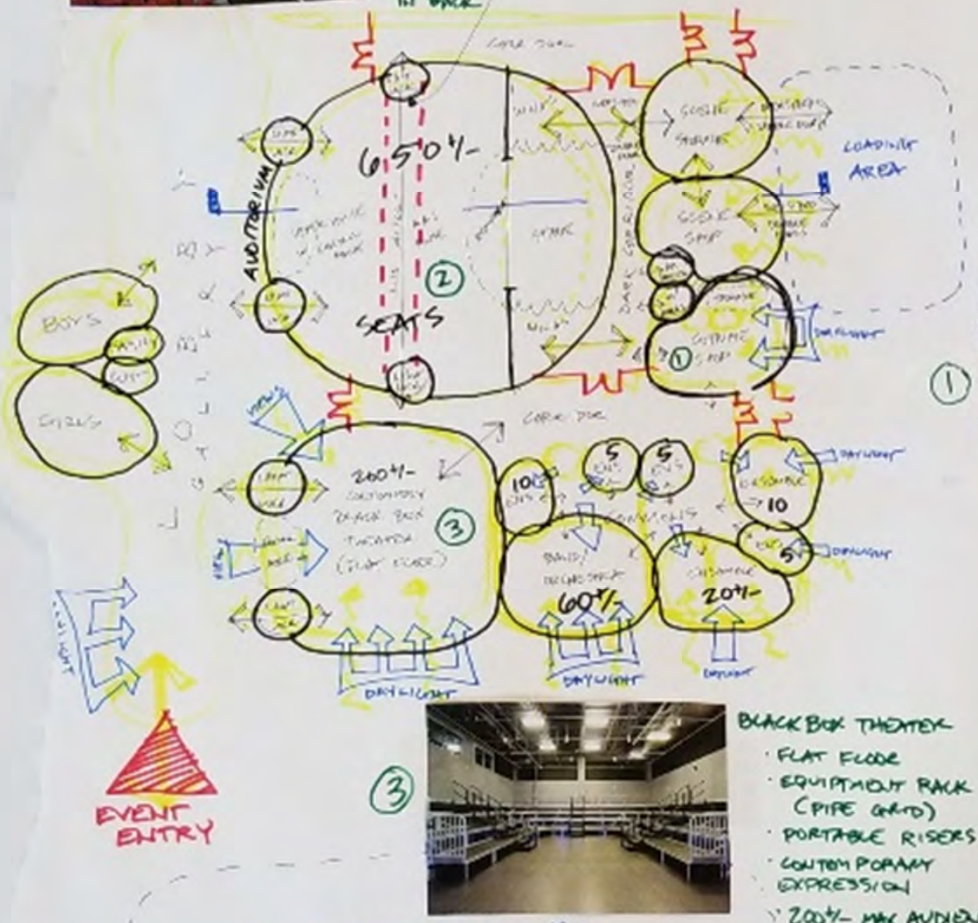
SAMPLE

PROGRAM LIST

- ☐ 650 +/- SEAT (FIXED) AUDITORIUM
- ☐ SCENE SHOP
- ☐ SCENE STORAGE
- ☐ COSTUME SHOP W/ STORAGE
- ☐ VARIOUS ENSEMBLE SPACES
- ☐ BAND/ORCHESTRA INSTRUCTION
- ☐ BLACK BOX THEATER - SIZE TBD
- ☐ STAGE W/ REMOVABLE EXTENSION

(2) AUDITORIUM

- CATWALK
- GREAT ACOUSTICS
  - VOCAL
  - INSTRUMENTAL
  - DRAMA
- GREAT SIGHT LINES
- FIT 9-2 & 7-8 SEPARATELY
- STEEP RAKE IN BACK



COSTUME SHOP
- FOR INSTRUCTION & PRODUCTION OF COSTUMES FOR PERFORMANCE
- LARGE, HIGH DENSITY STORAGE FOR PAST/CURRENT COSTUMES

BLACK BOX THEATER
- FLAT FLOOR
- EQUIPMENT RACK (PIPE GRID)
- PORTABLE RISERS
- CONTEMPORARY EXPRESSION
- 200 +/- MAX AUDIENCE

Dining
Stage
Gym
Hallway
Bulletin strips
Digital Piano!!!
* ensemble rehearsal space (band/strings/chorus) w/ closable/soundproofing
wide risers w/ chairs
Ramp Access for equip
Dbl doors for equip
Art
Art
Gen. Music
Gen. Music
Dbl doors!
Shared Storage
Windows
Windows + overhead natl/lighting
Shared storage w/ Kiln
Outdoor Learning Area
Spaces
• 2 art rooms w/ shared storage + KILN
• 2 music rooms w/ shared storage
• Ensemble rehearsal space w/ stage walled off/closable + sound proof
Not for gen music
Flip forms

Visioning #4 - Outcomes

- **Spatial relationships are critical**
- **Purpose-designed spaces are needed,** especially for special education programs and student support services
- **Varied learning environments are necessary**, both within single spaces and adjacent to them
- **Flexible, varied, and mobile furniture** is needed
- **Internal connections and interior views between spaces** are critical to flexibility, curiosity, and independence

Visioning #1

- Acknowledgement by the District that needs exist at all six elementary facilities. **What's the plan?**
- Advantages and disadvantages to each grade configuration, but **preference for PreK-5th.**
- Design to **allow both school within school models and single school models** with grade level sub-groups if possible

Visioning #2

- Students' and teachers' **greatest needs and greatest strengths are different today** compared to when current buildings were built.
- **Variety and flexibility** of space are key to meeting their needs and celebrating strengths.
- **Educational models will change over time.** Project should support one model on opening day but allow other models, too.

Visioning #3

- Organize into **grade level learning communities**
- Organize into **PreK-2 and 3rd-5th**, with shared core
- **Distributed and purpose-built special education spaces**
- Consider **new/expanded programs** for ELL, World Languages, and STEM
- Create a **welcoming and safe** environment that **encourages curiosity and independence.**

Visioning #4

- **Spatial relationships are critical**
- **Purpose-designed spaces are needed,** especially for special education programs and student support services
- **Varied learning environments are necessary**, both within single spaces and adjacent to them
- **Flexible, varied, and mobile furniture** is needed
- **Internal connections and interior views between spaces** are critical to flexibility, curiosity, and independence

Peer School Visits

Wildwood School Building Project

Exemplar Site Visits

WILMINGTON PUBLIC SCHOOLS

Additional School Tour Opportunity

Next Steps

November 2023 Look Ahead

- ❑ Document Visioning Outcomes – in progress
- ❑ Initial Space Programming – in progress
- ❑ Develop Baseline Recommendations – in progress

Next SBC Meeting: December 13th at 6pm

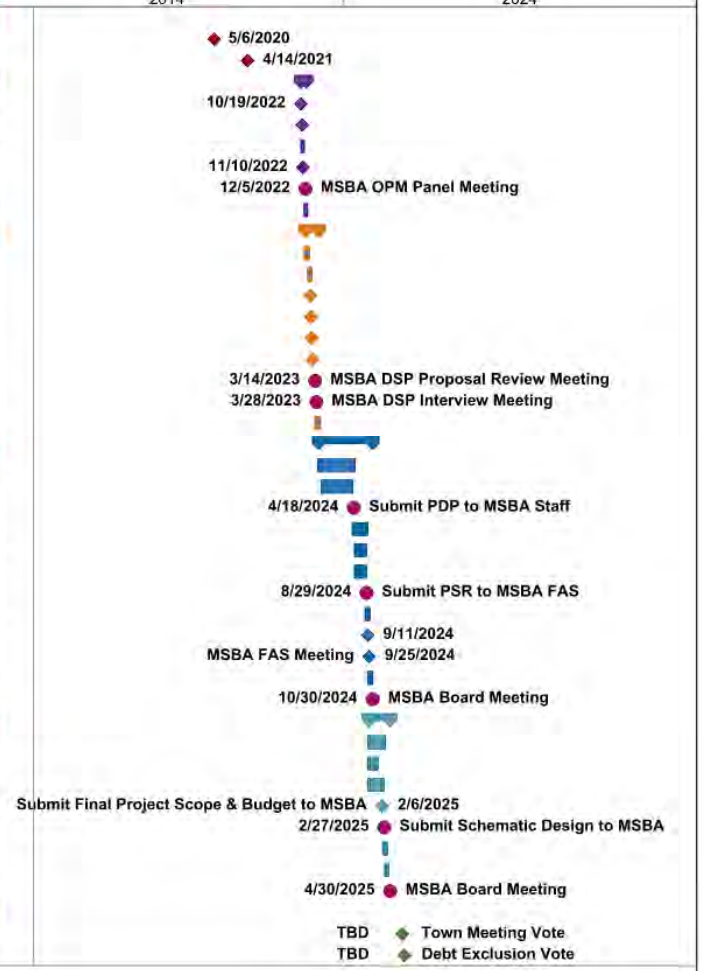
Schedule Update

November 4, 2022
Updated: November 8, 2023

Town of Wilmington
Wildwood Early Childhood Center
Feasibility Study
Preliminary Project Schedule

SMMA

ID	Task Name	Duration	Start	Finish
1	**MSBA PREREQUISITES**	241 days	5/6/2020	4/14/2021
2	Statement of Interest	0 days	5/6/2020	5/6/2020
3	MSBA Invite into Feasibility	0 days	4/14/2021	4/14/2021
4	**RETAIN OPM**	39 days	10/19/2022	12/13/2022
5	Submit OPM Proposals	0 days	10/19/2022	10/19/2022
6	OPM Interview	0 days	11/1/2022	11/1/2022
7	Negotiate OPM Contract	6 days	11/3/2022	11/10/2022
8	Submit Documents to MSBA OPM Panel	0 days	11/10/2022	11/10/2022
9	**MSBA OPM Panel Meeting**	**0 days**	**12/5/2022**	**12/5/2022**
10	Execution of OPM Agreement	6 days	12/6/2022	12/13/2022
11	**RETAIN DESIGNER**	100 days	12/6/2022	4/24/2023
12	Draft Designer RFS and Submit to MSBA	21 days	12/6/2022	1/3/2023
13	MSBA Approve Draft RFS	11 days	1/11/2023	1/25/2023
14	Submit to Central Register	0 days	1/26/2023	1/26/2023
15	Notice in Central Register	0 days	2/1/2023	2/1/2023
16	Briefing Session	0 days	2/8/2023	2/8/2023
17	Submit Designer Proposals	0 days	2/14/2023	2/14/2023
18	**MSBA DSP Proposal Review Meeting**	**0 days**	**3/14/2023**	**3/14/2023**
19	**MSBA DSP Interview Meeting**	**0 days**	**3/28/2023**	**3/28/2023**
20	Negotiate Designer Contract	20 days	3/28/2023	4/24/2023
21	**FEASIBILITY STUDY (FS)**	389 days	4/25/2023	10/30/2024
22	Develop Preliminary Design Program	253 days	4/25/2023	4/18/2024
23	Community Presentations	211 days	5/31/2023	3/27/2024
24	**Submit PDP to MSBA Staff**	**0 days**	**4/18/2024**	**4/18/2024**
25	Develop Preferred Schematic Report (PSR)	95 days	4/18/2024	8/29/2024
26	Community Presentations	70 days	5/9/2024	8/15/2024
27	Select Board, Town Meeting & School Committee Presentations	70 days	5/9/2024	8/15/2024
28	**Submit PSR to MSBA FAS**	**0 days**	**8/29/2024**	**8/29/2024**
29	MSBA Comments	15 days	8/29/2024	9/19/2024
30	**MSBA FAS Meeting**	**0 days**	**9/11/2024**	**9/11/2024**
31	**MSBA FAS Meeting**	**0 days**	**9/25/2024**	**9/25/2024**
32	Respond to MSBA Comments	17 days	9/25/2024	10/17/2024
33	**MSBA Board Meeting**	**0 days**	**10/30/2024**	**10/30/2024**
34	**SCHEMATIC DESIGN (SD)**	154 days	9/23/2024	4/30/2025
35	Develop Schematic Design	109 days	9/25/2024	2/27/2025
36	Community Presentations	56 days	9/23/2024	12/11/2024
40	Select Board, Town Meeting & School Committee Presentations	100 days	9/23/2024	2/12/2025
41	**Submit Final Project Scope & Budget to MSBA**	**0 days**	**2/6/2025**	**2/6/2025**
42	**Submit Schematic Design to MSBA**	**0 days**	**2/27/2025**	**2/27/2025**
43	MSBA Comments	16 days	2/27/2025	3/20/2025
44	Respond to MSBA Comments	11 days	3/20/2025	4/3/2025
45	**MSBA Board Meeting**	**0 days**	**4/30/2025**	**4/30/2025**
46	**LOCAL APPROPRIATION**			
47	Town Meeting Vote		**TBD**	**TBD**
48	Debt Exclusion Vote		**TBD**	**TBD**



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41	**Submit Final Project Scope & Budget to MSBA**	**0 days**	**2/6/2025**	**2/6/2025**	**Submit Final Proj**
42	**Submit Schematic Design to MSBA**	**0 days**	**2/27/2025**	**2/27/2025**	
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46	**LOCAL APPROPRIATION**				
47	Town Meeting Vote		**TBD**	**TBD**	
48	Debt Exclusion Vote		**TBD**	**TBD**	

SBC Communications Working Group

Discussion

Thank You

Project Management | SMMA

Agenda

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Re:	School Building Committee Meeting	Meeting Date:	11/8/2023
Prepared by:	Julie Leduc	Meeting Time:	7:00 PM
Meeting Location:	Remote Participation (Zoom as follows)	Meeting No.	6

https://wpsk12.zoom.us/j/89558643059?pwd=Qi8vWGZmQzdKc1RtYmRYQThxbXFZQT09
Meeting ID: 895 5864 3059
Passcode: 811275

Distribution: School Building Committee (MF)

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices:
   - Warrant No. 3
   - Warrant No. 4
   - Warrant No. 5
4. Post Existing Conditions Update
5. Educational Visioning Update
6. Peer School Visits
   - Additional School Tour Opportunity
7. Next Steps
8. Schedule Update
9. SBC Public Relations Working Group Formation
10. Discussion/Correspondence/New Items
11. Committee Questions
12. Public Comments
13. Next Meeting: Wednesday, December 13, 2023
14. 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

Project Management | SMMA

Agenda

Project:	Wilmington Wildwood Early Childhood Center	Project No.:	22127
Re:	Community Forum No. 1	Meeting Date:	11/8/2023
Prepared by:	Julie Leduc	Meeting Time:	6:00 PM
Meeting Location:	Remote Participation (Zoom as follows)	Meeting No.	1

https://wpsk12.zoom.us/j/89558643059?pwd=Qi8vWGZmQzdKc1RtYmRYQThxbXFZQT09
Meeting ID: 895 5864 3059
Passcode: 811275

Distribution: School Building Committee (MF)

1. Call to Order
2. Overview of the MSBA Building Process with Our Community
3. Preliminary Report on the Existing School Conditions Assessment
4. 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.

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www.smma.com

WILMINGTON PUBLIC SCHOOLS

Wildwood Early Childhood Center Project

Community Forum #1

November 8, 2023

SMMA

DORE | WHITTIER

Massachusetts School Building Authority

Agenda

Introductions

MSBA Process and Schedule

What is + What Can Be

Stay Connected

Introductions

The Team

School Committee

School Building Committee

Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

SMMA

Owner's Project Manager (OPM)

DORE + WHITTIER

Designer (Architect)

Who is the School Building Committee?

Glenn Brand, Superintendent, WPS; Chair SBC
Vivian Varbedian, Parent Representative; Vice-Chair SBC
Paul Ruggiero, Assist. Superintendent of Admin & Finance
Diane M. Allan, Permanent Building Committee
John C. Holloway, Permanent Building Committee
Gregory B. Bendel, Board of Selectmen
Kevin A. Caira, Board of Selectmen Alternate
Kate Bissell, Wildwood School Principal
Stacey Scott, Woburn School Principal
Christine Holloran, Wildwood School Teacher
Alice Brown-Legrand, Director of Student Support Services
George W. Hooper II, Public Buildings Superintendant
Dennis Kelley, Public Buildings

Lou Cimaglia, Acting Town Administrator
Susan Inman, Assistant Town Manager
Bryan T. Perry, Finance Director/Town Accountant
David A. Ragsdale, School Committee Vice Chair
Marianne Gallezzo, Finance Committee Member
Paul J. Melaragni, Permanent Building Committee
Michael Camoscio, Parent Representative
Craig Miner, Parent Representative
Maggie Lopes, Parent Representative
Christine Prendergast, Parent Representative
Justin Cusce, Parent Representative

MSBA Process and Schedule

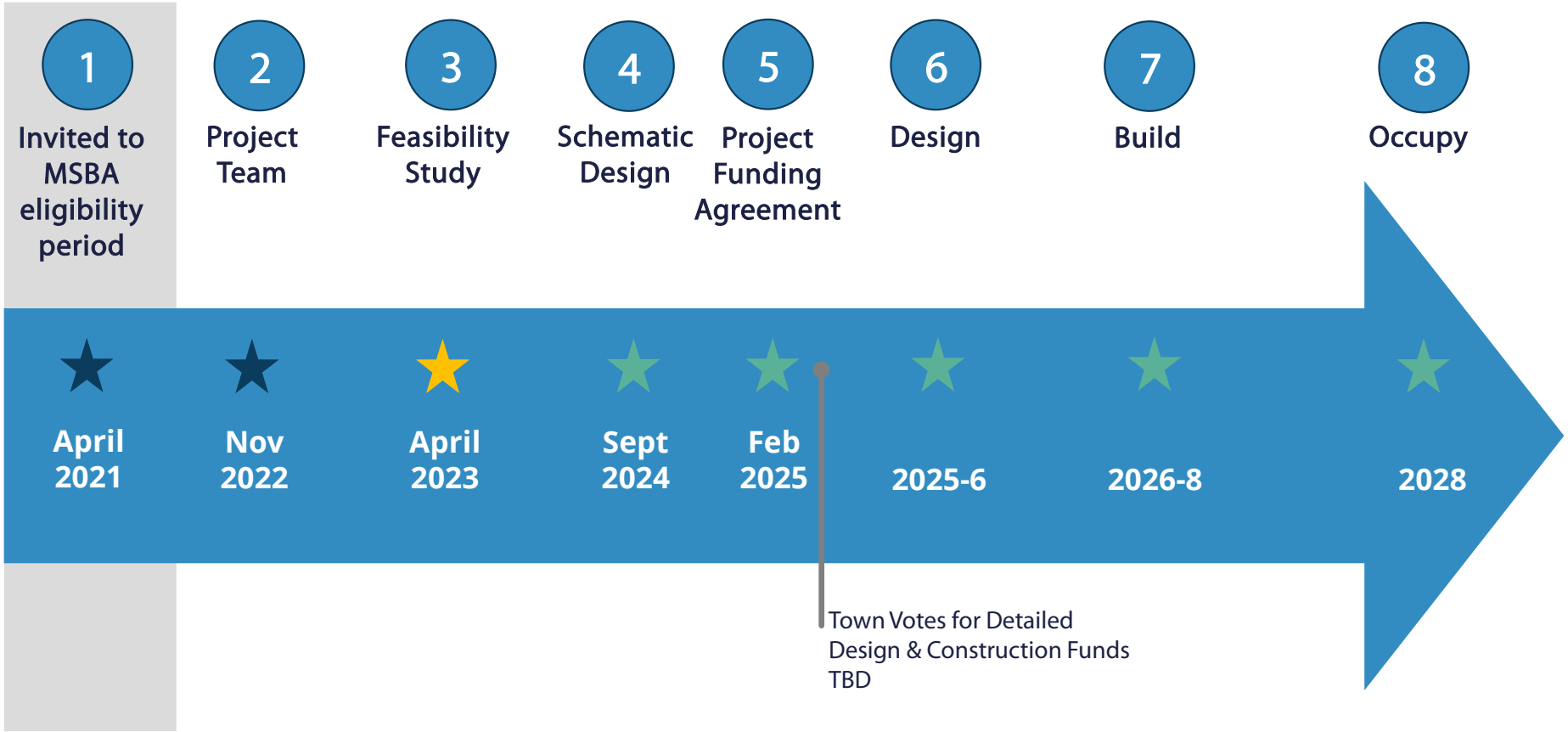
How we got here...
Wilmington Elementary Schools

- All six elementary schools are of similar vintage 1950s/1960s and experience space deficiencies in their educational programs
- Each school needs significant upgrades, including HVAC, plumbing, electrical, exterior windows and envelope, accessibility, etc.
- **Wildwood** was determined to be in the most need of the six district elementary schools.

Wildwood Early Childhood Center
1955 (**68 yrs**)

MSBA Process

Step-by-Step

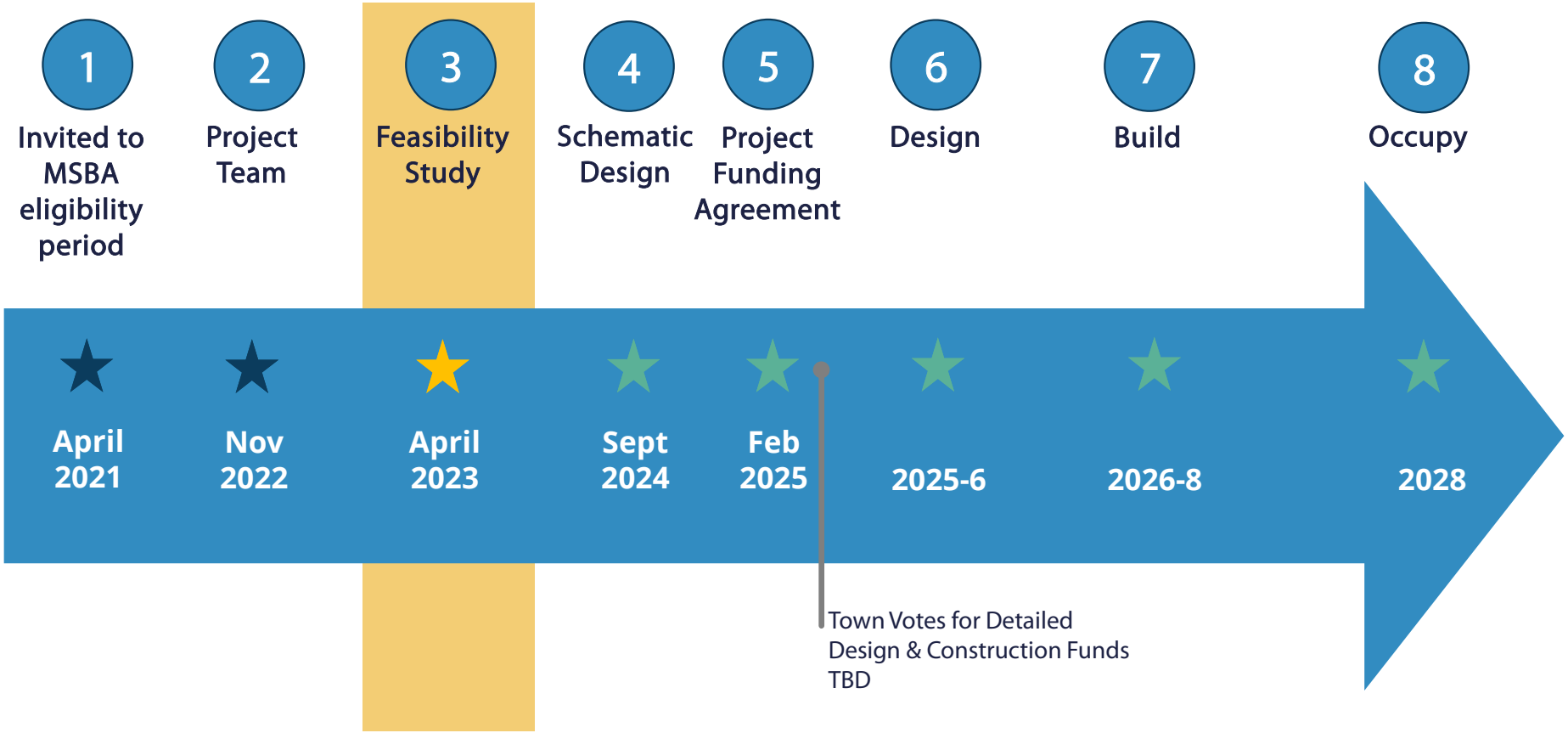


MSBA Process

Step-by-Step

MSBA Process

Step-by-Step



MSBA Process

Where We Are: Feasibility Study

3

Apr 2023 – Apr 2024

Preliminary
Design Program

Existing Sites & Buildings

- Playgrounds, site circulation
- Traffic
- Structure
- Roofs, windows, walls, floors
- HVAC, electrical, plumbing
- Code, accessibility, security
- Sustainability

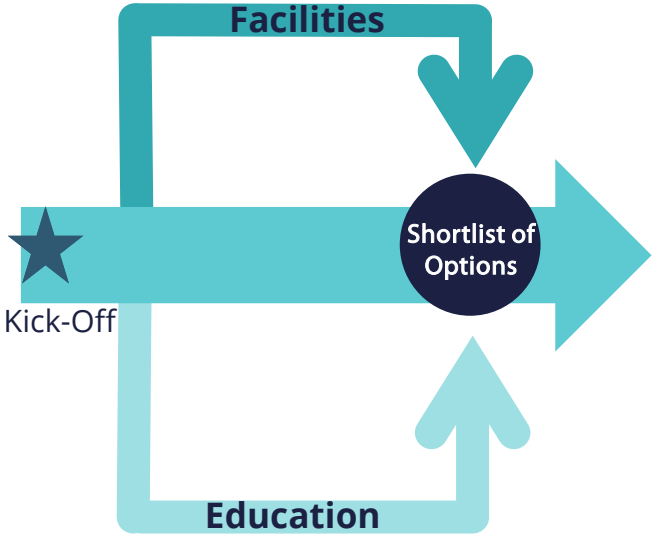
MSBA Process

Where We Are: Feasibility Study

3

Apr 2023 – Apr 2024
Visioning and Community Input Begins

Preliminary
Design Program



Existing Sites & Buildings

- Playgrounds, site circulation
- Traffic
- Structure
- Roofs, windows, walls, floors
- HVAC, electrical, plumbing
- Code, accessibility, security
- Sustainability

Space Function - Education

- How are spaces used?
- Are spaces sized and located appropriate to function?

- Listening sessions
- Visioning sessions
- Meet with principals
- Meet with faculty, parents, and students
- students
- Community feedback

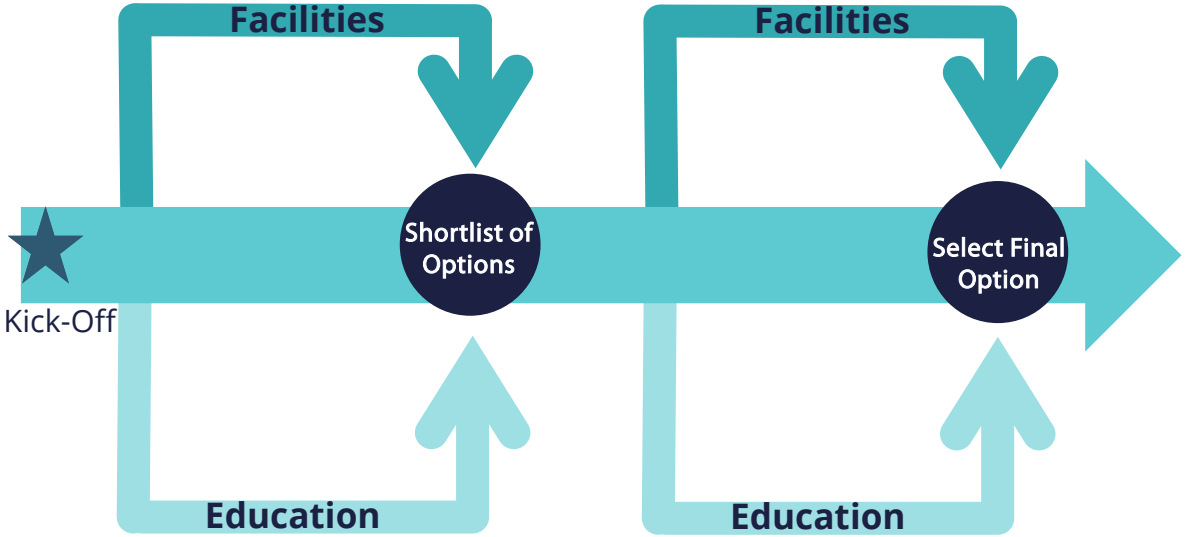
MSBA Process

Where We Are: Feasibility Study

3

Apr 2023 – Apr 2024
Preliminary Design Program

Apr 2024 – Aug 2024
Preferred Schematic Report



Facilities and Education

- Narrow focus
- Compare each option
- Review cost estimates
- Analyze shortlist of options
- Wildwood School Building Committee to vote on final option
- Submit final option to MSBA

- Meet with faculty, parents and students
- Community Input and Feedback

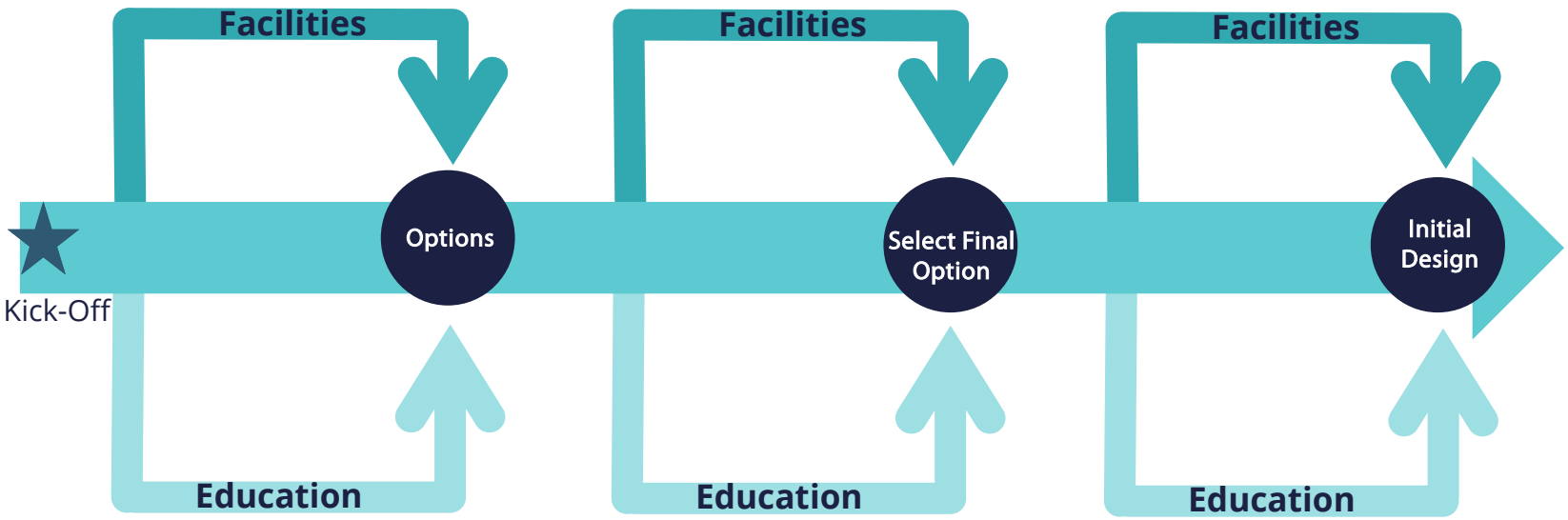
MSBA Process

Where We're Going: Schematic Design

3 **Apr 2023 – Apr 2024**
Preliminary Design Program

Apr 2024 – Aug 2024
Preferred Schematic Report

4 **Sept 2024 – Feb 2025**
Schematic Design



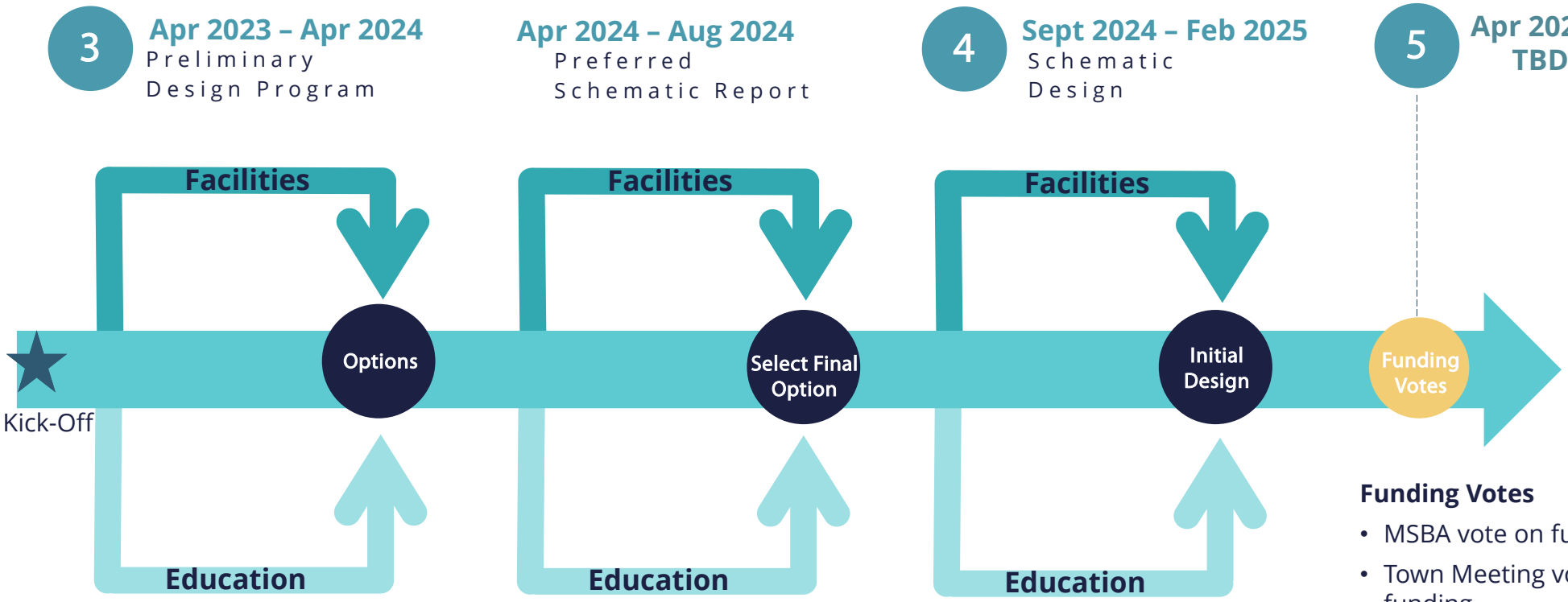
Facilities and Education

- Develop design of selected option
- More analysis of site, building, costs, schedule and phasing
- Agree on reimbursement with MSBA

- Meet with faculty, parents and students
- Community Input and Feedback

MSBA Process

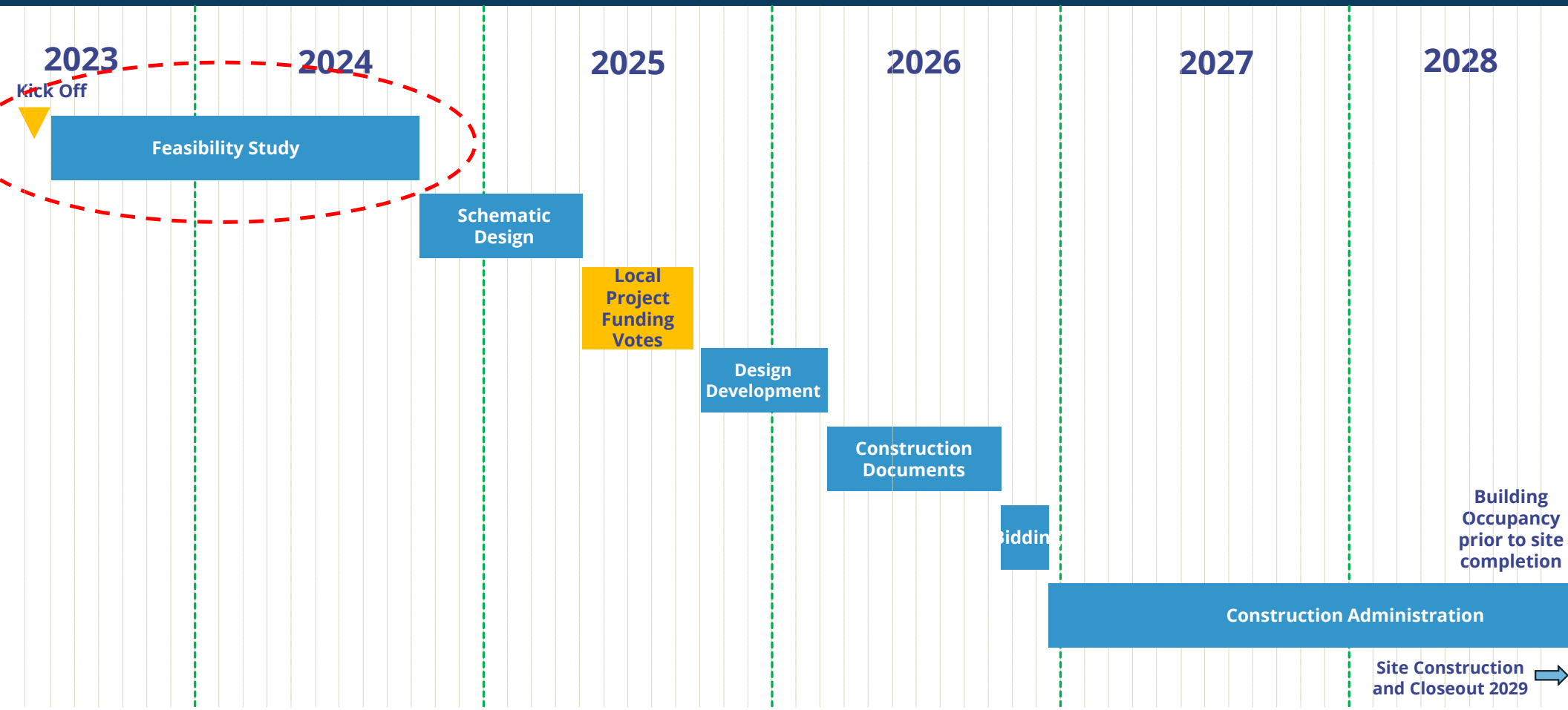
Where We're Going: Schematic Design



Funding Votes

- MSBA vote on funding
- Town Meeting vote on funding
- Town Debt Exclusion Vote

Wilmington Wildwood EEC
Overall MSBA Project Schedule



Existing Conditions Summary

Wildwood ECC
7.5-acre site
1955 building

Woburn Street
10-acre site
1963/68 building

North Intermediate
14-acre site
1962 building

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

SITE

Located in residential areas
Overhead utility lines
No gas service onsite
No fire protection service

Wildwood Early Childhood Center

SITE

Wellhead Protection Areas
Municipal Open Space status
Wetlands
Available Utilities

North Intermediate School

SITE

On-site Septic
Municipal Sewer – North only
No fire protection service
Municipal water service
Grade changes – Wildwood, Woburn

Woburn Street School

SITE

Asphalt paving and curbs conditions
Parking
Storm drainage infrastructure

SITE

Accessibility issues
Playgrounds
Sports courts

ARCHITECTURAL

Wildwood Early
Childhood Center

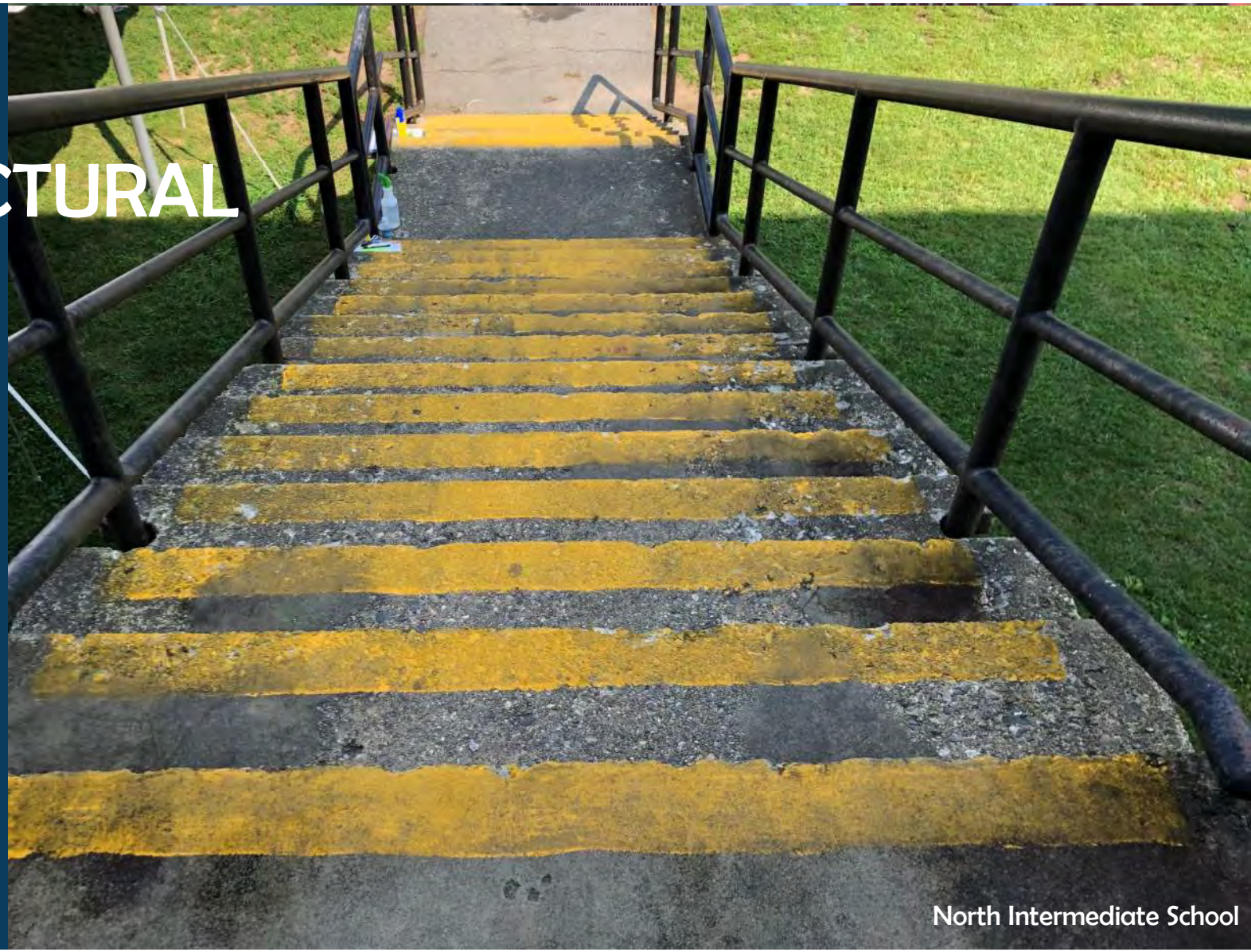
ARCHITECTURAL

Masonry brick veneer
Envelope lacks insulation
Fascia/Soffits

Wildwood Early Childhood Center

ARCHITECTURAL

Concrete deterioration



North Intermediate School

ARCHITECTURAL

Wildwood, Woburn
Windows inefficient
Single pane steel frame
Plexiglas glazing replacement
Caulking cracked
Sill damage

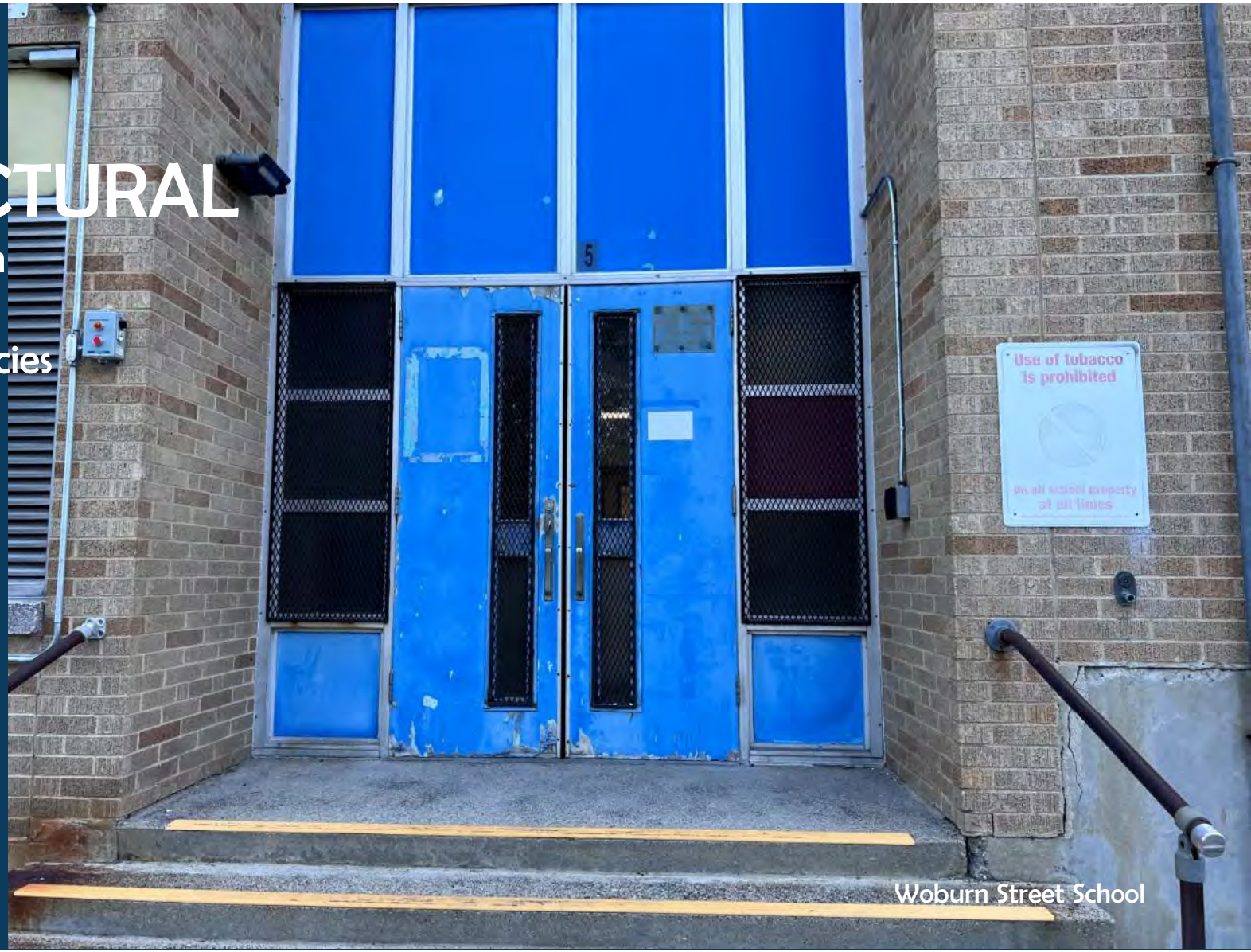
ARCHITECTURAL

North
Windows
Aluminum framed (2017)

North Intermediate School

ARCHITECTURAL

Wildwood, Woburn
Door Systems
Numerous deficiencies



Woburn Street School

ARCHITECTURAL

Accessibility issues
Entry doors and ramp
not compliant

Woburn Street School

ARCHITECTURAL

North
Door Systems
Upgrades in 2017
Aluminum framed entryway
Hollow metal frames w/ insulated doors

North Intermediate School

ARCHITECTURAL

Wildwood Roofs

No warranties:
1980s asphalt/stone-ballasted
1990s sloped asphalt (gym)

Under warranty:
2012 asphalt
2012 asphalt with aggregate

Wildwood Early Childhood Center

ARCHITECTURAL

Woburn Roofs

No warranty:
Ballasted Membrane

Under warranty:
2015 Mod. Bitumen

ARCHITECTURAL

North Roofs

Under warranty:
2017 EPDM

ARCHITECTURAL

Multiple floor finishes
Terrazzo
VCT
VAT
Carpet
Wood

Wildwood Early Childhood Center

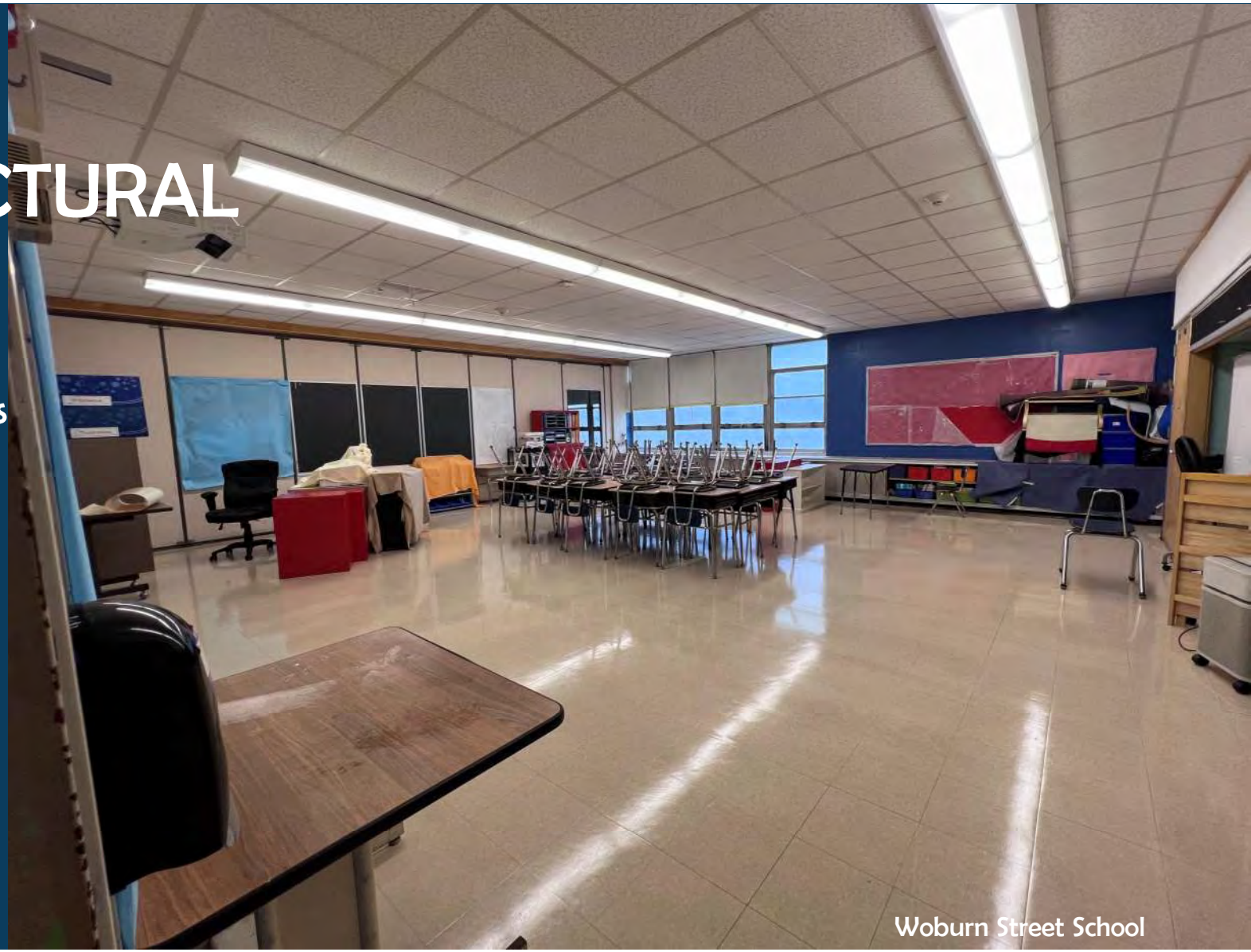
ARCHITECTURAL

Wildwood
Ceiling – dingy, uncleanable
Tired/worn finishes
Accessibility Issues
Plexiglas clouded

Wildwood Early Childhood Center

ARCHITECTURAL

Woburn
VCT (2012)
Ceiling tiles (2020)
Operable partitions
Tired furnishings
Accessibility Issues
Plexiglas clouded



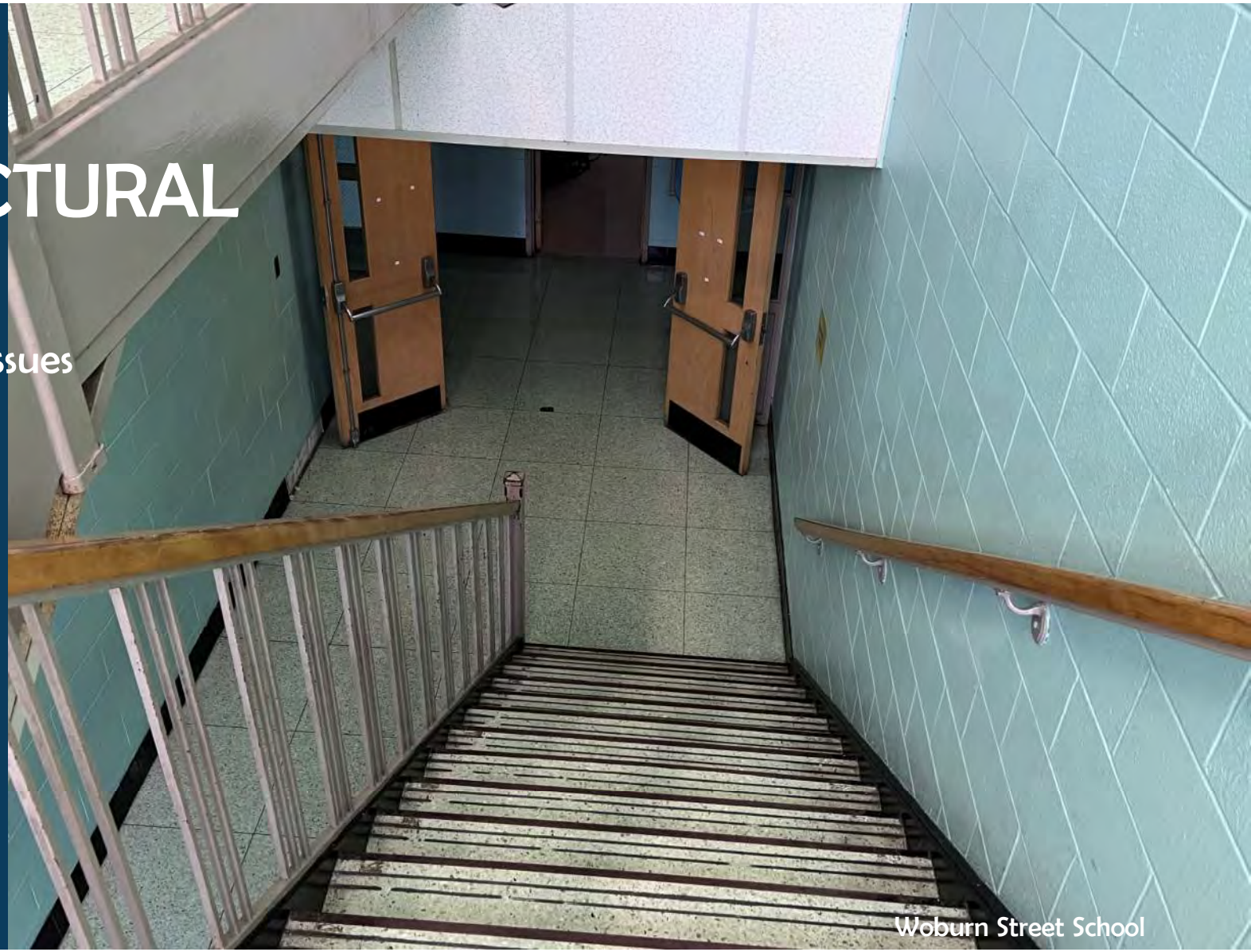
ARCHITECTURAL

North
Terrazzo
VAT - worn
VCT
Dated finishes
Accessibility Issues

North Intermediate School

ARCHITECTURAL

Woburn and North
Multi-level
Accessibility/Code issues



Woburn Street School

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

Wildwood Early Childhood Center

MECHANICAL

Wildwood
Oil-fired steam boilers
(1998)

Woburn
Oil-fired hot water
plant – Original

North
Natural gas-fired hot
water plant, boilers
(2015)

Wildwood Early Childhood Center

MECHANICAL

Antiquated pneumatic controls
Limited digital controls

Newer compressors at Woburn and North

MECHANICAL

Original Unit Ventilators exceeded expected service life but are operational

Wildwood Early Childhood Center

MECHANICAL

Window cooling units
Some mini-split units

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

Woburn Street School

North Intermediate

North Intermediate

ELECTRICAL

Original systems have exceeded serviceable life

Woburn Street School

North Intermediate

North Intermediate

ELECTRICAL

Wildwood
Older lighting is inefficient

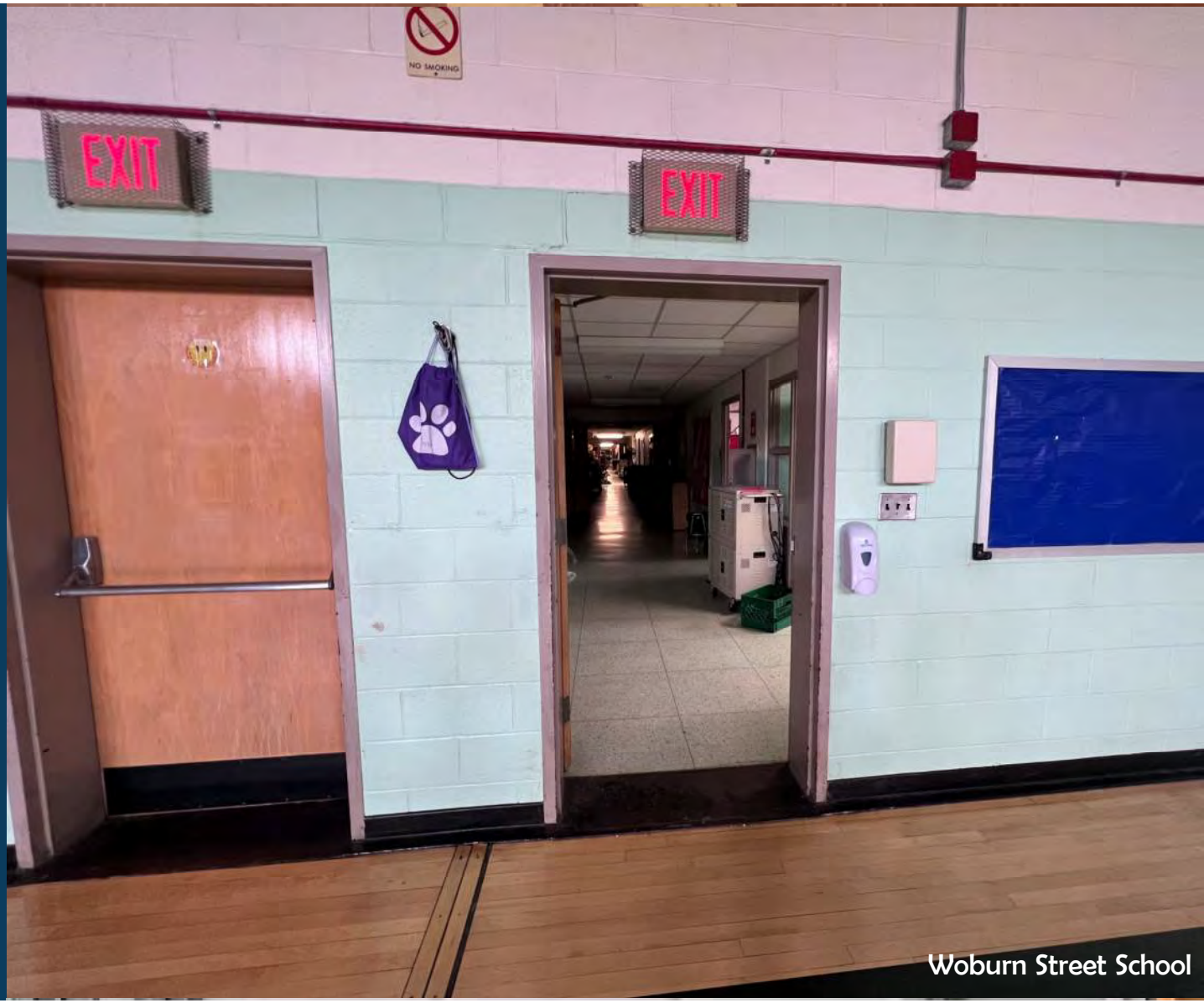
LED lighting upgrade
Woburn 2019
North 2017

Lacks lighting controls

North Intermediate School

ELECTRICAL

Emergency lighting - battery units
Limited exterior emergency lighting
No emergency generators



Woburn Street School

ELECTRICAL

Fire alarm system (2012) addressable and code complaint

No emergency shutdown for kitchen equipment

Wildwood Early Childhood Center

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

North Intermediate

PLUMBING

Equipment mostly original with some upgrades
Domestic hot water components (piping, valves, insulation) are in poor condition
Missing backflow preventors

PLUMBING

Kitchen infrastructure is outdated
Lack thermostatic mixing valves
Grease traps in poor condition
No dishwashers
No active fire suppression system

Wildwood Early Childhood Center

PLUMBING

Fixtures non-ADA compliant

Lack water-saving features

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

FIRE PROTECTION

No active fire suppression system

Woburn Street School

SITE

ARCHITECTURAL

MECHANICAL

ELECTRICAL

PLUMBING

FIRE PROTECTION

TECH/COMM

Woburn Street School

TECH/COMM

Equipment ages range

Building not designed to adequately support newer systems

Network equipment lacks dedicated and conditioned spaces

Post Assessment Update: Network wireless access points installed August 2023

Woburn Street School

TECH/COMM

Video surveillance is limited to front door

Woburn Street School

TECH/COMM

Classrooms equipped with ultra-short throw projectors

Antiquated communications systems (public address system, master clock)

Post Assessment Update: New zoom phone system with Yealink devices extends into classrooms

Woburn Street School

In Summary

Buildings are of similar vintage – similar issues
Maintenance is staggered over the years, so some replaced components are of different ages
Site circulation and drainage issues
Building envelops need upgrades/better insulation (doors, windows, exterior walls, roofs)
Several accessibility issues both on site and in the buildings
Tired and worn interiors and furnishings
M-E-P equipment is outdated and inefficient, antiquated controls
Updated fire alarm systems
No fire protection sprinkler systems

Bottom Line: All buildings have fundamental deficiencies and facility needs.

What is

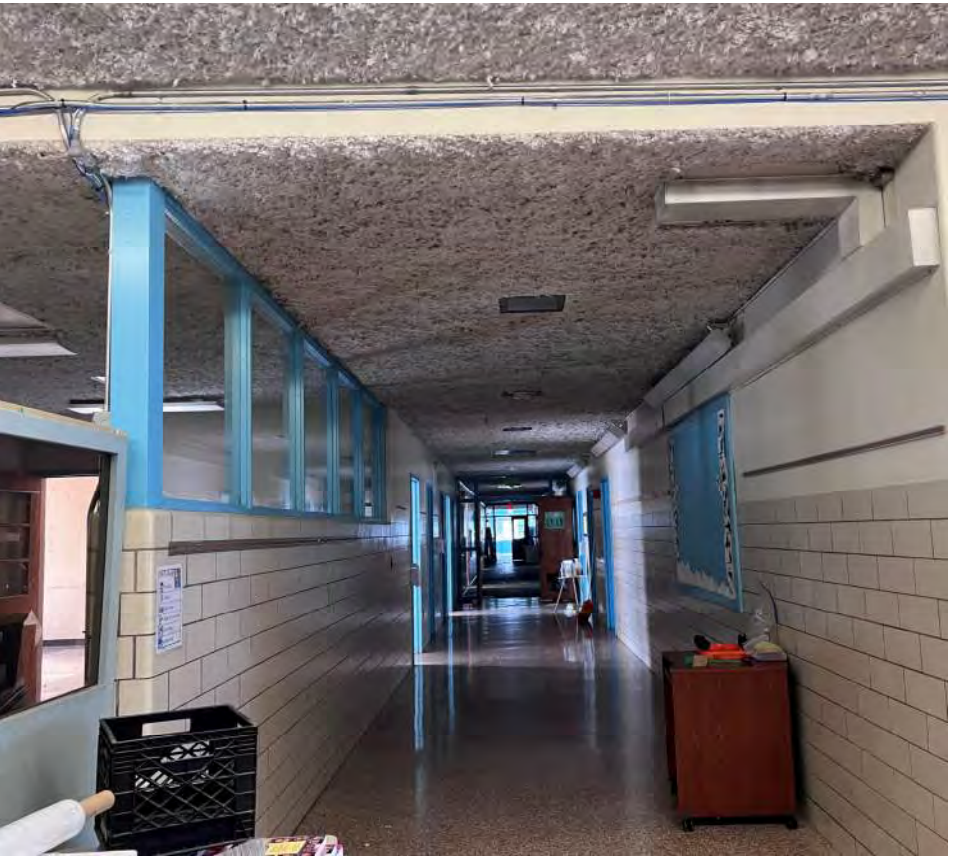
Woburn Street School - Library

What can be

Maria Hastings Elementary School - Library

What is

What can be



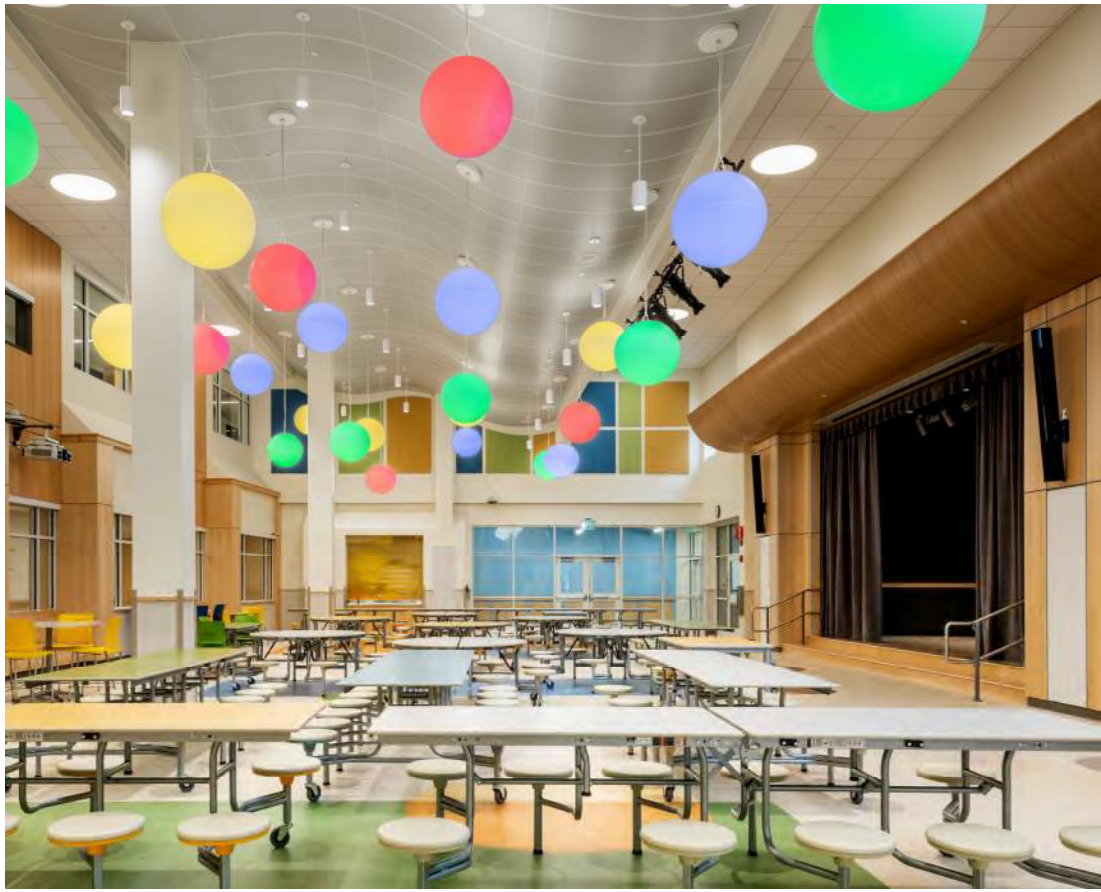
Wildwood Early Childhood Center Corridor

Northbridge Elementary School, Extended Learning Corridor

What is

Wildwood Early Childhood Center – Cafeteria

What can be



Northbridge Elementary School - Cafeteria

What is

Woburn Street School - Classroom

What can be

West Parish Elementary School - Classroom

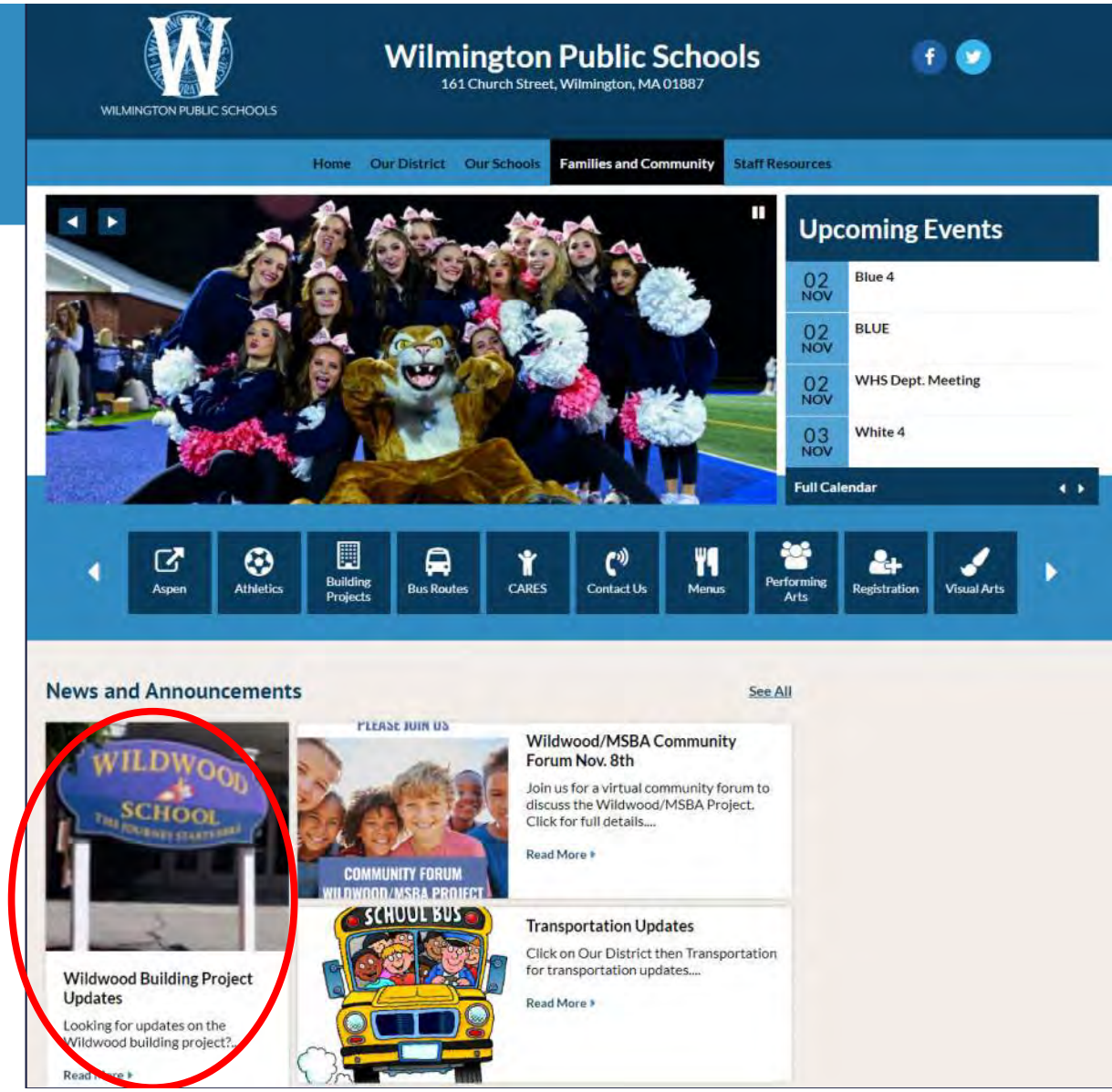
Stay Connected

Stay
Connected

Find updates on the District website - click on Wildwood Building Project Updates

Email questions/comments:
wildwoodprojectquestions@wpsk12.com

WCTV WILMINGTON COMMUNITY TELEVISION



Stay
Connected

School Building Committee
December 13 at 6:00 PM

School Building Committee
January 10 at 6:00 PM

Community Forum 2
January 2024

Thank You