



To: School Committee

From: Liam Hurley, Assistant Superintendent/Chief Financial & Administrative Officer
Julie Kirrane, Director of Business and Planning
David Stickney, Director of Facilities

Date: January 14, 2019

Re: MSBA 2019 Grant Program to Replace Boilers and Roofs

In conjunction with Newton's Capital Improvement Plan (CIP), the schools and public facilities plan to apply for the replacement of the replacement of the Roof and Boiler at the Memorial Spaulding School and the Roof at the Underwood School to the Massachusetts School Building Authority for consideration as part of their Accelerated Repair Program (ARP). A School Committee vote to authorize Superintendent David Fleishman to submit the Statement of Interests (SOIs) to the MSBA is required.

Roof and boiler replacement projects at Memorial-Spaulding are currently identified in Newton's CIP as a high priority and are scheduled on the five year financial forecast for FY2023 and FY2024 with an estimated funding required of \$350,000 for the roof (age 32 years) and \$250,000 for the boiler (age 65 years). The request at Underwood is to replace the largest section of roof at the school (aged 26 years) which is the next highest eligible ARP project after Memorial-Spaulding. The request to MSBA for funding for the Memorial-Spaulding roof and boiler and the Underwood roof would be for partial reimbursement, based on their established criteria, and would likely result in moving up the timing of the projects earlier, and within the next five years.

A vote of the City Council also has been requested (docketed on January 2, 2019) in conjunction with a vote of the School Committee to authorize the Superintendent of Schools the above-described 2019 Statement of Interests (SOIs) to submit to the Massachusetts School Building Authority.

The due date for this application and certified votes is February 12, 2019.

Information to be provided to the MSBA on the roofs and boiler is attached. The required MSBA form of vote is also provided.

Memorial - Spaulding Elementary School Final Draft

MSBA Statement of Interest 2019 - Accelerated Repair Program

Potential Project Scope: Accelerated Repair Program - Roof and Boiler

Is this SOI the District Priority SOI? No

School name of the District Priority SOI: Cabot

Is this part of a larger facilities plan? NO

If "YES", please provide the following: Facilities Plan Date:

Planning Firm:

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan: N/A

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 21.1 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: The district wide average elementary class size has been 22 students per class in the past three decades.

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

Newton has developed Education Plans in conjunction with the Angier and Cabot school building projects (DiNisco Design) that document Newton's educational plan for modern school buildings that support standards for teaching and learning in the 21st century. Standards promote the education, health and well-being of all students; highly effective teaching environments, efficient operations, and anticipate future programmatic change while maintaining standards of performance and reliability

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? NO

If "YES", how many staff positions were affected? At which schools in the district?

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.). N/A

Has the district had any recent staff layoffs or reductions? No

If "YES", how many staff positions were affected?

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. N/A

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The FY19 School Committee Approved Budget is \$227,560,263, and includes an \$8.4 million increase, 3.8% over the FY18 budget of \$219, 436,486. The budget process began in November 2017 with the approval by the School Committee of the District wide Goals which directs budget priorities. The budget process involves a comprehensive review by district and school administrators of existing and proposed school functions, planning for adjusted costs and future changes or new educational initiatives. The budget process culminates in a public presentation by the Superintendent, public meetings for review specific areas of the budget, public hearings, a school committee straw vote and a final vote of approval. Following the Newton Public Schools' process, the budget is presented to the City Council, reviewed and voted by that body in conjunction with the approval of Newton's operating and capital annual budgets. The FY19 budget continues to support Newton Public Schools core mission to meet the diverse educational, social and emotional needs of all students while narrowing the achievement gap, promoting critical thinking skills, providing mental health supports, and sustaining teacher professional development and collaboration. FY19 budget also maintains the ongoing maintenance of buildings and expands in-district special education facilities.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

Memorial-Spaulding Elementary School is 68,775 gsf, is a one-story structure and a lower level. It is sited on 5.59 acres in a residential neighborhood with little room for parking or expansion. Constructed in 1954, Memorial-Spaulding had an addition in 1959 and was further expanded with a new classroom wing in 2002 in coordination with the Massachusetts School Building Authority. The renovation eliminated old modular classrooms, created a new library, replaced windows throughout the building and added accessibility upgrades including an elevator as the lower level has teaching spaces. A School Building Security project was implemented in 2009, funded through a Homeland Security Grant. Electronic access card readers were installed on two exterior doors. All appropriate staff has electronic access via key fob device. In addition, the main entry door is equipped with a video/audio/buzzer access system whereby visitors must provide credentials to enter. Access to the building is secure and records of access by individuals are maintained.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

The original 1954 building square footage is 50,417 with additions of 8,320 in 1959 and 10,038 in 2002. The current total square footage is 68,775 gsf.

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

Memorial-Spaulling Elementary School was built in 1954 and had additions and renovations in 1959 and 2002. The school is 68,775 gsf, has two floors, a main level at grade and a lower level, portions of which are also at grade on the sloping site.. It is sited on 5.59 acres in a residential neighborhood. It has an accessible playground. It abuts a city fields that are used for sports. Parking is bituminous concrete with granite curbs, in good condition. The sidewalk and stairs at the front are in good condition. Minimal wood fencing is around the perimeter, in good condition. Exterior building mounted lighting has been upgraded to LED.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

250 Brookline Street, Newton Centre, MA 02459

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The 41,200 s.f. flat roof has sections of hot applied BUR and EPDM. As part of the school renovation/addition a new 6,200 s.f. EPDM roof section was installed. The hot applied BUR section was installed in 1995 and measures 35,000 s.f. Exterior walls are brick veneer with precast concrete panels in good condition. The concrete foundation at original building and addition is in good condition. Windows are aluminum with thermal break and thermal glazing. There are both fixed and awning windows and a metal and single pane storefront at the main entry. Doors are metal, aluminum, aluminum with pebble fiberglass panels. Door hardware is accessible. Exterior steps and ramps are in good condition.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? No

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement:

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 35,000

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe) Hot Applied BUR (built up roof)

Age of Section (number of years since the Roof was installed or replaced) 32

Description of repairs, if applicable, in the last three years. Include year of repair:

There have been repairs for an increasing number of leaks in each of the last three years. In 2015 there was a leak in the Teacher's Lounge area. In 2016, there was a leak in Room 201. In 2017, there were four leaks, one in Room 201, one in Room 203, one in the hallway near Room 202 and one in Room 221. In 2018, there were four leaks, in areas of roof that had been repaired in prior years: Room 221 had 3 leaks simultaneously; the hallway near Room 202; Room 203 and the hallway near Rooms 229 and 234.

Roof Section B

Is the District seeking replacement of the Roof Section? No

Area of Section (square feet) 6,200

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)) EPDM

Age of Section (number of years since the Roof was installed or replaced) 17

Description of repairs, if applicable, in the last three years. Include year of repair: N/A

Window Section A (1952)

Is the District seeking replacement of the Windows Section? NO

Windows in Section(count) 256 Fixed & 52 Operable = 304 total count

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) Thermopane

Age of Section (number of years since the Windows were installed or replaced) 17

Description of repairs, if applicable, in the last three years. Include year of repair: N/A

Window Section B (1959)

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 54 Fixed & 138 Operable = 192 Total Count

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) Thermopane

Age of Section (number of years since the Windows were installed or replaced) 19

Description of repairs, if applicable, in the last three years. Include year of repair: N/A

Window Section C (2002)

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 56 Fixed & 56 Operable = 112 Total Count

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) Thermopane

Age of Section (number of years since the Windows were installed or replaced) 17

Description of repairs, if applicable, in the last three years. Include year of repair: N/A

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The HVAC system is natural gas, steam converted to hot water. A new boiler was installed in 2006 and is in good condition. There is a boiler installed in 1954 which is used only as an emergency backup. There is air conditioning in the main administrative office and the teachers' lounge. The fire alarm system is multi-zone and ADA compliant, with smoke detectors in the library and corridors with door holders and an exterior master box. The building is sprinklered. The telephone system has multiple outside lines. electrical service system is 600 A, 3 phase, 4 wire, 120/208V. The distribution system includes circuit breaker panelboards with conduit and wire feeders in good condition. There is a 100kW diesel exterior generator which serves corridors, stairs and the boilers. The lighting system is generally 2x2 and 2x4 recessed fluorescent in most rooms and surface/suspended wrap around fluorescent in corridors. Energy efficient lamps and electronic ballasts were installed by utilizing a utility company energy conservation program and additional lighting and occupancy sensors were installed in all classrooms as part of a energy

conservation program funded by the City through a state Chapter 25 energy management contract with Noresco. Electrical receptacles are generally standard duplex type, in fair or good condition. Plumbing is original in the older portion of the building and new in the addition. The security system consists of keypads at specific doors, motion detectors in the corridors and high value rooms, exterior doors with monitor switches, and the system notifies UL Central Station. There are electronic entry devices at the two main entry doors which are activated by fob devices for staff. There is a video/audio entry system at the main door for visitors. Classrooms and offices have battery operated clocks, bell tones, and a speaker unit with private switch. Corridors have ceiling speakers, and there is intercom and telephone in offices. The auditorium and gymnasium have independent speaker systems. Information technology systems include data in the classrooms and office areas, wireless access in the library and administrative office.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 13

Description of repairs, if applicable, in the last three years. Include year of repair:

There have a total of six minor repairs in the past three years; two repairs or tune-up type service in each of the three years. The boiler is in good condition but, at 13 years old, does require more attention to keep it operating in optimal condition.

Boiler Section 2

Is the District seeking replacement of the Boiler? YES

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 65

Description of repairs, if applicable, in the last three years. Include year of repair:

This boiler is original to the building built in 1954 and is used as an emergency backup boiler. There has been one repair in the last three years for wiring and operational issues which was completed in 2016. This boiler is not reliable enough to heat the building in a back up situation.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement: 2006

Description of Last Major Repair or Replacement:

There were some upgrades during the renovation/addition. A new boiler was installed in 2006. Steam trap replacements were made as part of the NORESKO energy management services conservation contract in 2010.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? Yes, as part of the 2002 Renovation and Addition

Year of Last Major Repair or Replacement: 2002

Description of Last Major Repair or Replacement:

New electrical panels and distribution system was installed as part of the 2002 renovation/addition.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior partitions in the corridors are glazed CMU with painted plaster walls above the CMU. Rooms have painted plaster wall and occasional painted brick; with 1x1 ACT on the ceilings. The auditorium floor is painted concrete in good condition with carpet at the aisles. The auditorium walls are plaster with wood paneling wainscot. There are 1x1 ACT on the ceiling. There is a front entry security speaker/buzzer system. Floors are terrazzo, concrete, VCT, VAT, wood, ceramic tile and carpet in good condition. Ceilings are painted plaster, 1x1 ACT, 2x4 ACT and 2x2 ACT in good condition. Doors are solid wood core with metal frames with accessible hardware. Built-in furnishings are minimal in the new addition, but there are some in areas original to the building, made of wood, metal, laminate and ceramic tile, in good condition. Lockers are metal, double tier, 15"x 60" and are in good condition. Typical window treatments are rolling shades. Toilet rooms are glazed CMU, ceramic tile or epoxy floors; ACT or coffered concrete structure ceilings, and metal partitions, in good condition. Stairs are painted concrete with steel nosing; wood/metal hand and guardrails; and some painted metal pipe hand and guardrails in good condition and code compliant at the time of installation. The elevator was installed as part of the renovation/addition in 2002 and is in good condition. The gymnasium has a wooden athletic floor and backstops, painted CMU walls and 1x1 ACT ceiling. The auditorium has a sealed concrete sloped floor. It also has painted plaster wall with wood panel wainscot and 1x1 ACT ceiling. There is a wood platform that functions as a stage which has painted brick walls, fabric curtains and a lift to provide accessibility. The kitchen is a warming kitchen adjacent to the cafeteria space which was adapted from a full-size classroom on the lower level.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The grade structure at Memorial-Spaulding Elementary School is Kindergarten through Grade 5. The Newton Public Schools has articulated specific instructional time allotments for elementary core subjects, which include reading, writing, mathematics, science, social studies and social curriculum. Specialist programs both enhance the core program and provide contractual preparation time for classroom teachers. There are no facility constraints to offering these programs at this time. These programs and time allotments per week are as follows:

- Reading - 300-450 minutes
- Writing - 120-200 minutes
- Mathematics - 225-300 minutes
- Science/Tech Engineering - 90-120 minutes
- Social Studies - 45-120 minutes
- Social Curriculum - 30 minutes
- Art – 45 minutes (K); 50 minutes (Gr.1-4); 60 minutes (Gr.5)
- Music – 30 minutes (K-2, Gr.4-5); 45 minutes including Recorder (Gr. 3) Chorus – 45 minutes (Gr. 4), 60 minutes (Gr.5)
- Physical Education, Health and Wellness - 60 minutes
- Instructional Tech/Library – 30 minutes (K-5)

Utilization of additional space by a psychologist, and rooms for specialists, nurse, administrative offices

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Memorial-Spaulding Elementary School has Core academic spaces available that are utilized as follows: 22 general core classrooms, 1 Reading Program/Literacy room, 3 Learning Center/English Language Learning/Small Group Instruction rooms, 1 Art room, 1 Music room, and 1 former classroom repurposed as a cafeteria/lunch room.

General Core Classrooms: 22 at an average of 850 nsf

Other Core rooms:

1@ 900 nsf Art room

1@ 900 nsf Music room

In addition there are::

1@ 2,280 nsf Gymnasium with a wood athletic floor and backstops

1@ 3,500 nsf Auditorium which includes a stage that is accessible

1@ 1,200 nsf former classroom used as a Cafeteria

MEMORIAL-SPAULDING ELEMENTARY SCHOOL	# OF CLASSROOMS			
	Full Size CR	Small Size CR	Modular CR	Total
<u>Core Instructional Space</u>				
CORE ACADEMIC SPACES				26
General Classrooms	22			
Reading Program/Literacy	1			
Learning Center, ELL, Small Group Instruction		3		
STUDENT SERVICES				2
Districtwide Special Education				
Small Group Instruction, OT/PT, S&L, Inclusion		2		
ART, MUSIC				2
Art Classroom	1			
Music Classroom	1			
TOTAL INSTRUCTIONAL SPACES				30
CURRENT UTILIZATION				
2018-19 Enrollment			464	
2018-19 Core Classes			22	
# of Core Classrooms Available			23	
Percentage Classroom Utilization			96%	

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Memorial-Spaulding Elementary School is currently enrolled at 464 students. Five-year enrollment projections are stable with a enrollment projected to slightly decrease to 439 students in 2023-24. Some core spaces are smaller than preferred such as the cafeteria. Using a classroom utilization method for Memorial-Spaulding, Newton considers the school to be at capacity for the next five years.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

Regular maintenance and preventative maintenance programs are funded annually by the district in accordance with the City of Newton's Charter Maintenance Ordinance with a funding requirement of up to 2% of the prior fiscal year budget. The schools have followed and exceeded this requirement in order to maintain its aging building stock. In addition, capital repairs are undertaken in conjunction with funding from the City of Newton's Capital Improvement Program (CIP) with financing from bonding and/or the use of free cash for one-time expenses. No capital repair projects at the Memorial-Spaulding Elementary School have required override or debt exclusion votes.

Preventative maintenance (PM) and regular repair and maintenance work orders are processed in a web-based electronic system enabling efficiency and data gathering. Custodians receive annual training on PM procedures.

The district's PM program includes: 1) Asbestos inspection every 3 years, 2) Boiler cleaning annually, 3) Elevator inspections, 4) Emergency generator inspections monthly, 5) Fire suppression testing annually, 6) Replacing carpet with vinyl tile, 7) HVAC maintenance including duct cleaning, 8) Infrared roof inspection, 9) Steam trap replacement, 10) Unit vent filter changes 3x/year

The district's Summer Projects program customizes repairs and improvements to each building, including items as painting, flooring, bathroom upgrades and space re-organization to meet enrollment/programmatic demands.

The City's Capital Improvement Program funds larger construction or repair projects from a plan formulated jointly with the Public Buildings Department and include includes the following types of projects district-wide: 1) Construction/additions/renovations, 2) Accessibility improvements, 3) Communication system upgrades, 4) Large-scale masonry repairs/waterproofing, 5) Generators, 6) HVAC system, including replacement of boilers, roof top units, univents Energy efficient lighting installation
Roof/gutter replacements, and 7) Building-wide window/door replacements

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

Roof

The Built-Up roofing system is over 30 years of age in and represents over 85% of the total roofing area of the building and has experienced numerous leaks over the past years. Repairs have been made, as required to ensure a safe and secure building, but a replacement will be required to permanently stop the leaks. These occasional leaks, that tend to increase during the winter months, disrupt classroom teaching and learning. The number of reported leaks has increased by more than 33% over the past two years as compared to the previous 8 years.

Boiler (1954)

There are two hot water boilers at the Memorial-Spaulding School, one is original to the building when the school was built in 1954 and the other one was installed in 2006. Both boilers are at a point where they require constant attention and repairs to keep them running. While the 2006 boiler has not many failures, should this boiler be down for an extended period of time, the 1954 boiler is not reliable enough to heat the building. The current condition of the 1954 boiler creates a less than ideal learning environment for our students should it fail while being used as an emergency backup boiler to the 2006 boiler. Not only would the replacement of the 1954 boiler stabilize our heating plant, it would also greatly improve the energy efficiency in one our least energy efficient and largest elementary school buildings.

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Roof

Repairs have been made as required over the past 10 years to temporarily stop the leaks until such time the roof is replaced. The number of reported leaks has increased by more than 33% over the past two years as compared to the previous 8 years. Inspections have been made over the years to ensure that we identify any potential roofing issues that could cause a major disruption to classroom teaching and learning.

Boiler (1954)

Based on current best practices and Newton's educational mission, educational and building standards that address the reduction of energy consumption have been established as part of the facilities operations plan. Newton Public Schools has hired an HVAC specialist who has initiated a preventative maintenance program for the district's heating equipment. This preventative maintenance has helped the HVAC system to continue to operate, albeit with the need for very frequent maintenance to keep the 1954 boiler operating despite its age of 65 years. In addition, the district has clear policies and procedures for reducing energy use throughout the day and evening: "Heat is not turned on within school buildings until October 15 of each year. During the school day thermostats are kept at the lowest required temperatures. Staff are encouraged to arrange classroom furnishing to maximize distribution of heat. The Superintendent periodically sends out reminders regarding these energy conservation policies."

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Roof

Despite monitoring of roof condition, the roof is at a high risk of failure is high due to its current age of 32 years. The leaks significantly disrupt classroom teaching and learning. There is a particular high risk of failure during the winter months as evidenced by a review of the recent history of roof leaks during the winter months. In case of a major failure, particularly from snow load or catastrophic deterioration/major leak of the roofing system itself, the school would face closure if an extended repair were necessary resulting in a significant loss of instructional time. The City of Newton's roofing service contractor (used by the district), Aqua Barriers has been making repairs for the past 10 years to the Built-Up Roofing System. This roof section is over 30 years of age and has surpassed its useful life of between 20-25 years. Given its age, the roof could suffer a catastrophic deterioration/major leak that could disrupt classroom teaching and learning.

Boiler (1954)

Temperatures and air quality affect student and staff comfort levels. Despite repairs and energy conservation improvements, heat continues to be uneven; some rooms are too hot; others are too cold. Ventilation is below standard and lacking in some spaces. The risk of a catastrophic boiler failure of the only fully functional boiler. Not only would the replacement of the 1954 boiler stabilize our heating plant, it would also greatly improve the energy efficiency in one of our least energy efficient and largest elementary school buildings. On extremely cold days, there is sometimes a need for a second boiler to run to bring the building up to temperature and provide more even heat that will affect student and staff comfort levels.

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

Roof

By replacing the roof with a new roofing system, the district will avoid any impact to classroom teaching and learning as well as any additional damage to the interior of the building, i.e., ceiling, walls, flooring as well as furniture, fixtures and equipment. A new roof will provide a leak free environment for between 20-25 years, the useful life of a new roofing system.

Boiler (1954)

A new boiler, would be phase one of a larger modernization of the heating plant and distribution system to current ASHRAE standards and would be a major component in extending the useful life of the building. Appropriate energy efficient controls methodologies coupled with more efficient boilers and pumps allow for better heat distribution, enhanced occupant comfort, and reduced energy loads. Similarly, required air exchange through exhaust fans, heat wheel return of conditioned air, and greater monitoring capabilities aid in extending the useful life. There is an opportunity cost in this scenario whereby other facility systems must compete for dollars. Heating system emergencies take a high priority

over other maintenance concerns. A new boiler will permit a heating system upgrade will reduce the operating cost and allow those dollars to be spent on preventative maintenance and other types of facility improvements.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional? YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Josh Morse, Public Buildings Commissioner, his staff and Newton Public Schools Staff have all recommended that the roof be replaced due to continuing leaks and its advanced age of 32 years. Mr. Morse, his staff and Newton Public Schools staff have all recommended that the 1954 boiler be replaced due to its unreliability and advanced age of 65 years.

A summary of the findings (maximum of 5000 characters):

Roof

Various professional staff within the Public Buildings Department, responsible to oversee building maintenance in all city and school facilities as well as professional staff within the School Department, have advised in 2018 that the built-up roofing section of building should be replaced due to its current condition, age of over 30 years and potential catastrophic deterioration/major leak of the roofing system itself. This replacement will prevent a major failure of the buildings infrastructure, particularly from an excessive snow load or catastrophic deterioration/major leak of the roofing system itself. The school would face an extended closure if a major repair were necessary resulting in a significant loss of instructional time. The number of reported leaks has increased by more than 33% over the past two years as compared to the previous 8 years.

Boiler (1954)

Various professional staff within the Public Buildings Department, responsible to oversee building maintenance in all city and school facilities as well as professional staff within the School Department, have advised in 2018 that the 65 year old boiler in the building should be replaced due to its current condition and age. Despite repairs it is far beyond its useful life and creates a catastrophic risk should a boiler failure occur in the 2006 boiler, the only fully functional boiler, making the heating of the entire building to be carried by this old, unreliable boiler. Replacement of the 1954 boiler would stabilize our heating plant, it would also greatly improve the energy efficiency in one our least energy efficient and largest elementary school buildings.

Underwood Elementary School Final Draft

MSBA Statement of Interest 2019 - Accelerated Repair Program

Potential Project Scope: Accelerated Repair Program - Roof

Is this SOI the District Priority SOI? No

School name of the District Priority SOI: Cabot

Is this part of a larger facilities plan? No

If "YES", please provide the following: Facilities Plan Date:

Planning Firm:

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan: N/A

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 22.3 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: The district wide average elementary class size has been 22 students per class in the past three decades.

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? YES

If "YES", please provide the author and date of the District's Master Educational Plan.

Newton has developed Education Plans in conjunction with the Angier and Cabot school building projects (DiNisco Design) that document Newton's educational plan for modern school buildings that support standards for teaching and learning in the 21st century. Standards promote the education, health and well-being of all students; highly effective teaching environments, efficient operations, and anticipate future programmatic change while maintaining standards of performance and reliability.

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? No

If "YES", how many staff positions were affected? At which schools in the district?

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.). N/A

Has the district had any recent staff layoffs or reductions? No

If "YES", how many staff positions were affected?

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. N/A

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The FY19 School Committee Approved Budget is \$227,560,263, and includes an \$8.4 million increase, 3.8% over the FY18 budget of \$219, 436,486. The budget process began in November 2017 with the approval by the School Committee of the FY19 Budget Guidelines. As suggested by the budget guidelines, the budget process involves a comprehensive review by district and school administrators of existing and proposed school functions, planning for adjusted costs and future changes or new educational initiatives. The budget process culminates in a public presentation by the Superintendent, public meetings for review specific areas of the budget, public hearings, a school committee straw vote and a final vote of approval. Following the Newton Public Schools' process, the budget is presented to the City Council, reviewed and voted by that body in conjunction with the approval of Newton's operating and capital annual budgets. The FY19 budget continues to support Newton Public Schools core mission to meet the diverse educational, social and emotional needs of all students while narrowing the achievement gap, promoting critical thinking skills, providing mental health supports, and sustaining teacher professional development and collaboration. FY19 budget also maintains the ongoing maintenance of buildings and expands in-district special education facilities.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

Underwood School was built in 1924, and is the City's oldest school building. The school is 43,300 gsf, and has three floors. In 1979, an addition/renovation added 2,300 sf and included an entryway, elevator, and small tutorial rooms. Underwood's library was created during this project as a renovation and contains 1,191 nsf.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

The original 1924 building square footage is 43,300 gsf . In 1978 a 2,300 sf addition added an elevator, entryway and small tutorial rooms.

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are

any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

Underwood Elementary School was built in 1924. The three story building is 43,300 gsf and is located on a 1.01 acre site. There are no other buildings that share the current site with this school facility. The site is border by Eldredge Street, Baldwin Street and City-owned 3.76 acre Farlow Park. There is a bituminous concrete parking lot adjacent to the school's main entrance. Sidewalks are concrete at the front door and the stairs leading in are granite. There is a concrete walk by the parking area and a walk at the rear of the building. The school utilizes the play area and fields in adjacent Farlow Park where there is a 5-12 play structure of timber with steel swings. There is a garden area at the side of the school. There is a concrete paved play area behind the building and a basketball area with benches. There is a wood picnic table at a garden area and granite benches at the entrance. There is chain link fencing is at the perimeter, play area, and garden.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

101 Vernon Street
Newton, MA 02458

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Underwood has an 18,020 s.f. flat built up roof which was installed in 1993. Although the metal roof edge is in good condition, there has been increasing reports of leaking. Exterior walls are load bearing masonry with concrete sills and stone detailing at the entries, all original and in good condition. Windows were all replaced in 2001 and are aluminum with thermal break and thermal glazing, both fixed and single-hung. Doors are aluminum with pebble fiberglass panels and metal. Newer doors are in good condition, original doors are in fair condition. Some door hardware is not accessible. Exterior steps and stoops are concrete in fair condition.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? Yes

Year of Last Major Repair or Replacement: 2006

Description of Last Major Repair or Replacement:

Masonry repointing at the front of the building.

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 15,720 sf

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)

Hot Applied BUR (built up roof)

Age of Section (number of years since the Roof was installed or replaced) 26

Description of repairs, if applicable, in the last three years. Include year of repair:

There have been 26 leaks in Roof Section A in last three years as noted in the maintenance database kept by the Public Buildings and Facilities departments. The gymnasium has sustained the greatest number of

leaks in Roof Section A, 11 leaks out of 26. The remaining 15 leaks were spread throughout the building in classroom, lavatories, offices and corridors. All leaks were patched as they occurred in 2016, 2017 and 2018.

Roof Section B

Is the District seeking replacement of the Roof Section? No

Area of Section (square feet) 2,300 sf

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)) EPDM

Age of Section (number of years since the Roof was installed or replaced) 2

Description of repairs, if applicable, in the last three years. Include year of repair:

Replacement of small EPDM section over the tutorial room wing in 2016

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 404 operable & 27 fixed = 431 total count

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) Thermopane

Age of Section (number of years since the Windows were installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair:

Many of the window system's balances and springs due to the poor condition making them hard to open. Many of these windows have been refurbished funded by the district's annual operating budget in 2016, 2017, 2018.

Window Section B

Is the District seeking replacement of the Windows Section? No

Windows in Section (count) 32 operable

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) Thermopane

Age of Section (number of years since the Windows were installed or replaced) 28

Description of repairs, if applicable, in the last three years. Include year of repair: N/A

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The HVAC is steam by natural gas, with classroom unit ventilators . The is A/C in the main administrative office. The distribution system is 83 years old, original, and in poor condition. Both the 2008 and 2002 boilers have new burners. Classroom exhausts run 24/7 although some require repair. The heating system is fair overall. Most of the plumbing is original, in fair to poor condition but most fixtures are accessible. There is no fire sprinkler protection but the building is fully covered by a fire alarm system. Electrical service is 400A, 3 phase, 4 wire, 120/208V, in fair to poor condition. The distribution system consists of circuit breaker panelboards with conduit and wire feeders, in fair to poor condition. There is a 50 year old 15kW indoor generator in the boiler room that serves corridor and stair lighting, and boilers.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other) Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 16

Description of repairs, if applicable, in the last three years. Include year of repair:

Routine PM and repairs have been made as required since the installation of the new boilers

Boiler Section 2

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

Natural Gas

Age of Boiler (number of years since the Boiler was installed or replaced) 10

Description of repairs, if applicable, in the last three years. Include year of repair:

Routine PM and minor repairs have been made as required since the installation of the new boilers.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES

Year of Last Major Repair or Replacement: 2009

Description of Last Major Repair or Replacement:

A new boiler was installed in 2003 and a second new boiler in 2009. Steam trap improvements as part of the NORESKO energy management services conservation contract in 2010.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? Yes

Year of Last Major Repair or Replacement: 1978

Description of Last Major Repair or Replacement:

As part of the 1978 renovation and addition, electrical panels and a portion of the distribution were upgraded as required for the new addition.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior partitions are glazed CMU with painted plaster above in the corridors, and painted plaster for other walls. Basement partitions are painted CMU. Floors are VCT and carpet. Ceilings are 2x4 ACT, 2x2 ACT, and painted plaster. Doors are solid wood core with wire glass in metal frames. Corridor doors are painted metal and frames with wire glass, all original in good condition. A large portion of the door hardware is not accessible. Interior built-in furnishings are wood, metal, and laminate. Painted wooden cubbies serve as lockers. Window treatments are roll down shades. Adult bathrooms are CMU, ceramic tile at the walls and floors. Student bathrooms have ceramic floor tile, ceramic wall tile, epoxy poured floors, and metal partitions. Several toilet rooms do not have the required floor space for accessibility. Stairs are concrete with metal pan construction with VCT, rubber treads on landings, with wood/metal guardrails and handrails. Painted metal pipe is located at newer stairs. The main entry stair is 12' wide. The elevator was installed in 1979, which met code at the time of the installation, and does not meet current accessibility requirements. The gymnasium has a wood athletic floor and backstops with painted brick walls and plaster above. It is original to the building and is in fair condition. The kitchen is for warming only. The library is configured on multiple floors and has several inaccessible areas. The fire alarm system is multi-zone, not ADA compliant. Smoke detectors and door

holders are located in the library, gym, and multipurpose room and corridors. There is an exterior master box. The telephone system has multiple outside lines, but no dial phones are in classrooms. The lighting system is generally 2x4 recessed, with surface/suspended wrap around fluorescents. New energy efficient lamps and electronic ballasts have been provided by the utility company. Receptacles are generally standard duplex type, 50 years old and newer. The security system consists of a keypad at the custodian's door, motion detectors in corridors and some high value rooms, monitor switches on exterior doors, and it notifies UL Central Station. There is a push button at the rear and front entrance, and a bell in administration. There are electronic entry devices at the two main entry doors which are activated by fob devices for staff. There is a video/audio entry system at the main door for visitors. The sound/intercom system is in classrooms and offices, but there are no ceiling speakers in corridors and announcements are not heard throughout. Classrooms and offices have battery operated clocks. Data is located in classrooms and office areas.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The grade structure at Underwood Elementary School is Kindergarten through Grade 5. The Newton Public Schools has articulated specific instructional time allotments for elementary core subjects, which include reading, writing, mathematics, science, social studies and social curriculum. Specialist programs both enhance the core program and provide contractual preparation time for classroom teachers. There are no facility constraints to offering these programs at this time. These programs and time allotments per week are as follows:

- Reading - 300-450 minutes
- Writing - 120-200 minutes
- Mathematics - 225-300 minutes
- Science/Tech Engineering - 90-120 minutes
- Social Studies - 45-120 minutes
- Social Curriculum - 30 minutes
- Art – 45 minutes (K); 50 minutes (Gr.1-4); 60 minutes (Gr.5)
- Music – 30 minutes (K-2, Gr.4-5); 45 minutes including Recorder (Gr. 3) Chorus – 45 minutes (Gr. 4), 60 minutes (Gr.5)
- Physical Education, Health and Wellness - 60 minutes
- Instructional Tech/Library – 30 minutes (K-5)

Additional space is utilized rooms for administrative offices, a psychologist, and specialists, a nurse and tutorial space.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Underwood Elementary School has Core academic spaces available that are utilized as follows: 14 general core classrooms, 1 learning center room, 1 English language learning room, 1 small group

instruction room, 1 student services room for small group, OT/PT, speech and language and inclusion, 1 Art room, 1 Music room, and 1 former classroom repurposed as a multipurpose room/cafeteria.

General Core Classrooms: 14 at an average of 751 nsf

Other Core rooms:

1@ 726 nsf Art room

1@ 704 nsf Music room

In addition there are::

1@ 3,850 nsf Gymnasium with a wood athletic floor and backstops

1@ 1,540 nsf former classroom used as a Multipurpose room/cafeteria

Underwood School has a library space that is configured on multiple levels with a lower level footprint of approximately 1,200 nsf and total space of approximately 3,000 nsf including upper level platforms.

UNDERWOOD ELEMENTARY SCHOOL		# OF CLASSROOMS		
<u>Core Instructional Space</u>	Full Size CR	Small Size CR	Modular CR	Total
<u>CORE ACADEMIC SPACES</u>				19
General Classrooms	14			
Reading Program/Literacy				
Learning Center, ELL, Small Group Instruction	3	2		
<u>STUDENT SERVICES</u>				5
Districtwide Special Education		3		
Small Group Instruction, OT/PT, S&L, Inclusion	1	1		
<u>ART, MUSIC</u>				2
Art Classroom	1			
Music Classroom	1			
TOTAL INSTRUCTIONAL SPACES				26
<u>CURRENT UTILIZATION</u>				
2017-18 Enrollment			284	
2017-18 Core Classes			14	
# of Core Classrooms Available			15	
Percentage Classroom Utilization			93%	

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Memorial-Spaulding Elementary School is currently enrolled at 464 students. Five-year enrollment projections are stable with an enrollment projected to slightly decrease to 439 students in 2023-24.. Some

core spaces are smaller than preferred such as the cafeteria. Using a classroom utilization method for Memorial-Spaulling, Newton considers the school to be at capacity for the next five years.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

Regular maintenance and preventative maintenance programs are funded annually by the district in accordance with the City of Newton's Charter Maintenance Ordinance with a funding requirement of up to 2% of the prior fiscal year budget. The schools have followed and exceeded this requirement in order to maintain its aging building stock. In addition, capital repairs are undertaken in conjunction with funding from the City of Newton's Capital Improvement Program (CIP) with financing from bonding and/or the use of free cash for one-time expenses. No capital repair projects at the Underwood Elementary School have required override or debt exclusion votes.

Preventative maintenance (PM) and regular repair and maintenance work orders are processed in a web-based electronic system enabling efficiency and data gathering. Custodians receive annual training on PM procedures.

The district's PM program includes: 1) Asbestos update inspection every 6 months and a full re-inspection every 3 years, 2) Boiler cleaning annually, 3) Elevator inspections, 4) Emergency generator inspections monthly, 5) Fire suppression testing annually, 6) Replacing carpet with vinyl tile, 7) HVAC maintenance including duct cleaning, 8) Infrared roof inspection, 9) Steam trap replacement, 10) Unit vent filter changes 3x/year.

The district's Summer Projects program customizes repairs and improvements to each building, including items as painting, flooring, bathroom upgrades and space re-organization to meet enrollment/programmatic demands.

The City's Capital Improvement Program funds larger construction or repair projects from a plan formulated jointly with the Public Buildings Department and include includes the following types of projects district-wide: 1) Construction/additions/renovations, 2) Accessibility improvements, 3) Communication system upgrades, 4) Large-scale masonry repairs/waterproofing, 5) Generators, 6) HVAC system, including replacement of boilers, roof top units, univents, 7) Energy efficient lighting installation, 8) Roof/gutter replacements, and 9) Building-wide window/door replacements.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

A 2,300 sf section of the building's roof (Roof Section B), which had been plagued with leaks in various areas, has been replaced. Roof Section A has also been plagued with leaks and has had 26 leaks in the past three years, all requiring patching. There have been over 100 patches in this section over the years.

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Roof Section A is currently experiencing numerous leaks and is scheduled to be replaced within the next 1-2 years. The City of Newton's roofing service contractor (used by the district), Aqua Barriers has been making numerous repairs for the past 3-4 years. This roof, installed in 1993, has over 100 patches from various leaks over the years.

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Despite monitoring of roof conditions, the roof in Section A has reached its useful life and is at a high risk of failure is high. The occasional leaks disrupt classroom teaching and learning. There is a particularly high risk of failure during the winter months as evidenced by a review of the recent history of roof leaks during the winter months. In case of a major failure, from a variety of weather related threats, the school would face closure if an extended repair were necessary resulting in a significant loss of instructional time.

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

The roof in Section A, which has reached its useful life, is scheduled for replacement in the upcoming 1-2 years. This replacement will give the district potentially 20-25 years of a leak free learning environment. The funds previously allocated to make required repairs to the leaks will be able to be reallocated for other school maintenance issues.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional? YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Josh Morse, Public Buildings Commissioner, his staff and Newton Public Schools Staff have all recommended that the roof be replaced due to continuing leaks and its advanced age. The City of Newton's roofing service contractor (used by the district), Aqua Barriers, has been making numerous

repairs for the past 3-4 years. This roof which is 26 years of age and has over 100 patches from various leaks over the years.

A summary of the findings (maximum of 5000 characters):

Aqua Barriers and various professional staff within the Public Buildings Department and the Newton Public Schools have advised in 2018 that the 1993 roof in this section of building have reached its useful life should be replaced due to its current condition and age. There is a high risk of failure during the winter months as evidenced by a review of the recent history of roof leaks during the winter months. In case of a major failure the school would face closure if an extended repair were necessary resulting in a significant loss of instructional time.

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST

REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only.

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the __[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body / School Committee]___ of __[City/Town]___, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ for the __[Name of School]_____ located at ____[Address]_____ which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future _____[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]_____

_____ ; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted as follows:

For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.

For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson.