TOWN OF WELLESLEY

REPORTS TO THE
SPECIAL TOWN MEETINGS

MONDAY, OCTOBER 20, 2008
7:30 PM

AND

MONDAY, OCTOBER 20, 2008
9:00 PM

WELLESLEY MIDDLE SCHOOL AUDITORIUM

by the

ADVISORY COMMITTEE
SCHOOL BUILDING COMMITTEE
PERMANENT BUILDING COMMITTEE
SCHOOL COMMITTEE

Please read this book and bring it with you to the Special Town Meetings.

In the event that it becomes necessary to cancel any session of the Town Meetings, notice will be given between 6 and 6:30 p.m. on
Wellesley Cable TV: Comcast Channel 9 and Verizon Channel 39.

For more information and updates, please visit www.wellesleyma.gov

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TOWN OF WELLESLEY

Town Hall
525 Washington Street
Wellesley, Massachusetts 02482

Chair	Vice Chair	Secretary
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	Marc Taylor	

REPORT OF THE ADVISORY COMMITTEE TO THE 2008 SPECIAL TOWN MEETINGS – 7:30 PM AND 9:00 PM

October 1, 2008

To the Citizens of the Town of Wellesley:

Two Special Town Meetings will begin on October 20, 2008, one at 7:30 PM and the other at 9:00 PM. The first meeting will focus on the Wellesley High School Project Plan to build a new high school, while the second will focus on a request to construct additional classrooms at the existing high school. The Town learned recently that it was required to present the funding request for the additional classrooms as a stand-alone Article, separate from the appropriation request for the new high school. Since the Warrant for the originally scheduled Special Town Meeting, commencing at 7:30 PM on October 20th, already had been finalized, it became necessary to open a new Warrant and schedule the second Special Town Meeting.

SPECIAL TOWN MEETING, OCTOBER 20, 2008 AT 7:30 PM

Article 5 - The New High School Project

Article 5 of the first Special Town Meeting requests the approval of a $131 million appropriation to build a new high school. However, as the Massachusetts School Building Authority (MSBA) has agreed to provide the Town with a grant of approximately $44 million, the net cost to the taxpayers of Wellesley will be approximately $87 million. If the Special Town Meeting approves the appropriation, funding will require approval of a Proposition 2½ debt exclusion by the citizens in a town-wide vote in December 2008.

After many years of numerous committees studying how best to deal with the poor conditions and lack of appropriate space in the 70-year-old high school building, last April the Annual Town Meeting voted, by a substantial majority, to continue developing the project details in order to obtain a reimbursement grant from the MSBA. After an enormous amount of work by many people over the last six months, the MSBA, on September 29, 2008, voted to approve entering into an agreement with the Town. Now, in order to obtain the $44 million MSBA grant, the Town must within 120 days obtain approval from the Special Town Meeting for an appropriation for the project and then approval from the voters for the Proposition 2 ½ debt exclusion.

The new high school will be the largest construction project the Town has ever undertaken. Given the project's scope and impact on the Town, all Town Meeting Members are strongly encouraged to study Advisory's report on Article 5, which begins on page 3. Advisory also requests that Town Meeting Members carefully review the "Joint Report on The High School Building Project" submitted by the School Building Committee, the Permanent Building Committee and the School Committee, which may be found beginning on page 16. The members of these three committees, who along with countless Town staff, volunteers and outside professionals have devoted extraordinary talent and time to develop this project, have reached a critical point in this very lengthy and challenging process. It is now time for Town Meeting Members and the voters to decide whether or not to support the proposed new high school.

Advisory understands that the Town Meeting wants and deserves our recommendations on each Article be included within the Advisory Report. Given the size and complexity of this project, not every significant detail is known at this time, nor will it be by, or even well beyond, the Special Town Meeting. However, in recognition of the magnitude of the decision before the Town, Advisory has worked hard to include our recommendation within this Report. The Advisory Committee, based on its analysis and review of the facts known to date, unanimously recommends to the Town Meeting favorable action on Article 5, funding for the Wellesley High School Building Project Plan.

Other Articles:

Article 3 - Personnel Matters

This Article amends the Town Bylaws regarding rates of pay for non-school Town employees. Six non-school collective bargaining agreements have expired and union negotiations are ongoing. As this book goes to press, no contracts have been ratified. If any contracts settle prior to the Special Town Meeting, then the agreed-upon contract salary provisions and funding will be presented to the Special Town Meeting for approval.

Article 4 - Transfer of Control of Selectmen's Parcel

This Article requests approval to transfer control of a 3.5 acre parcel that is contiguous to the high school site from the Board of Selectmen to the School Committee.

SPECIAL TOWN MEETING, OCTOBER 20, 2008 AT 9:00 PM
Article 3 - Additional Classrooms in the Existing High School
Article 3 of the second Special Town Meeting is to consider an appropriation for constructing additional classrooms in the existing high school to accommodate the projected 10% enrollment growth and program needs prior to the opening of the new high school in 2013. As the amount and funding source of this appropriation have not been finalized as this Report goes to press, Advisory will provide its recommendation at the Special Town Meeting. If specifics are available sooner, Advisory's recommendation will be posted on the Town's web site and will be sent by e-mail to Town Meeting Members.

Changes to the Distribution of the Advisory Report
Last April, the Annual Town Meeting voted to update the Bylaw regarding the distribution of the Advisory Report. In recognition of current communication technology, the report will no longer be mailed town-wide, which was a carryover from 1938 when the Town last had an open Town Meeting. Under the new Bylaw, Town Meeting Members and Town Departments will continue to receive the Report by mail. In place of a town-wide mailing of the Report, the Advisory Committee will send a letter to each household summarizing the important budgetary, capital and other significant issues that will come before the Town Meeting. The complete Report will be posted on the Town's web site and copies will be available at Town Hall and at other locations. Requests to be added to the mailing list (to have the Report mailed to a home address) may be sent to: *advisoryreport@wellesleyma.gov*. However, as the new Bylaw sets a minimum standard, not a limitation on distribution, this Report is being sent to all the citizens of Wellesley due to the significance of the High School project. It is our hope that this Report will provide the citizens with information they will find of value should the Town Meeting approve the project and it proceeds to a town-wide vote on December 9, 2008.

Advisory welcomes citizen input. Our meetings are open to the public and each meeting starts with a 'Citizen Speak' session. We also receive e-mail at *advisorycommittee@wellesleyma.gov* and, while we generally do not reply to individual e-mails, we do read each and every one.

The Special Town Meetings start on October 20, 2008 at 7:30 PM in the Wellesley Middle School auditorium.

Sincerely,

Rusty Kellogg

Morris Kellogg, Chair

2008 SPECIAL TOWN MEETING OCTOBER 20, 2008 7:30 PM

ARTICLE 1. To choose a Moderator to preside over said meeting.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 2. To receive reports of Town officers and committees and act thereon, and discharge presently authorized special committees; or take any other action relative thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 3. To see if the Town will vote to amend ARTICLE 31 of the Town Bylaws by making changes in Schedule B entitled "Salary Plan – Pay Schedule" established under Section 31.6, which constitutes part of said Bylaws; to raise and appropriate, or otherwise provide, money therefor; or take any other action relative thereto.

(Human Resources)

This Article amends the Town Bylaws by making changes to Schedule B, which delineates the rates of pay for all Town employees, except School Department personnel. As this book goes to press, there are no motions under this Article; however, the Town is currently in collective bargaining agreement negotiations with the following unions:

- International Association of Firefighters (contract expired June 30, 2007)
- Municipal Light Plant Production unit, AFSCME (contract expired June 30, 2007)
- Wellesley Police Patrolmen's Association (contract expired June 30, 2008)
- Wellesley Superior Officers Association (contract expired June 30, 2008)
- Wellesley Free Library Association (contract expired June 30, 2008)
- DPW/MLP Supervisory unit, AFSCME (contract expired June 30, 2008)

If settlements are reached in any of these negotiations by the time of the Special Town Meeting, approval of the salary schedules associated with the contracts and the funding required for FY08 and/or FY09 will be requested under this Article.

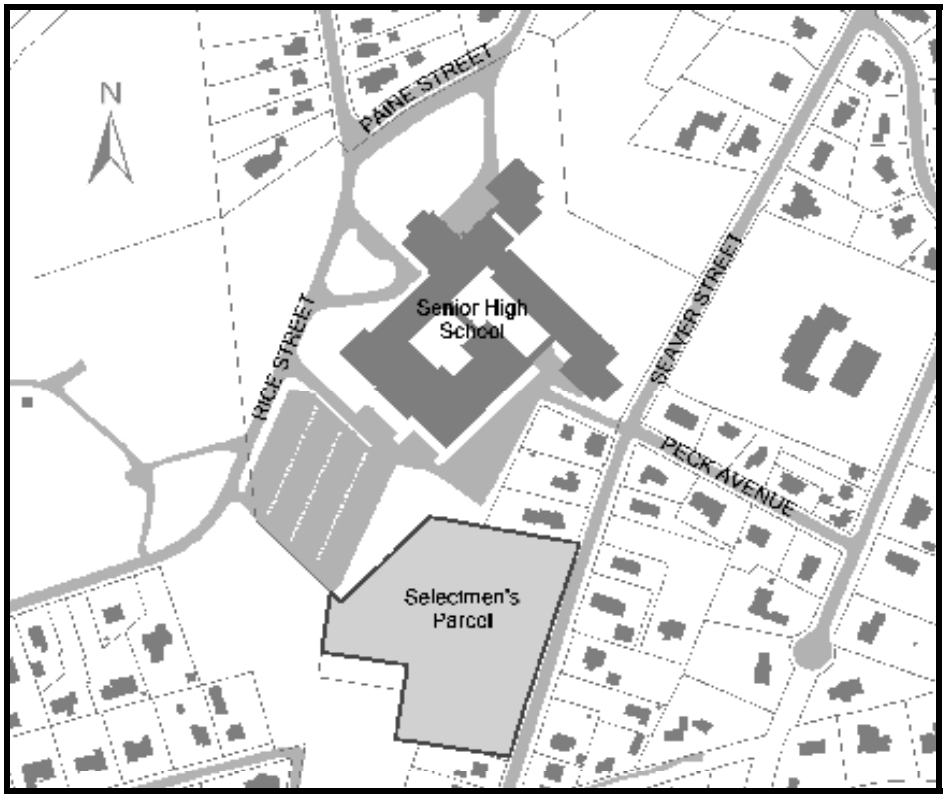
Advisory expects no motion under this Article.

ARTICLE 4. To see if the Town will vote pursuant to G.L. c. 40, section 15A, to transfer the care, custody, management and control of the "Selectmen's Parcel" situated contiguous to the high school grounds, containing approximately 149,059 sq. ft., from the Board of Selectmen to the School Committee for school purposes; said Selectmen's parcel being more fully described in deed recorded in the Norfolk County Registry of Deeds in Book 1408, Page 618 and

Certificate of Title number 3984, filed in the Land Registration Section of said registry; or take any other action relative thereto.

(School Building Committee)

This Article seeks Town Meeting approval to transfer the care, custody, management and control of the "Selectmen's Parcel" from the Board of Selectmen to the School Committee. The Selectmen's Parcel, which is located southeast of the existing high school parking lot with frontage on Seaver Street, includes approximately 3.5 acres of land. See the map below.



In order for the Town to proceed with construction of the new high school, all land to be used for the project must be placed under the care, custody, management and control of the School Committee. Presently, the School Committee controls the site of the existing Wellesley High School, the High School parking lot, the properties at 53, 55 and 57 Seaver Street (acquired in December 2007 after approval at the November 2007 Special Town Meeting) and two small parcels taken by eminent domain (the ownership was unknown) as approved at the 2008 Annual Town Meeting. Passage of this Article will complete the assemblage of all the land within the new high school site and the consolidation of control under the School Committee.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0.

ARTICLE 5. To see if the Town will vote to appropriate, borrow or transfer from available funds, a sum of money to be expended under the direction of the Permanent Building Committee for a new Wellesley High School at 50 Rice Street, which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town of Wellesley may receive from the MSBA for the Project shall not exceed the lesser of (1) forty percent (40%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

(School Building Committee)

This Article, brought by the School Building Committee ("SBC"), requests the approval of a $131 million appropriation to be expended under the direction of the Permanent Building Committee ("PBC") for the Wellesley High School Building Project Plan (the "Project Plan"). The Project Plan consists of the construction of a one-phase, all new 280,000 square foot high school, and the funding of other costs related to the high school project.

Although the total cost of the Project Plan is $131 million, the Massachusetts School Building Authority ("MSBA") has agreed to provide a grant of 40% of eligible approved project costs, or approximately $44 million, so that the estimated cost to the taxpayers of Wellesley is $87 million. If the Special Town Meeting approves the Project Plan appropriation, there will be in December, 2008 a special election debt exclusion ballot question asking voters to allow the Town to exempt from the provisions of Proposition 2½ the bonds issued to fund the Project Plan.

The SBC, PBC and School Committee ("SC") have developed the Project Plan and have issued a Joint Report that presents an in-depth explanation of all aspects of the plan. The Joint Report is included in this Advisory Report (beginning on page 16), and should be read for a complete understanding of the project. Advisory's discussion of the Article, presented here, intentionally avoids duplication of much of the detailed information in the Joint Report and, instead, provides the Town Meeting, and the Town, with Advisory's analysis, observations and recommendation.

The High School Building Project

The issues of the poor physical condition and the inadequate size of Wellesley High School have been a concern of the Town for many years. There have been numerous study committees and at eight of the last ten Town Meetings there have been various Articles related to studying the needs of the High School. Last April, the Town Meeting voted by a substantial majority to appropriate $2.6 million to advance the project with the objective of reaching a Project Scope and Budget Agreement with the MSBA. Over the past six months, the SBC, PBC and SC have completed the substantial work necessary to achieve a critical point in this very challenging, long and expensive process. Now the Town Meeting must vote on the appropriation for funding the proposed Project Plan.

The Massachusetts School Building Authority

A key to appreciating where the Project Plan stands is to understand the role the MSBA has had and will continue to have in the process. The MSBA, which was created in 2004 to provide construction and funding assistance for school buildings, has a substantially different approach from its predecessor, the Massachusetts School Building Assistance Bureau. Under the prior school building authority, the awarding and the specific amount of a grant were generally not approved until the

construction of the building was started or even completed. The MSBA has demonstrated a much more participatory role and has set out to develop a collaborative relationship with the local community as a prerequisite to funding a MSBA grant.

At the Annual Town Meeting last April, the SBC presented two options for a new high school: the "Forum," a multi-phase renovation and addition to the existing high school, and the "Hub," a one-phase all new school. In mid-May, the SBC, PBC and SC voted unanimously to propose the Hub option to the MSBA with an estimated total plan cost of $159 million. However, the MSBA and the State Treasurer indicated that they would not support funding the plan as proposed - principally because they considered it to be too expensive, too large, and beyond the parameters that they had developed for a new model school initiative. The MSBA proposed an alternate plan for a modified renovation with additions for total grant eligible costs of $110 million. In response, the SBC presented to the MSBA their reasons for selecting an all new school, including constraints of the site, the extended time and problems of a phased construction project, and the lower cost of a new building. Given the MSBA's proposal and the importance of their potential grant of 40% of eligible costs, the SBC proposed to build a 280,000 sq. ft all-new school within the MSBA's $110 million eligible cost budget, plus approximately $21 million for certain other necessary but non-eligible costs. This proposal by the SBC evolved into the Project Plan submitted to the MSBA that is the basis for the Project Scope and Budget Agreement that the MSBA voted to enter into with Wellesley on September 29, 2008. In order to obtain a Project Funding Agreement from the MSBA that will secure the 40% MSBA grant, Wellesley's Town Meeting and, subsequently, voters (in a Town-wide election) must approve, within 120 days, an appropriation to fund the Project Plan.

The New High School

The Project Plan submitted to the MSBA includes a proposal for a new Wellesley High School building designed to accommodate a projected increase in student enrollment of more than 25% over the next nine years - to a peak estimated at 1,600 students in 2018 - together with the accompanying increases in teaching, support, and administrative staff. No matter how sound the methodology, or how carefully the data is assembled, enrollment projections over this long a period are only estimates, subject to subsequent revision. Wellesley's projections have recently proven to be understated and the latest enrollment forecasts, based on data at the start of the 2008-2009 school year, are consistent with this, suggesting the possibility of a peak exceeding 1,600. Further, projections of enrollment levels well beyond this, 20 or more years out (when enrollments are expected to be declining), are subject to even greater uncertainty. Given these circumstances, an important feature of the new building is flexibility - the ability to divide or combine spaces, or convert spaces to alternative uses in the future.

At 280,000 sq. ft., the new building is not only 20% larger than the existing building, it also provides several features that the old building, with multiple additions over many decades, could not provide. Centralized spaces for the non-academic life of the school are a substantial improvement over those in the existing building, providing a higher degree of integration and sense of community. The educational program space is larger and more functional, with the core academic wings allowing efficient student flow between classes, easier access to the library/media center and improved adjacencies to other program-related spaces.

The number of standard classrooms available to the five core academic departments is 43% higher in the new building (increasing from 49 to 70), with a 61% increase in classroom space. The proposed standard classroom size of 800 sq. ft. remains below the range of the MSBA standard, which is 850 to 1,000 sq. ft. However, the MSBA has accepted the 800 sq. ft. classroom size and the School Department and the School Committee consider the classrooms appropriate given the relatively smaller class sizes at the High School. The science labs, at 1,200 sq. ft., are at the MSBA standard.

For comparison, the classrooms in the existing high school range from 550 sq. ft. to 1,000 sq. ft. Space both for teacher support (e.g., work rooms, meeting rooms, offices, storage, all of which are significantly under-spaced in the existing building) and for Special Education programs are more than doubled. The aggregate increase in building square footage of only 20% can be reconciled with the many increases in space as described above by: 1) the much more efficient floor plan of the new building and 2) the modest increases, and some reductions, in several areas outside the core academic program, including the technology/engineering program spaces (the auto shop is eliminated), the fitness and health program spaces (primarily locker-room space reductions), the library/media center, and the cafeteria/kitchen area.

While the proposed new high school is 14% smaller in total area than the "Hub" option presented at the Annual Town Meeting last April, the essential elements and the spaces for core academic programs have been substantially retained. The space reductions required by the MSBA reflect extensive review and analysis by the School Department and School Committee and the new space allocations remain consistent with the School Department's primary objective to preserve academic space. The number of classrooms is slightly lower and each is slightly smaller than in the "Hub" option. The auditorium is smaller (700 versus 800 seats), as is the fitness center, while the indoor running track, the student union, and Community Cable TV Studio have been eliminated. The "adjacencies" important to the academic and extra-curricular programs have been preserved and the flexibility needed to allow alternative future uses for classroom spaces, as enrollment levels fluctuate, has been incorporated into the new building design. The School Department and the School Committee have made the reductions in classroom size and other spaces that they believe will maintain the quality of the academic program and be appropriate for the projected increased enrollment.

The Construction Process

Advisory has focused on a number of issues related to the construction process and to the goal of creating a school designed to function effectively for more than 50 years, built with durable materials and with the capacity to adjust interior spaces to accommodate enrollment fluctuations. The footprint of the school has been configured to enable a stacked and standardized classroom size and layout, which lends itself effectively to this goal. In terms of the inherent quality and process of construction, it is worth noting that while the overall size of the new building has been reduced from the "Hub's" 327,000 sq. ft. to 280,000 sq. ft., the square foot cost is quite similar at $300 vs. $306 for the "Hub". Although the site is constrained, the location and layout of the building may allow for expansion of the footprint or possible other facilities on the site should it become necessary in the future.

The new Whitman-Hanson High School has been designated by the MSBA as a model for their future collaborative school building projects. Although the size and site layout requirements are different from those in Wellesley, the Project Plan has adapted elements from that model wherever possible.

The time span of this project is an important issue and the MSBA has pushed the Town to take less time than is customary in the permitting process, accounting for the MSBA's allowance of only one year of cost escalation in the grant-eligible costs. In response, the PBC and SBC have already begun to discuss permitting approaches with the Natural Resources Commission, Planning Board, Design Review Board, Zoning Board of Appeals and other Town boards and departments, urging them to pre-review issues now, during the design phase, rather than waiting until later on in the process.

Parking at the high school prior to and during the construction phase is a major concern that will require significant adjustments for both students and staff. The SBC and the School Committee are addressing this challenge with the appointment of a study committee, development of busing plans, the designation of a number of temporary parking areas as close as possible to the school, and

allowances in the project budget for funding these arrangements. At the completion of the project, the school will benefit from an improved parking area in terms of its location at the front of the building, enhanced security and better traffic flow. To mitigate potential traffic increases due to the lack of student parking during construction, the School Committee is considering additional busing options and a partial subsidy of busing fees as an incentive to increase ridership.

Sustainable design guidelines for school building construction are established by the Massachusetts Collaborative for High Performance Schools (MA-CHPS), a program which establishes points, or credits, for various attributes of a "green" project. The design of the project will allow the new school to achieve 34 points or higher, a rating comparable to a "LEEDS" (Leadership in Energy and Environmental Design) Silver rating.

The Project Plan Cost

The Project Plan cost, summarized below, is divided into two parts, the "MSBA Grant Eligible Costs" and the "Other Project Costs." The MSBA allows only certain construction costs to be included in their 40% reimbursement grant. However, there are other costs that are necessary to complete the overall Project Plan. While the MSBA will not reimburse these Other Project Costs, they have reviewed the items and have acknowledged that they are appropriately included in the Project Plan.

MSBA Grant Eligible Costs	**$Mil**
Construction cost and eligible cost escalation	$88.2
Architectural, project management and other costs	17.4
Contingency eligible for grant	4.4
Total Grant Eligible Costs	110.0
Other Project Costs	
Balance of cost escalation and contingency	8.8
Other educational and construction related costs	6.9
Project costs previously approved by TM	4.9
Total Other Project Costs	20.6
Total Project Plan Cost	130.6
Reduced by MSBA 40% grant of eligible costs	(44.0)
Estimated Total Cost to be Funded by the Town	**$86.6**

A more detailed project budget with accompanying line item explanations may be found in the Joint Report.

The grant from the MSBA is based upon a $110 million budget of Total Grant Eligible Costs. The amount and the components of these eligible costs were determined by negotiations with the MSBA based upon their standards for school size, construction costs and fixed percentages for cost escalation, architectural and project management services and contingency. The Total Other Project Costs are estimated at $20.6 million and, while not eligible for the MSBA grant, are necessary parts of the Project Plan. Included in these Other Project Costs is the additional cost escalation to cover the time period from one year, as included in the MSBA Grant Eligible Costs, to two and a half years, the assumed mid-point of construction. In addition, the Other Project Costs include 3% additional contingency, equal to the PBC's recommended level of 8% less the MSBA's allowed 5% (already

included in the Grant Eligible Costs). The Other Project Costs also include additional sustainable design (Green) elements, increased air conditioning from 25% to 86% of the building and parking, sidewalk and traffic mitigation which may be required as part of the permitting process. Finally, the Other Project Costs include costs previously approved by Town Meeting for the purchase last year of the three abutting Seaver St. properties to substantially increase the high school site, as well as a portion of the prior planning and design costs expended to develop options that are not part of the current project.

Of the total $131 million, the Grant Eligible portion of $110 is considered a "budget" by the MSBA. The agreement with the MSBA is that in order for the Town to receive the MSBA's 40% grant, the building needs to be completed at or below that budgeted cost. If, as the design progresses and the estimates are further developed, the Total Grant Eligible Costs were to increase, the MSBA may require reductions to meet the $110 million budget figure. Although the additional escalation and contingency amounts provided in the Other Project Costs may be available to cover some cost increases, the MSBA grant is limited to the lesser of a fixed amount ($44 million) or 40% of approved eligible costs.

The new MSBA process starts at the beginning of the project with agreements and budgets based on "estimates", not at the end of the design and bidding phases with actual "bids in hand" as the Town has experienced with previous construction projects. Therefore, an accurate cost estimate is essential for compliance with the MSBA's $110 million budget, for the Town's support of the Project Plan and for evaluating its affordability. Two separate estimators, the project manager and a professional estimating firm hired by the architects, confirmed the current cost estimates. These two independent estimates were reconciled to arrive at one agreed upon figure. The current cost estimates are based upon the present stage in the design for the building that is considered the 'schematic design' stage. Acknowledging that there will be changes as the detailed architectural plans are developed, there is a 10% design development contingency included in the current estimate. It is expected that as the plans are refined this design contingency will decline as the amount transitions into identified specific costs. There will be three more estimates prepared during the design process, one at the design development stage and two during preparation of construction documents - when they are 50% complete and finally when they are 95% complete.

The cost estimation process has been extensive and includes several safeguards to prevent the 'cost creep' that has caught the public's attention on other school building projects outside of Wellesley. The provision for additional construction cost escalation and contingency that is substantially above the MSBA standard is prudent. The SBC and PBC have worked hard to identify any potential additional costs and include them in the cost estimates, such as the temporary parking and traffic mitigation, enhanced air conditioning, a larger generator and additional sustainable design elements. The overall approach to the development of the building has been focused on efficient design and the SBC has provided considerable additional professional input to the PBC on issues of construction costs and design efficiencies. The negotiations with the MSBA to allow an 'all new' school instead of their proposed renovation/addition was driven in part by the desire for more predictable cost estimates associated with new construction as compared with renovation.

The Financing Plan

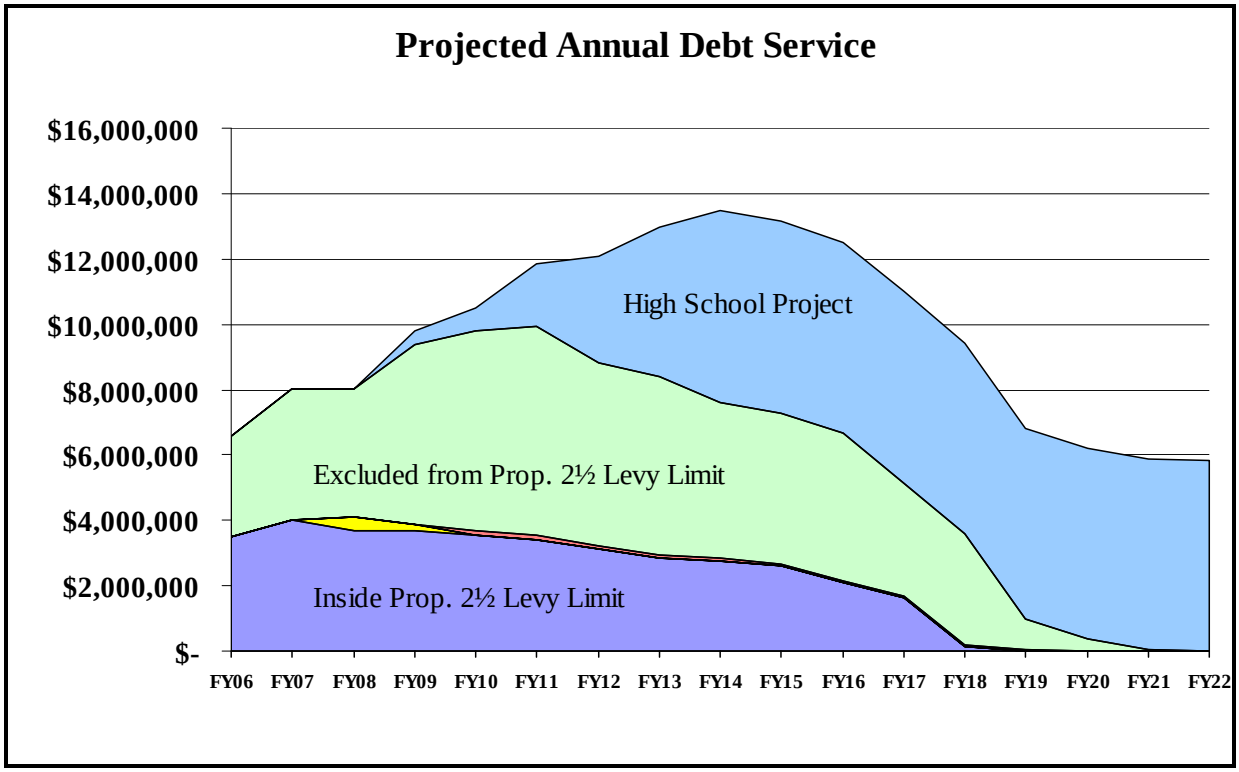
The Project Plan anticipates that the cost to the Town, after the MSBA reimbursement, will be approximately $87 million which is to be financed by long-term bonds. If approved by the Town-wide vote, the debt service (principal and interest) on the bonds will be excluded from the limitations of Proposition 2½. The current plan for financing this amount is to issue annually, between 2009 and 2013, a series of 25-year bonds to fund the projected costs for the next year. Assuming an interest rate of 4.5%, the bonds will have level debt service payments of combined principal and interest

(similar to a fixed rate home mortgage) of $5.8 million annually beginning in 2014, one year after the final bonds are issued. The tax impact of the bonds will stay almost constant until the maturity of the bonds in 2038, spreading the tax burden between current and future generations of taxpayers.

The assumed 4.5% interest rate is based upon the Town's ability to maintain its current favorable bond rating of AAA. While it is impossible to predict future interest rates or bond ratings, this is a reasonable assumption based upon current interest rates and advice from the Town's financial advisors. The Town's most recent bond issue was in June 2008 for a $16 million series with a 15-year maturity at an interest cost slightly below 4%. If interest rates during the construction period appear unfavorable, the Town has the option of temporary financing with interest-only debt (bond anticipation notes) until long-term bonds are issued.

Affordability to the Town

The issuance of the additional $87 million of long-term debt will have a significant impact on the Town's outstanding debt and debt service. The Town's projected tax-impact debt in 2013 is approximately $72 million. Tax-impact debt excludes debt related to the enterprise funds (electric, water & sewer) which is paid for by the ratepayers, not from the Town's operating budget. In 2014, when the additional debt for financing the Project Plan is added, the Town's total tax-impact debt outstanding will be approximately $159 million, plus any other debt issued during the prior five years. This outstanding debt is well below the Town's general debt limit of approximately $500 million and should have no detrimental effect, under State law, on the Town's ability to issue debt in the future.



The above graph shows that the Town's annual debt service on $159 million of debt is estimated to be $13.5 million in 2014. The debt service on non-Project Plan debt declines each year as those bonds are paid down or retired. The amount of this decline in debt service by the year 2019 is approximately equal to the $6 million of additional debt service from the High School project. The

proposed financing plan and the projected debt service should not have a negative effect on the Town's finances given the Town's strong financial position, bonding capacity, and the projected reduction in debt service over the next 10 years.

Affordability to the Taxpayer

The estimated tax impact analysis for an individual homeowner, as presented in the Joint Report, indicates that for the 2008 median assessed home value of $832,000, the additional debt service for the Project Plan would increase the homeowner's property tax by $529 in 2014 when the full amount of the bonds have been issued. This amount represents approximately a 7% increase in a homeowner's property tax based upon today's tax rates, and probably a lower percentage when based upon the actual tax rate in 2014. At the same time, it is worth noting that the impact of the long-term debt will decline over the years in relation to the value of the dollar and as a decreasing percentage of the taxpayer's total property tax bill. It is reasonable to expect that property values in Wellesley will be positively impacted with the completion of an all new high school ensuring the continuation of the Town's reputation for an excellent school system.

Advisory Comments and Observations

- Advisory is aware of a range of uncertainties, many of them inherent in a project of this size and duration. Some of them have a potential impact on costs, such as unpredictable market, workforce or economic events. It appears that appropriate allowances in terms of cost escalation and contingencies have been built into the estimate. It is also evident that the reduced time span for a one-phase project has the added benefit of providing a measure of insulation from rising costs that would be incurred from a project lasting years longer.

- Advisory takes note of the SBC, PBC and SC's ability to respond quickly to the challenges posed this summer by the MSBA's alternative proposal for a renovation/expansion rather than the proposed new building. Their extensive prior work on various building options, including comparative costs, timing and "trade-offs" of various building scenarios, was invaluable and enabled the Town to rapidly demonstrate the reasons for selecting a one-phase all new building, with which the MSBA soon concurred. It also allowed for an adaptation of applicable features of the Whitman-Hanson "model school" concept, as favored by the MSBA.

- A question has been raised whether the change from the $159 million Hub option presented at the Town Meeting last April to the current $131 Project Plan presented at this Special Town Meeting has resulted in a project which may be either under-sized or of lower quality. The table below reconciles these two estimates and shows the source and the magnitude of the changes.

	$Mil
Hub option presented at April Town Meeting	**$159**
Size of building reduced by 47,000 sq. ft. (14%)	(14)
Lower escalation, contingency and 'soft' costs	(13)
Cost reduced from $306 to $300 per sq. ft.	(2)
Changes in components of 'other costs', net	1
Project Plan Total Cost Estimate	**$131**

The table shows that $27 million of the cost reduction from the Hub to the current Project Plan is the result of lower construction and related costs, reduced almost exclusively due to the 14% reduction in the size of the building, although the escalation costs were also reduced in part due to a shorter timetable. A reduction of $2 million is due to the $6 lower cost per square foot (less than

a 2% change), indicating the quality of construction and of materials has been essentially unchanged. The increase in air conditioning coverage and the addition of prior planning costs were largely offset by the removal of temporary additional classroom space and lower cost estimates on some other items. The additional temporary classroom space has been removed from the Project Plan and funding will be sought separately under an Article in the Warrant for the other Special Town Meeting called for October 20, 2008. As this analysis shows, almost all of the cost reduction was due to the reduction in the size of the building. As noted previously in this report, the School Department and the School Committee believe that the reductions in classroom size and other spaces will not impede the quality of the academic program and that the building size is appropriate for the projected increased enrollment.

- It is clear that the MSBA has been and will continue to be a major partner with the Town in this project. It is also clear that in this new collaborative process not every step along the way is entirely predictable. While it appears that adequate provision has been made for cost escalation and contingencies, and that checks and balances and processes are in place to manage to the agreed upon budget, it is not completely known what would happen should the project exceed the MSBA eligible budget for reasons outside the control of the Town. It is Advisory's expectation that should that happen, the PBC, SBC, SC and the construction management team would make the necessary adjustments to adhere to the MSBA's budget.

- The Town is fortunate that there is not a backlog of major capital building projects that need to be addressed in the foreseeable future. Most of the major municipal buildings are fairly new or recently renovated. The Central Fire Station was new in 1986, and since then the Town Hall, Main Library and Branches, Police Station, Warren Recreation Center, two elementary schools, Middle School, and two Municipal Facilities buildings have been either newly constructed or renovated. The Town's Five Year Capital Budget has identified only one substantial building need - DPW facilities listed at $5 million. Although there is a possible request for a senior center in the short-term and, in the long-term, a potential need for elementary school renovations and additional capacity depending upon new residential development, there are no other major building projects that have been identified.

- At the April Annual Town Meeting, private fundraising was presented as a possible source for funding portions of the project costs. The potential for private fundraising was the impetus for establishing the Naming Rights Policy that was added to the Town Bylaws by the 2008 Annual Town Meeting. The MSBA has indicated that they will not allow the use of private funds for any expansion or enhancements that increase either the footprint or the volume of the building. However, there may be opportunities to use private fundraising for specific enhancements or upgrades to features or equipment in the approved Project Plan. In addition it may be feasible to use private funds to establish a school facility maintenance trust, similar to an endowment fund for maintenance.

- A project of this size will have a thorough and complex permitting process associated with the Town's customary Project of Significant Impact review and Site Plan Approval. Advisory, concerned about potential delays or possible costs imposed as part of the permitting process, urges the Town boards and departments to make every effort to carefully manage their workload and process in order to move the project forward as expeditiously as possible.

- Based upon the information contained in the Joint Report, the operating and maintenance expenses for the new school are projected to be approximately 13% higher, on a per square foot basis in 2008 dollars, than for the existing high school. However, enrollment at its peak is

projected to increase by more than 25% over that in the current high school. Although the maintenance and operation of the new building appear to be more expensive on a per square foot basis, they are less expensive on a per student basis. The PBC and the SC will need to evaluate and try to mitigate the increase in these expenses as they proceed through the design of the building.

- The use of Seaver Street as an alternate entrance to the High School site, either during construction or after the project is completed, is not presently contemplated in the site plans, other than for emergency vehicles. However, recognizing the projected traffic and possible congestion on Rice Street, it is reasonable to expect that some access from Seaver Street may be required as part of the permitting process.

- There has been interest expressed by citizens to use or incorporate certain 'historic' features from the existing 1938 High School building into the new high school, such as possible use of ornamental details or a portion of the clock tower. The PBC and SBC may be called upon to evaluate suggestions or options of possible re-use.

- It is important to note that in a project of this size and complexity, not every detail of the Project Plan is completely known, nor will it be by the time the Special Town Meeting is convened, or even well beyond that date. For example, some shifting among specific line items in the cost estimate may occur as the plans are developed and the estimates are refined, and the MSBA may raise unforeseen issues. However, the process to date and the team in place to manage the project have demonstrated the ability to respond effectively to changes while continuing to advance the project.

- Finally, Advisory believes that of all the concerns and challenges that have been identified, the largest concern is in *not* proceeding on the high school building project at this time, because:

    - The enrollment in the High School will continue to grow.
    - Delays will add significant costs to the Project Plan.
    - The opportunity to receive a $44 million MSBA grant will be lost.
    - The extraordinary team of volunteers and professionals who have produced this Project Plan may no longer be available.

Advisory's Recommendation

The Advisory Committee has focused considerable attention over many years in assessing the extraordinary body of work that has led to the Wellesley High School Building Project Plan now before the Town Meeting and the Town. Advisory has had a member on the School Building Committee since its inception and Advisory members regularly attend Permanent Building Committee and School Committee meetings. The condition and size of the high school has been identified as a concern and a challenge to the Town for at least ten years and has been the subject of numerous studies, committees and appropriations since 2003. Advisory has been an active participant in evaluating that body of work.

Advisory commends the process followed by the School Building Committee to develop the Project Plan. The process has been transparent, inclusive and open to Town residents at each step along the way. The SBC has published regular newsletters and conducted many public presentations on the project, while all SBC, PBC and SC meetings are open to the public. Professionally developed reports outlining the progress and issues confronted at various stages have been produced and made available to all interested parties. Input, viewpoints and questions from many different constituent groups and individual residents have been received and considered.

The Project Plan has been unanimously recommended by the School Building Committee, the Permanent Building Committee and the School Committee. The Advisory Committee, based on a thorough examination and evaluation of the Project Plan, concludes that the plan both addresses the Wellesley Public Schools' educational goals and objectives and meets the School Building Committee's and Permanent Building Committee's objectives in a functionally appropriate and fiscally responsible manner.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0.

ARTICLE 6. To see how the Town will vote to raise money appropriated under any of the above articles; or take any other action relative thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

2008 SPECIAL TOWN MEETING OCTOBER 20, 2008 9:00 PM

ARTICLE 1. To choose a Moderator to preside over said meeting.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 2. To receive reports of Town officers and committees and act thereon, and discharge presently authorized special committees; or take any other action relative thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 3. To see what sum of money the Town will raise and appropriate, or otherwise provide, for architectural, engineering and/or other services for plans and specifications for the interior reconstruction and remodeling of the existing High School and/or for modular classrooms to accommodate the classroom and/or administrative needs of the School Department because of the projected increase in enrollment of high school students; and for the construction, reconstruction, remodeling, rehabilitation, site preparation and/or modernization of the same; and for other services in connection therewith; and for the acquisition, by purchase, lease or otherwise of such modulars; to determine whether such sum shall be raised by taxation, through borrowing and/or by transfer from available funds; or take any other action relative thereto.

(School Committee)

This Article, brought by the School Committee ("SC"), requests an appropriation to be expended under the direction of the Permanent Building Committee ("PBC") for the construction of classrooms at the existing high school to meet projected enrollment growth and other needs until the new high school building is completed.

The School Committee has submitted this article to the Special Town Meeting following a determination that a separate Article was required for any costs associated with the provision of temporary classrooms at the existing high school. As a result, all funds previously designated for this purpose have been removed from the Wellesley High School Building Project Plan.

Enrollments and Space Needs

The new high school project has a target occupancy date of January, 2013. According to preliminary data, between now and then student enrollment at the High School will grow from 1,257 to 1,384, or 10%. In comparison, enrollment last year was 1,209, and during this past summer four new classrooms were added via space conversions (from library, auto shop, and oversized science classroom spaces). These internal conversions were completed in a few months, at the relatively low cost of $236,000. While this project provided additional classrooms with sufficient capacity to meet projected enrollment growth for another year or two, the existing building remains crowded, and classroom availability during the regular school day remains very limited.

The School Committee and School Department are committed to sustaining the education program, i.e., maintaining the breadth and depth of course offerings and keeping class sizes at established guidelines. Given this, the School Department has estimated that at least six additional classrooms will be required to accommodate projected enrollment growth through to occupancy of the new high school building. Further, up to three additional classrooms may be needed to accommodate new programs at the high school for special needs students, including students currently attending Wellesley Middle School who will be progressing to the high school level.

Meeting the Need

New classrooms could be provided through some combination of: further conversions of existing non-classroom spaces into classrooms; the placement of modular/portable classrooms on the site; or the utilization of classrooms at times during the day when they are not normally in use, especially during Block 1.

There are significant challenges to more fully utilizing Block 1, the 7:30 AM - 8:30 AM time slot prior to the 8:35 AM start of the regular academic class schedule at the High School (Blocks 2-6). Scheduling conflicts for both students and teachers are a real issue, as many activities other than standard academic classes take place during this period (e.g., science labs, performing and visual art classes, numerous academic support programs, and staff meetings). Nevertheless, the School Department recognizes the potential for this to be part of the solution, especially over shorter periods. The economics are obviously attractive: for every five classes that can be shifted from Block 2-6 to Block 1, one new classroom space is no longer needed (although study-hall space to accommodate students with more “frees” during the regular school day would be required).

The economics of modular or temporary portable classrooms are less clear. Acquisition and installation costs can be high, depending on the type of structure, but there is a resale value that can offset some of this cost; leasing may also be an option. However, space on the site for modular or portable classrooms is extremely tight.

The School Department and School Committee consider the best alternative to be to continue with phased internal space conversions, especially conversions that have no (or minimal) negative impact on the delivery of the educational program over the next few years.

Their proposal has several phases. The first is the conversion of the existing two-story lecture hall/black box theater space (now primarily used for test-taking) into five additional classrooms. Subsequent phases would involve some combination of the following: conversion of an over-sized room currently used for elective classes (art & jewelry-making) to provide one (relatively small) classroom; early elimination of the auto-shop program (already slated for elimination in the new high school), which would provide two classrooms; the addition of another classroom within the library; and the elimination of a teacher planning room, for one additional classroom.

Costs

The specific amount of the appropriation requested under this Article will be determined through collaboration between the Permanent Building Committee and the School Committee. The budget will include estimated costs for ten classrooms (includes one contingency), and may also include modest sums for other elements needed to accommodate the enrollment increases anticipated over the next five years.

As this report goes to press, the funding of this appropriation has not been determined.

Advisory Comments & Observations
The School Department and School Committee are committed to maintaining the educational program and believe that every reasonable effort should be made to minimize the disruption and space limitations that could affect students during the construction period. Advisory is supportive of this, and agrees that the five classrooms in the first development phase will be needed prior to the move to the new high school.

One aspect of the proposal requires comment: Why fast-track this sizeable conversion project now, when space needs to meet enrollment growth and other uses appear to be adequately covered for the next two years? The School Department sees significant advantage to avoiding delays and proceeding immediately with this first phase of the project, so that the five new classrooms can be made available for the start of the school year in September, 2009. The advantages include: relief of general congestion in the building; capitalizing on the softer conditions unfolding in the construction industry, and avoiding possible future cost escalation; and avoiding the "contractor crowding" on the site that is likely to begin in the fall/winter of 2009, or very shortly thereafter.

Advisory notes that in normal circumstances ascertaining temporary space needs at the high school based on enrollment projections over five years or less should be fairly straightforward. However, there is a possibility that children who would normally enter Wellesley High School over the next several years might seek private school alternatives, given the dual prospect of overcrowding in the existing building and a large-scale, several-year-long construction project directly next door. Currently, no allowance for this is incorporated into the School Department's enrollment forecasts. This year's preliminary intermediate-term enrollment projections for the High School are lower than the projections prepared at the same time last year, so it is possible that this phenomenon is already beginning to creep into the numbers. Any decision to proceed with the additional conversions should only come if future enrollment projection data supports this.

Advisory will make its recommendation at the Special Town Meeting.

ARTICLE 4. To see how the Town will vote to raise money appropriated under any of the above articles; or take any other action relative thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

JOINT REPORT ON THE HIGH SCHOOL BUILDING PROJECT

Submitted by
The School Building Committee
The Permanent Building Committee
The School Committee

The development of the ***Wellesley High School Building Project Plan*** has been a joint effort among the School Building Committee (SBC), the Permanent Building Committee (PBC) and the School Committee (SC). The members of these Town Committees have provided expertise and judgment in very specific areas:

- The **School Building Committee** was formed in January 2007 to provide comprehensive leadership and oversight of the Wellesley High School Building Project development. The twelve members of the SBC are prescribed by the Massachusetts School Building Authority (MSBA) guidelines to provide a diverse body of experts on multiple facets of school building planning.
- The **Permanent Building Committee** is a Town Committee comprised of five members appointed by the Moderator, who are responsible for financial estimates, design, and construction of town facilities. Each member has an expertise in a relevant field (architecture, engineering, law, construction and a generalist). Funds for the design and construction of building projects are appropriated to, and expended under the direction of, the PBC. For the High School project, the PBC members are joined by one appointed temporary, voting School Committee member and two temporary, non-voting members from the SBC.
- The **School Committee** is a Town Committee comprised of five elected members who are chartered as stewards of the Town Public school system, including the educational program, curriculum development and budget oversight.

Together, these Committees have developed the *WHS Building Project Plan* which is summarized below. At the end of the summary, each Committee has outlined its recommendation within their respective areas of expertise and responsibility.

I. OVERVIEW

Three primary drivers prompted the High School Project:

- ***aging of the current facility***—aging systems at or near the end of useful lives, changes in building codes and accessibility requirements, high repair and maintenance needs;
- ***capacity constraints***—the existing building, which was designed for 1,100 students, is overcrowded today, but enrollments will grow by at least 25% over the next 10 years to a student population of at least 1,600; enrollments will likely have recurring peaks at similar levels over the next century;
- ***educational evolution***—the current facility is inadequate to fully support the current and future educational best practices due to space constraints and technological limitations. The impact of legal mandates over the past 35 years (i.e., No Child Left Behind-2001; Massachusetts Education Reform Act – 1993; Individuals with Disabilities Act -1975; and Title IX-1972) combined with enormous advances in technology have brought significantly higher expectations and opportunities to address different learning and teaching styles.

With these drivers in mind, the SBC, working with PBC and SC, has sought to develop a building project which achieves the following objectives:

- A ***High School*** to meet the educational needs today and for at least the next 50 years;
- A ***High School*** with the flexibility to meet changing needs, both in curriculum and in student capacity;
- A ***Town Asset*** which is rationally designed, cost-effective to build and operate and which qualifies for a MSBA grant;
- A ***Town Building*** which is a source of community use and pride; and
- A ***Town Project*** which achieves community support and collaboration.

There have been multiple committees and numerous studies on the High School building project over the last six years including the following: a Feasibility Study (2002), the first Facilities Advisory Committee (2003), a comprehensive Existing Conditions Report (2004), a second Facilities Advisory Committee (2005), the Wellesley High School Planning Alternatives Study (2005), the DeJong Educational Programming Study (2006), the Program Review Advisory Committee (2006), the Visioning Committee (2006), and the Land Use Working Group (2006). The body of information gathered over this period was comprehensive and, together with community feedback received from countless meetings, has been invaluable to the efforts of the SBC, PBC and SC over the past 18 months. With all this information in hand, the preparation of materials and documentation for discussion with the MSBA was efficient and complete.

The SBC worked closely with the MSBA to develop the *Project Plan* which consists of a 280,000sf, one-phase, new construction project for a total cost of approximately $130.6 million, including design and construction costs of $110 million (*"Grant Eligible Costs"*) and other required costs of $20.6 million (*"Other Costs"*). This collaborative effort has been of paramount importance to develop a project which is cost-effective, fiscally prudent and acceptable to the MSBA. The proposal outlines a state grant of up to $44 million which significantly reduces the cost burden to the residents of Wellesley.

Additional efforts were as follows: Multiple sub-committees were chartered with specific aspects of the project development and provided recommendations to the SBC; Constituent Groups were routinely advised of the progress and decision points; multiple opportunities were provided for public input at each major decision point in televised meetings; email newsletters and newspaper articles were issued by the SBC to provide interested residents timely updates; and a mini-film was produced on the High School and replayed continually last spring on local cable channels. The proposed *Project Plan* as presented in this report is a culmination of these efforts.

II. PROGRESS SINCE ANNUAL TOWN MEETING

A. The Decision to Pursue the "Hub" (all-new construction) Option

When Town Meeting adjourned last spring, the Committees were reviewing two options, the all-new construction "Hub" and the renovation/addition "Forum". They voted their preference for the "Hub" option, a 327,000 sf facility, estimated to cost $158.5 million, including the construction/design costs and many of the "*Other Costs*" listed below. While a comprehensive list of decision criteria was addressed during this process, the decision was primarily driven by the following: lower cost, considerably shorter construction period, lower risk of unexpected problems during construction, and dramatically lessened disruption to the daily life of the school. In the weeks following Town Meeting, the School Committee identified 13,000 sf of space reductions to the "Hub" option. Therefore, the "Hub" plan was now a 314,000 sf all-new high school.

B. MSBA Concerns

The scope and the cost of the "Hub" project exceeded MSBA expectations. Therefore, over the summer, the SBC worked extensively with the MSBA, reviewing the following additional options:

1. A modified renovation with additions to the current building: a 292,000 sf building with an approximate cost of $110 million in construction and design costs.
2. An all-new option using a "model school" based on the Whitman-Hanson Regional School. Whitman-Hanson RHS is a 251,000 sf building, built all-new and completed in July 2005 for a total cost of $53 million. Upon further review, it was determined by all parties that while there are many cost-saving attributes of Whitman-Hanson which could be adapted to the Wellesley project, it is not a suitable model for the Wellesley High School mainly due to physical constraints at the site.

Additionally, the MSBA has articulated a position which changed the composition of *grant eligible costs*: Massachusetts municipalities would not be eligible for state grant funding if non-eligible space is added to a school building project even if approved by a voter majority or funded privately. The position notes that no additional space can be added which increases either the footprint or the volume of the building.

C. Compromise and Tentative Agreement with MSBA

After reviewing the options above with the MSBA, it was concluded that while the modified renovation offered a lower cost option and was therefore favorable, the risks associated with the multiple-phased, long construction period were a major concern and the design layout did not resolve significant issues of flow and adjacencies. Therefore, the MSBA proposed that if the "Hub" project could be scaled to meet the same cost, it would be preferred over the modified renovation. This required a reduction of 33,000 sf from the original plan.

The School Committee worked through the space reductions necessary to arrive at 280,000 sf and continue to meet the educational program. To protect the number of classrooms needed to support projected enrollment and breadth of program, the largest reductions came from the larger common areas plus smaller incremental changes to actual classrooms, classroom support and non-instructional spaces.

A tentative agreement was reached with the MSBA in July, enabling the Town to proceed with a one-phase, all new construction, 280,000sf school building on the current site, with design and construction costs not to exceed $110 million, making the Town eligible for a grant of approximately $44 million from the state.

D. "Project Scope and Budget Agreement" with MSBA

In mid-September, the proposed budget and schematics were submitted to the MSBA for review. On September 29th, the MSBA Board voted to authorize its Executive Director to enter into a Project Scope and Budget Agreement with the Town, confirming that the Town of Wellesley is eligible for a state grant of 40% of the "*Eligible Building Costs*" of up to $110 million for the Building Project as described in the Project Plan. This grant of up to $44 million, payable during the construction project, and will be used to offset the project cost to the taxpayers of Wellesley.

The MSBA Agreement is a significant milestone for the Project. If Town Meeting approves the Project Plan and the funding appropriation, the residents of Wellesley will be given the opportunity to approve the funding for the project in a ballot vote this December. The vote will be a question on the ballot requesting the debt service costs be excluded from the limits of Proposition 2½ for the total project cost, consisting of both

Grant Eligible Costs and the *Other Costs*. If approved by voters, work would commence on design and construction documents in January 2009, with a ground breaking expected for spring 2010 and a completion date in the winter 2012/2013.

III. THE PROJECT PLAN

A. The Site Plan

There are significant complexities and limitations associated with the site: setbacks for buildings, bordering vegetated wetlands and riverfront, as well as a portion of the site, including a small portion of the building, located within the floodplain limit.

Currently there are approximately 300 spaces on the High School site and the site plan for the Project also provides for 300 spaces, a sufficient number for teachers and staff, plus a limited amount for student parking. The parking lot and access are being designed to accommodate bus and auto drop-off, including adequate lanes for queuing. The school administration will be developing and enforcing anti-idling policies.

The building has been situated to maximize the available land, taking into consideration a wide range of criteria, such as the location of the current building, day lighting, construction phasing, neighborhood scale, and parking and access. See Exhibit A.

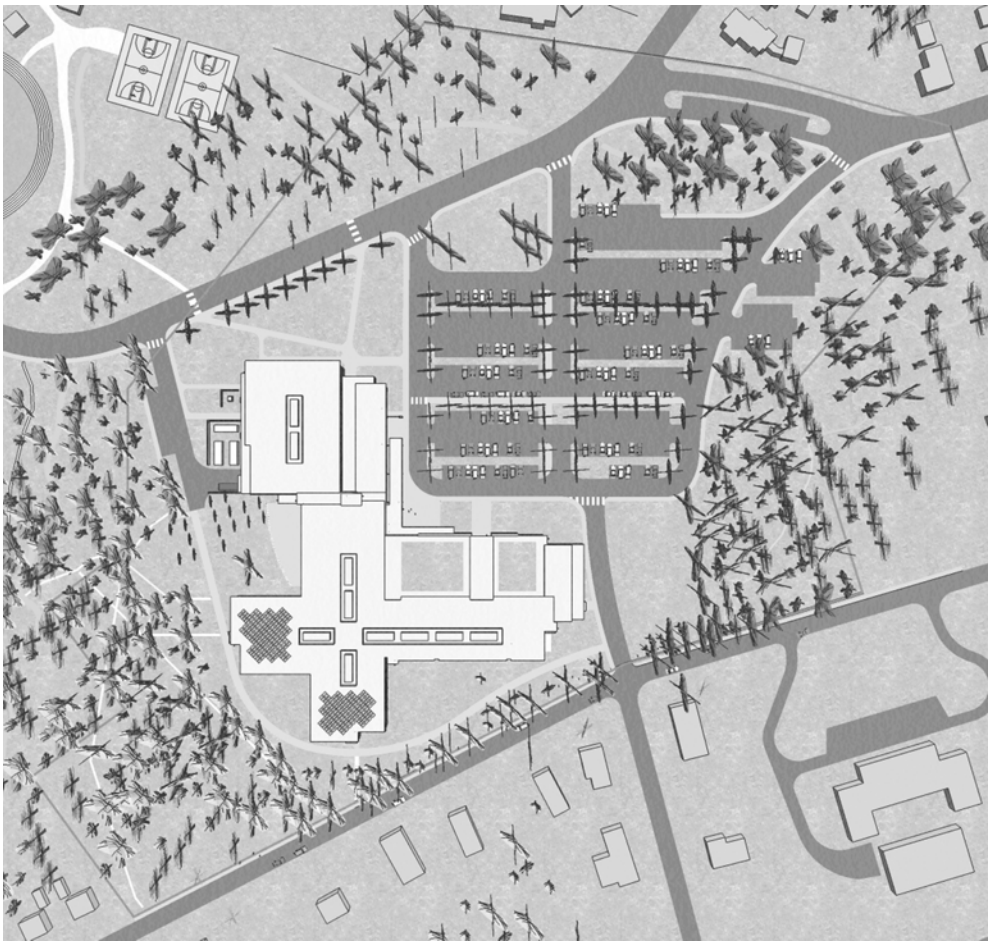


Exhibit A: Site Plan for WHS Project Plan

B. The Floor Plan

The layout of the facility satisfies the following multiple criteria: provides optimum programmatic adjacencies to meet the academic program, allows for efficient movement through and around the building, fits within the allowable building area and allows undisrupted occupation of the new facility.

The floor plan consists of:

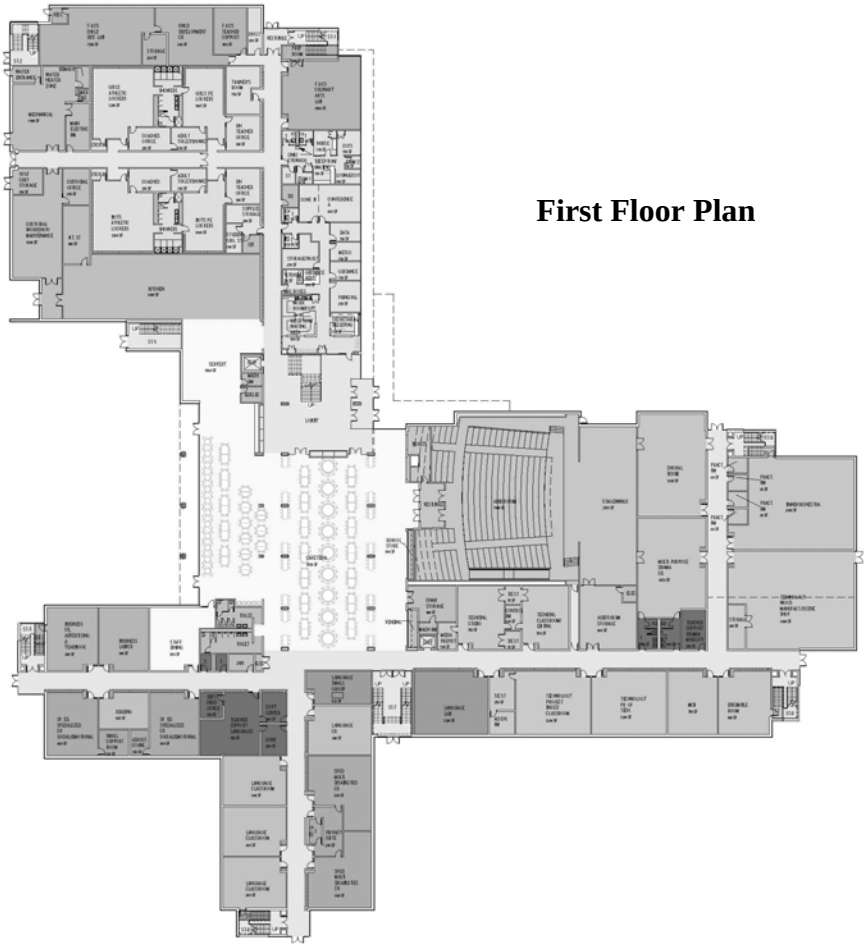
1. **Academic classrooms**, including Special Education teaching spaces, are clustered together. They can be secured and locked off outside of normal school hours when other areas are being utilized for community use. Classrooms and science labs, along with administrative nodes, teacher offices, computer labs and restrooms are stacked vertically, a design that is both time and cost efficient to build.
2. **The library**, a portion of which is a two-story space, is centrally situated among classrooms and maintains a prominent location over the main entrance.
3. **The main entrance** of the school is approached from Rice Street.
4. **The main office (principal's office)** is adjacent to the lobby where visitors can be readily observed and helped.
5. **The cafeteria area** is designed to be the heart of the school. It sits just off the main office, at the building center to connect the whole school together. It will serve as a gathering space for students as well as the community, as it doubles as a lobby for intermission during performances, or Town functions, in the nearby auditorium.
6. **Performing and visual arts** spaces are located near the auditorium.
7. **The woodshop**, located behind the auditorium, can double for making scenery, with a convenient delivery area for unloading supplies. The Band/Orchestra Room and the Choral Room are also behind the auditorium, permitting safe and convenient movement of instruments and performers back and forth.
8. **Athletic functions** are clustered in the top wing nearest to the fields across Rice Street. Locker rooms are located under the gymnasium. The fitness center and two multifunction rooms for dance, wrestling, movement classes and physical therapy are located next to the gym. These large spaces may have moveable walls to increase flexibility in the use of the facilities.
9. **Parking** is concentrated in one area in order to keep all activity within view. The parking lot is near the front door and provides easy access to the auditorium and gym.

The footprint minimizes lengths of travel, simplifies finding one's way, and affords room for expansion. See *Exhibit B* on the following pages.

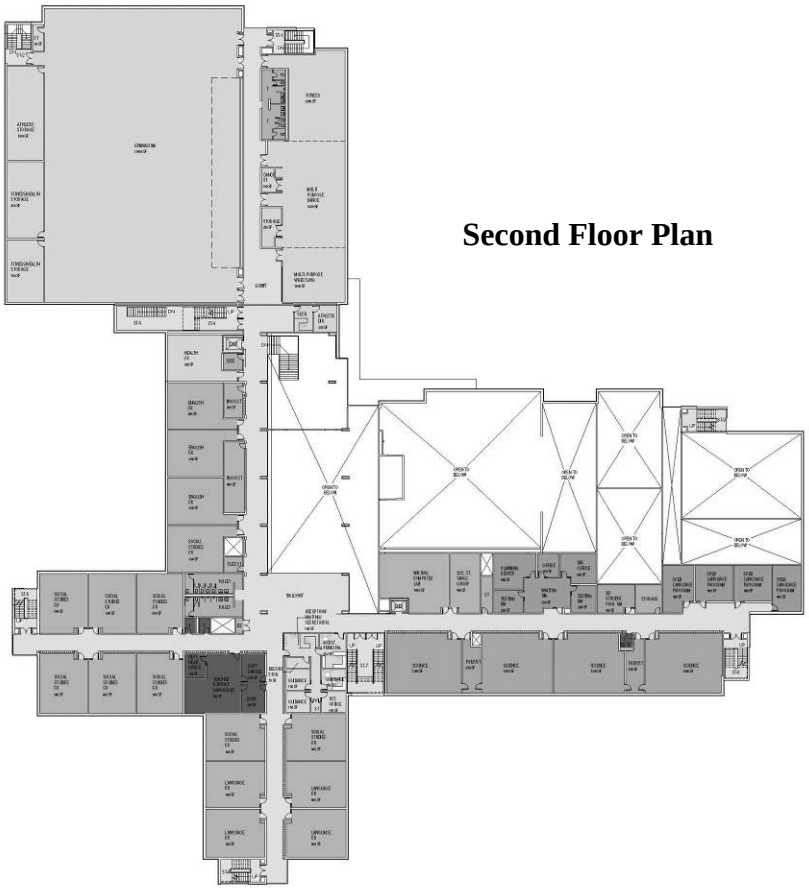
The binder for Town Meeting Members will have full page color plans for each floor. *Please refer to SBC website (www.wellesleyma.gov) for the most current plans*.

Exhibit B:
WHS Building Project Floor Plans

- Admin. Office/Student Services
- Administration
- Art
- Auditorium
- Cafeteria/Student Union
- Circulation
- Classical and modern languages
- Classroom
- Custodial
- English
- Family and Consumer Science
- Fitness and Health
- Flex
- Guidance/Student Support
- Library
- Mathematics
- Non-School
- Nurses
- Performing Arts
- Science
- Social Studies
- Special education
- Teacher Support
- Technology/Engineering



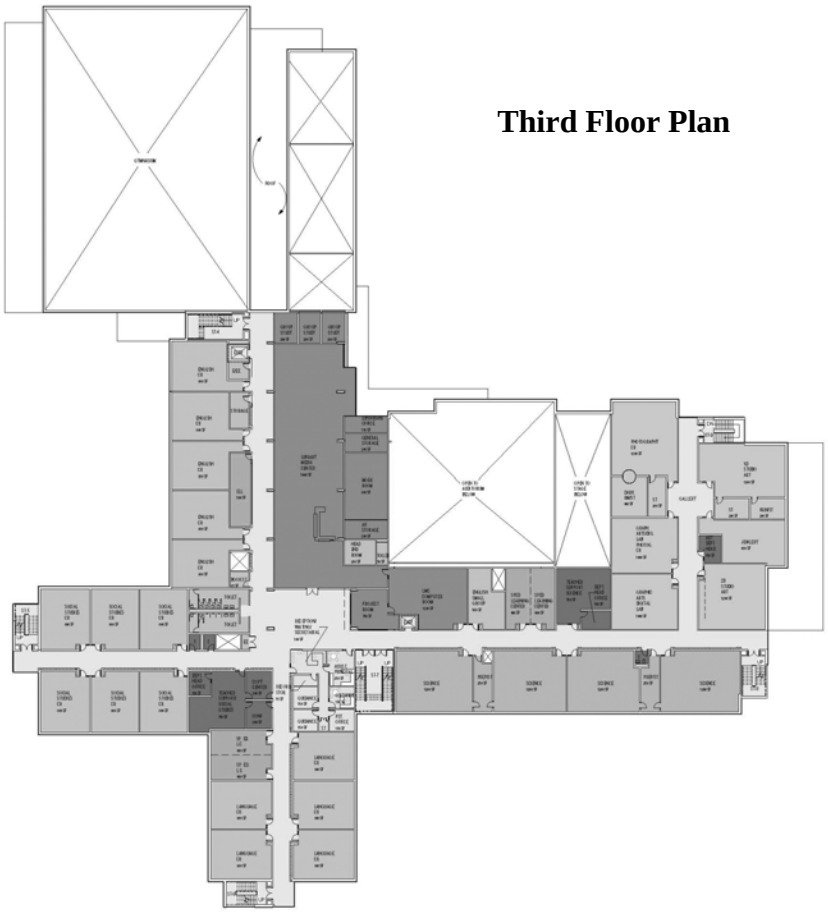
First Floor Plan



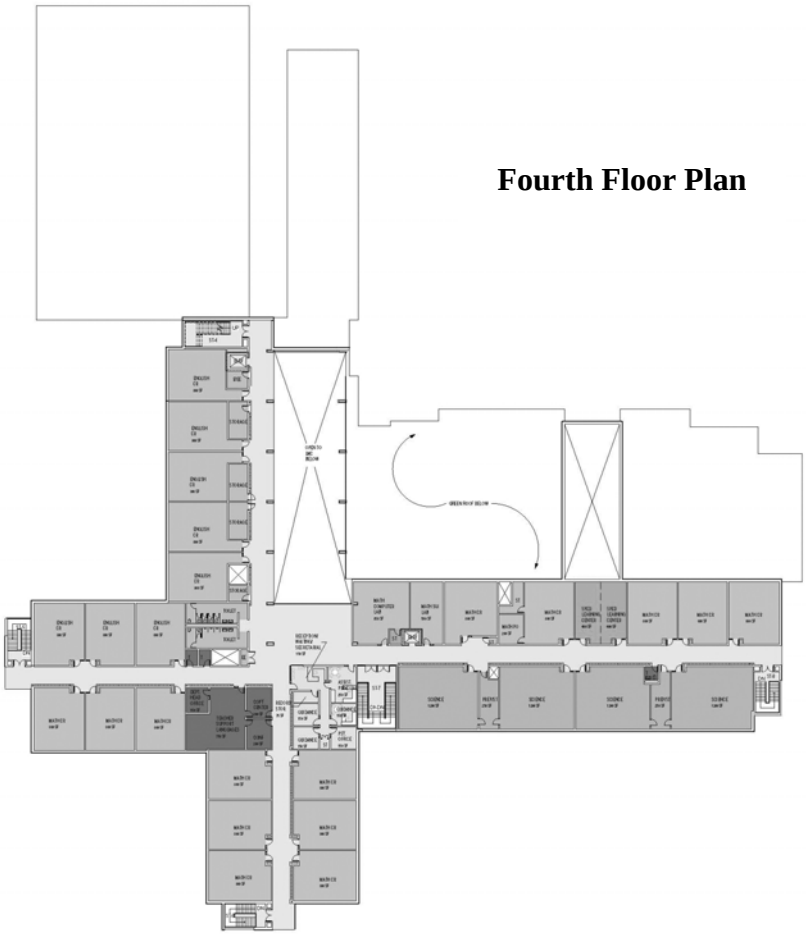
Second Floor Plan

- Admin. Office/Student Services
- Administration
- Art
- Auditorium
- Cafeteria/Student Union
- Circulation
- Classical and modern languages
- Classroom
- Custodial
- English
- Family and Consumer Science
- Fitness and Health
- Flex
- Guidance/Student Support
- Library
- Mathematics
- Non-School
- Nurses
- Performing Arts
- Science
- Social Studies
- Special education
- Teacher Support
- Technology/Engineering

Third Floor Plan



Fourth Floor Plan



C. The Exterior Design

The exterior design utilizes a scaled composition of brick, masonry, metal and glass to express the school's civic role with the Rice Street side expressing the public, larger scale presence and the Seaver Street side reflecting a more residential character. All materials will provide low maintenance, high durability and long life. The building orientation and window positioning maximizes internal daylighting, reduces energy demand, and allows for the surrounding woodlands to become integral with internal spaces.

A model of the proposed building will be available at the Special Town Meeting. *See Exhibits C, D, E and F. Most current plans at SBC website (www.wellesleyma.gov).*

Exhibit C: Aerial view from Paine Street

Exhibit D: Aerial view from Seaver Street

Exhibit E: Aerial view from Rice Street

Exhibit F: Aerial view from Seaver Street

D. Key Elements of the Building Design and Construction

1. Construction Delivery Method

The PBC is exploring an alternative to the traditional "design/bid/build" construction delivery method used in public building projects. In 2004, the State enacted legislation incorporating many aspects of private industry's "construction management at risk" (CM@Risk) delivery method, providing it as an alternative construction delivery method for municipalities. The PBC is interested in CM@Risk because of the availability of more bondable general contractors for a project of this size and the opportunity to select the construction manager, although subcontractors are still selected on the basis of the lowest bid by a qualified subcontractor. The State Department of Capital Asset Management (DCAM) is successfully using CM@Risk extensively on state building projects.

2. Building Materials

The design incorporates cost efficient, low maintenance and durable materials throughout. The building interior and exterior materials are consistent with the public buildings which citizens of Wellesley find appealing. The building is designed for a 50+ year life.

3. Building Systems: Heating/Ventilation/Air Conditioning, Electrical, Plumbing

The major building systems will be specified for maximum efficiency, long service life and ease of maintenance. The systems will provide appropriate airflow and temperature control, lighting and power in support of technology. They will have reduced energy and water consumption. Air conditioning will be specified in 86% of the building.

4. Accessibility

The school and surrounding sitework, including the pathways around the building, will be fully accessible in accordance with the Americans with Disabilities Act, including ramps, clearances, elevators and barrier-free access to facilities.

5. Sustainable Design ("green")

The design for the High School will receive a "green school" rating according to the *Massachusetts Collaborative for High Performance Schools* (MA-CHPS) requirements. It is expected to achieve 34 points (or higher) on the MA-CHPS scorecard, putting the building in the category of the "greenest" schools recognized by the MSBA. This score is equivalent to LEED (Leadership in Energy and Environmental Design) Silver in the U.S. Green Building Council's LEED rating for high performance buildings.

The MA-CHPS point system has minimum requirements in five categories for sustainable design: Site, Water, Indoor Environmental Quality, Energy and Materials. Meeting or exceeding 34 points means the building will achieve significant savings in energy and water use – 30% or more – and provide a superior and healthy learning environment for Wellesley students.

6. Parking and Transportation

The site plan provides for 300 spaces which will be sufficient to provide space for teachers and staff, plus a limited amount of student parking. Currently there are approximately 300 spaces on the High School site. The parking lot and access are being designed to accommodate bus and vehicle drop-off, including adequate lanes

for queuing. The school administration will be developing and enforcing anti-idling policies.

IV. BASIS FOR PROJECT PLAN

A. Program Specifications[0]

The ***Educational Program*** described at the 2008 April Town Meeting remains the same. What has changed since April are the ***Educational Specifications*:** the space requirements to support the program based on the expected enrollment. Table 1 on the following page lists the spaces as 1) they currently exist in the school, 2) proposed last April at Town Meeting for the "Hub" option, and 3) proposed now in the *Project Plan*.

Program- Defined Space	**Existing space** *(net SF)*	**Space proposed in "Hub" option** *(4/2008, net SF)*	**Space in Current Project Plan** *(net SF)*
English (includes 2 Flex)	7,794	15,875	14,025
Social Studies (includes 2 Flex)	7,895	14,850	13,000
Classical & Modern Languages (includes 2 Flex)	5,565	13,150	12,100
Mathematics (includes 2 Flex)	8,595	15,050	13,550
Science	11,425	16,500	16,200
Technology/Engineering	9,030	8,400	7,700
Family& Consumer Science	5,149	6,300	5,900
Teacher Support	3,538	9,600	8,900
Special Education	4,615	9,500	9,900
Art	5,127	7,850	7,200
Performing Arts	6,855	11,550	8,020
Auditorium	8,500	11,900	10,350
Fitness and Health	35,005	44,125	32,725
Library	9,650	9,450	9,150
Cafeteria/Student Union/ Kitchen	15,755	16,895	14,108
Nurses office	640	800	800
Admin-main office	2,420	3,725	2,775
Guidance-main office	450	450	450
Admin/guidance-satellite	2,550	3,750	3,600
Custodial	3,820	2,750	2,350
Other spaces	340	240	300
Non-school space		2,900	0
TOTAL ***shown in NET sf***	**154,718**	**225,610**	**193,103**
X Applicable multiplier	X 1.52	X 1.45	X 1.45
TOTAL ***shown in GROSS sf***	**234,480**	**327,135**	**280,000**

Table 1. WHS Educational Specifications

Shortly after the 2008 Town Meeting, the School Committee revisited the Educational Specifications which had been produced with the joint effort of a Visioning Team of teachers, administrators, parents and students as well as the advice of an educational space consultant (Dejong, Inc.). This additional examination revealed 8,830 net sf of efficiencies in 25 areas which could be realized without loss of program. Reducing storage, administrative support space, community use areas, and bringing the "flex" classrooms down to the size of regular classrooms constituted the bulk of these reductions.

Following much dialogue with MSBA in the summer months, the School Committee learned that state reimbursement funding was unlikely if additional reductions were not forthcoming. For the consideration of further reductions, the School Committee used the following guidelines:

- Be consistent with the Visioning Process
- Prioritize instructional and support space
- Prioritize breadth of program for flexibility
- Prioritize capacity of program for number of teaching stations.

After significant discussion and review of public feedback, the School Committee voted an additional 24,527 net sf in reductions. Eliminating the indoor running practice track of 7,700 net sf was the largest single reduction. The auditorium was reduced in size from 800 to 700 seats. The bulk of the remaining cuts reduced classroom sizes or support spaces, but did not eliminate the number of teaching spaces. Sixty-five classrooms were reduced from 850 to 800 net sf[1]. Current classroom size at WHS ranges from 550 – 1000 sf. A more detailed comparison of the *existing* spaces to the *proposed* spaces shown on the SBC website shows increases in numbers of classrooms across the curriculum range which will enable the faculty and staff to deliver the breadth of the educational program through the enrollment peak. What cannot be seen is that various adjacencies both within departments and across departments have also been met.

The agreement made with MSBA refers to 280,000 *gross* sf; the School Committee discussed, revised and voted the *net* sf of the individual rooms. The net sf are summarized above and then a multiplier factor of 1.45 is used to yield the gross calculation. This multiplier is a recognized industry standard and takes into account bathrooms, hallways, stairways and wall thicknesses, including plumbing and ventilation shafts.

B. Enrollment Projections

All public school systems in Massachusetts are required to provide enrollment data to the state as of October 1st. This data forms the basis of Wellesley's annual enrollment report which includes both short term (5 year) and longer term (10 year) enrollment forecasts under various assumptions. While the forecasts of the elementary enrollments require assumptions on birth data, the long term forecasts at the secondary level are based on the number of Wellesley children already born and, if old enough, attending the Wellesley Public School system, together with a rolling five-year average progression rate which takes into account annual net migration of students into and through the system.

As of the writing of this report, the official October 1, 2008 enrollment data is not available. It has been customary to see a flurry of activity in enrollment changes in late August and September. With a ten year forecast, a relatively small change in the early years can have a pronounced effect using the annual compounding of the progression rate in the years further out.

In last year's Enrollment Report, the 2007-2008 actual enrollment at the high school was 1209 students with a forecast of 1271 students for 2008-09 and a projected peak of 1596 students by the tenth year out in 2017-2018. A review of current unofficial enrollment

[1] The state standard of 850 sf for a classroom is a recent standard. The prior standard was 750 sf and, in fact, Whitman-Hanson RHS has classrooms of 750 sf.

numbers as of August 28, 2008 now indicates a projected peak high school enrollment for 2017-18 that may exceed 1600 students.

Although the birth-to-kindergarten survival ratio has effectively started the forecast projections at the primary school years, a fine-tuning of this forecast occurs when the school administration actively learns of significant housing developments. In last year's reports, projections were conservatively adjusted for new housing at Polaris Circle, 27 Washington Street and Wellesley Inn.

V. IMPACT ON MAINTENANCE AND OPERATING EXPENSES

Multiple factors were considered to assess the impact on the ongoing maintenance and operating expenses of the proposed building as compared to the current facility:

- Incremental custodial staff due to enrollment and increased square footage
- Utility consumption for the increased square footage and increased efficiency
- Utility consumption for the expansion of air-conditioning to approximately 86% of the facility
- Additional contracted service for the second elevator and HVAC

The following table provides a summary of the expected increase in maintenance and operating expenses associated with the proposed *Project Plan*. The Projected Costs are stated as if the building were on site and in use today (FY08):

	FY08 234,000 sf Actual Costs	**FY08 280,000 sf Projected Costs**	**Differential**
Custodial personnel	8.5 FTE	10.5 FTE	+ 2 FTE
Subtotal custodial	$347,034	$428,663	$81,629
Building Services:			
General Electric	$110,070	$278,000	$167,930
Air conditioning	10,000	69,000	59,000
Natural gas	19,576	205,000	185,424
Fuel Oil	243,123	-0-	(243,123)
Water	10,681	12,781	2,100
Sewerage	19,378	23,187	3,809
Telephone	6,111	13,271	7,160
Subtotal Utilities	$418,939	$601,239	$182,300
Services:			
Trash removal	15,321	18,389	3,068
Custodial supplies	31,394	38,005	6,611
Maintenance supplies and contracts	43,641	65,313	21,672
Equipment	939	2,347	1,408
Subtotal services/supplies	$ 91,295	$ 124,054	$ 32,759
TOTAL	**$857,268**	**$1,153,956**	**$296,688**

Table 2 Maintenance and Operating Expenses

A. Custodial Personnel

The custodial personnel currently average approximately 27,500 sf per custodian. Applying a similar ratio of coverage to the proposed 280,000 building would add two Full-Time Equivalent (FTE) personnel. In 2005, the School Committee developed guidelines for optimal building maintenance which recognized 22,000 sf per custodian as a benchmark. Reaching this benchmark for the 280,000 building would require adding four FTE over the current staffing. Decisions to allocate staff are influenced both by the square foot coverage and by the number of students and teachers using the building. As enrollment increases from 1250 currently to approximately 1600, a 28% increase, a proportionate increase in custodians would be just under 2.4 FTE.

B. Utilities

In developing the estimates for energy usage, information from the Energy Information Administration, which publishes national average statistics for high school and middle school energy usage by fuel type, was accessed. This information was combined with the WPS Administration's historical monthly usage for the High School. In addition, usage at the newest school facility, Sprague School at 75,000 gross sf, was used. Sprague School is fully air conditioned, uses natural gas and provides a template for local comparison, although an elementary school will likely have different building use and demands than a high school.

Sprague School's energy usage (11.6kwh/per sf/yr) suggests the higher end of the national statistical averages may be more appropriate to use in our local forecasting.

1. Electric Usage

In projecting the electric usage of the WHS building defined in the *Project Plan*, it is important to note two key differences:

a. General Electrical The current building operates at a factor of 4.87 kwh/yr per gross square foot. The *Project Plan* is projected at 12 kwh/yr per gross square foot and approximately 2.5kwh/yr, or 20%, of this amount is attributable to air conditioning. Bringing an older building up to current code for ventilation, lighting, and technology use has shown an approximate doubling in electric usage. The increase, then, from a 4.87 kwh factor to a 9.5 kwh factor (removing the 2.5 kwh/yr cooling related to air conditioning) is 216%.

The *Project Plan* is for a building which has a total net square footage of 280,000, which is 46,000 gross square feet greater than the current facility, an increase of 19.9%.

The third major determinant is capacity: the new facility will provide service to approximately 1600 students plus a corresponding increase in faculty, an increase of over 30% from today.

The net increase is estimated to be a total of $167,930 (+252%).

b. Air Conditioning The current facility has air conditioning in less than 10% of the building. The *Project Plan* calls for air conditioning in approximately 86% of the building. This increase in electrical usage accounts for a significant portion of the electric usage increase, estimated to be an incremental $69,000 per year.

c. Energy Efficient Systems The *Project Plan* meets the requirements of numerous MA-CHPS guidelines: Highly efficient mechanical systems as well as the inclusion of partial use of geothermal, photovoltaics, and green roof should

lower the new High School facility energy usage. More rigorous energy modeling around natural lighting usage is being conducted. As the building layout is refined in the design development stage, energy modeling will continue to impact decisions.

2. Natural Gas and Fuel Oil

The current building uses natural gas for hot water and kitchen, but fuel oil is used for heating. The *Project Plan* outlines a heating system conversion from fuel oil to natural gas. The comparison made is between current building natural gas and fuel oil costs of $262,699 and the *Project Plan* natural gas costs of $205,000, a decrease of 22%.

3. Water, Sewer and Telephone

The expected cost of water, sewerage and telephone are proportional to the increase in square footage and the expected increase in capacity. The impact of rainwater harvesting and the dual flush toilets has not been factored into the *Project Plan* estimates at this time.

C. Services

1. Trash removal and custodial supplies

The expected cost of trash removal and custodial supplies are proportional to the increase in square footage and the expected increase in capacity.

2. Maintenance supplies and contracts

This line item includes all contracted services, including the services for the second elevators and inspection fees and alarms. Additional contracted service is anticipated for green elements such as the two geothermal wells, green roof and the solar photovoltaics, but are not included until costs can be confirmed.

D. Conclusion

Electric usage is the single largest driver of increased maintenance/operating costs for the new building. The high range factors that have been used to project this usage are in keeping with usage we have experienced with Sprague and (while factoring out air conditioning) the renovated Middle School. Higher quality air, both from freshness in better air exchange as well as temperature control, will contribute to an optimal education environment for students and staff. Lighting the classrooms to current building code standards, while incorporating natural light, adds to increased energy use in a New England environment. The technology use, including smartboards, computer labs and TV studio, is a comparatively small but still incremental factor. Although high efficiency systems will be installed, a better quality learning environment will require the energy usage projected here.

VI. CONSIDERATIONS DURING CONSTRUCTION

Parking and Transportation

Parking and transportation have been the focus of a working group comprised of various board members, neighbors and parents. This working group has been charged with developing plans for parking during- and post-construction and for recommendations for transportation solutions during construction that should provide the basis for more permanent improvements beyond 2013.

A. Parking

The working group has concluded the following:

On-site: There will be minimal parking on-site during construction. The 30 anticipated spaces on-site will be designated for handicapped, visitor and traveling faculty parking. There will be no student parking on-site during construction.

Off-site: To accommodate faculty and staff parking, 185 to 200 spaces will be needed off-site. After a thorough review of twelve separate sites, including the Stadium Field (football field and track), the Hunnewell Field tennis courts and Lee Softball Field (the old snow dump), the working group recommended the following plan yielding 185 spaces: the tennis court lot, the State Street gravel lot at the west end of Stadium Field, Hunnewell Field basketball courts, the aqueduct behind the bank at State and Washington, and spaces at Star Market. The total cost for preparing off-site parking and refurbishing the basketball courts upon completion of the project will be approximately $600,000.

The parking plans for both the short- and long-term will be part of the overall review process and will go through a series of Town approvals and permit processes in the next several months.

B. Transportation

Work continues on plans to increase bus ridership to the High School, an important objective in easing traffic congestion, in providing transportation to the school for seniors who will not be able to park at the High School during construction, and in beginning to address "green" considerations by reducing carbon emissions. Any proposed additional transportation costs to the Town will be part of the Schools' operating costs and not part of the Project Costs for which approval is sought at this Special Town Meeting.

VII. THE PROJECT BUDGET

A. Budget Detail

The proposed budget for the *Project Plan* follows:

WHS BUILDING PROJECT – SUMMARY BUDGET		
GRANT ELIGIBLE COSTS		
I	**Hard Costs**	
	a Construction (estimated at $300/sf)	$84,000,000
	b Escalation of Construction costs (to June 2009 - 5%)	4,200,000
II	**Soft Costs, *estimated* -** includes architectural and engineering costs, construction management, other professional services, furnishings, fixtures, equipment, permits, insurance, documentation	17,432,500
III	**Contingency** - 5% of construction cost	4,410,000
	MLP Rebate for Energy Modeling (up to $42,500)	-42,500
TOTAL GRANT ELIGIBLE COSTS		**$110,000,000**
OTHER COSTS		
I	**Project cost estimation**	
	a Balance of escalation - 12% total less the 5% included in the Grant Eligible Costs	6,174,000
	b Balance of contingency (8% standard less the 5% in Grant Eligible Costs = 3%)	2,646,000
II	**Educational-related costs**	
	a Additional sustainable design (Green) elements	1,500,000
III	**Building and Construction-related costs**	
	a Off-street parking, sidewalk/traffic mitigation	2,000,000
	b Additional Generator Capacity	250,000
	c Air condition all academic areas	3,100,000
VI	**Prior costs**	
	a Seaver Street properties acquisition costs	3,609,500
	b Planning appropriations (2007 and 2008 ATM for project development)	1,300,000
TOTAL OTHER COSTS		**$20,579,500**
PROJECT TOTAL COST		**$130,579,500**
Estimated MSBA GRANT *- projected to be 40% of Grant Eligible Costs*		***$44,000,000***
Estimated Total Cost to be Funded by the Town of Wellesley		**$86,579,500**

Table 3. WHS Building Project Summary Budget

The total budget of $130.6 million is composed of two parts: 1) *Grant Eligible Costs* of $110 million are eligible for a 40% MSBA grant of up to $44 million; and 2) the *Other Costs* totaling $20.6 million. These two portions are detailed below.

B. Process For Cost Estimating

No matter what level of estimate (Schematic Design, Design Development, Construction Documents at 50% or 90%), the procedure is as follows: The Architect prepares drawings, detailing the Project Scope and Owner's Program, which are sent to 1) the Architect's independent estimator and 2) the Owner's Project Manager's (OPM) estimating consultant. The estimators independently calculate the quantities of materials and labor required for the project. The current costs of the materials, the prevailing labor wages and escalation to future construction point are calculated to reach the estimated construction cost. The two estimates are compared and reconciled and are published only after both estimators can agree to the total construction cost. The dual estimate approach at this early stage of the design is widely accepted in the industry and provides the town with added oversight and assurance that the cost estimates are accurate.

C. Grant Eligible Costs

There are three parts to the *Grant Eligible Costs*:

1. Hard Costs

a. The costs of construction at $300 per square foot. For the 280,000 sf building, this totals $84 million. The estimated cost per square foot is based on other high school projects recently bid and on the best estimates for costs of building materials, systems and other construction costs.

b. Escalation for one year. *Escalation* is a calculated amount which accounts for the expected rise in costs over the time of construction. Escalation is projected to be 5% of hard costs per year. The agreement with the MSBA provides for <u>one year</u> of escalation, through June 2009, for a total of $4,200,000. The balance of escalation cost is included in the *Other Costs*. The rationale for this is simple: The MSBA is committed to providing funding to projects which have incentive to commence construction as soon as possible and to finish on-time. With the town bearing the costs beyond this escalation period, there is significant incentive to complete the Project as projected.

2. Soft costs

Soft costs are a calculated amount, estimated to be 20% of hard costs, or $17,430,000. and include the following elements, all of which have been estimated in accordance with common practices:

a. Architectural and Engineering Costs ($8,180,000):

b. Construction Management ($2,100,000):

c. Other Professional Services ($715,000):

d. Furnishings, Fixtures and Equipment ($4,775,000):
(These are the costs for furniture, technology and other equipment.)

e. Insurance, documentation and other costs ($1,660,000).

3. Contingency

Contingency funds are used for unanticipated conditions or changes necessary during the course of construction. The PBC recommends at least 8% for new construction based on experience with previous building projects. The agreement with the MSBA

includes a contingency of 5% in the Grant Eligible Costs of $4,440,000; the balance of contingency (+3%) falls under *Other Costs*.

The total of these costs is offset by a $42,500 rebate from the Wellesley Municipal Light Plant for Energy Modeling. The total *Grant Eligible Costs* is therefore $110 million.

D. Other Costs

These costs totaling $20.6 million are not eligible for the MSBA grant but are required to implement the *Project Plan*. The budgets for these items have been reviewed by MSBA and acknowledged as required. The *Other Costs* are the following:

1. Project Cost Estimation

a. **Balance of Escalation ($6,174,000)**: Additional escalation is carried for the Project since construction will not be commenced until spring 2010. Development of design documents, the bidding process and the Town's own permitting processes for Wetlands, Project of Significant Impact, Site Plan Review and Design Review will take significant time. Nevertheless, investigation is underway to see how construction can be commenced as soon as possible. For example, the Town boards are exploring methods to make the permitting process more efficient.

b. **Balance of Contingency ($2,646,000)**: The PBC recommends contingency for new construction at 8% of hard costs (and 11% for renovations). This line provides the difference between 8% and the 5% included in the *Grant Eligible Costs* portion of the budget.

2. Educational-Related Costs

Additional Sustainable Design Elements ($1,500,000): The building is intended to qualify for the MA-CHPS standard of 34 points. The Project will also include several green technologies to be used primarily for educational purposes, since the payback period is not economically viable. The elements are as follows:

a. **Green Roof, 9,500sf ($165,000)**, intended to support linkage between the building and the natural environment, invites student participation. Green roofs represent building technology that is seen as playing an increasingly important role in sustainable design and construction and they are common among green schools within the U.S.;

b. **Dual Flush Toilets ($21,000)**, a global standard for water reduction, something the students should become experienced in using, installed for staff and female students;

c. **Displacement[0] Ventilation ($74,900)**, for large group instruction spaces, library and the computer labs, it will contribute to superior indoor air quality and thermal comfort by achieving better airflow within instructional spaces;

d. **Solar Photovoltaic Array, 40kW ($405,600)**, consists of an array of panels that collect energy from the sun and convert it to electricity, capable of generating 40 kW. The system will provide electricity to light 26 classrooms per year, reduce the carbon footprint of the facility, and will serve as an educational tool for the science programs;

e. **Data Acquisition System ($30,000)**, the "dashboard", will measure and display the performance of the building's energy use and solar energy harvesting in the science labs and on a monitor in the main lobby. It may also serve as the core part of a curriculum on energy technology and economics;

f. **Rainwater Harvesting System ($422,400)** is valuable for the capture of a resource that poses many issues in the building site and environs, with the captured rainwater used for indoor (non-potable) uses such as toilets; and

g. **Geothermal Heating and Cooling System ($225,000)** will consist of two wells (approximately 800 feet deep) supporting ground source heat pumps to heat and cool the administration offices.

3. **Building and Construction-Related Costs**

   a. **Off-street Parking, Sidewalk/Traffic Mitigation ($2,000,000)**: The Parking Plan during construction is estimated to cost $600,000 (see above for report). Improvement to existing sidewalks and construction of new sidewalks, together with any traffic mitigation techniques, is estimated at $1,400,000. These costs will be developed as the Project goes through the permitting process.

   b. **Additional Generator Capacity ($250,000)**: The Police and Fire Departments have requested that the generator be equipped with additional capacity for emergency purposes.

   c. **Air Conditioning ($3,100,000)**: The *Grant Eligible Costs* include costs for air conditioning 25% of the building. This line item is for the costs of air conditioning the remainder of the building (except the kitchen, gym and locker rooms), enabling 86% of the building to be air conditioned. Full air conditioning of schools is now common. In fact, the two "Model Schools" identified by the MSBA as prototypes for other high school building projects are fully air conditioned. As a 50 year school, not only are there concerns about further climate change but that the school year may change to include summer months.

   d. **Additional Classroom Space ($1,600,000)**: The School Committee intends to ask for approximately $1,600,000 under the warrant article for the second Special Town Meeting called for October 20 to provide for additional classroom space prior to the expected completion of the project in winter 2012/2013. See the School Committee Report found elsewhere in this book for a complete description.

4. **Prior costs**

   Also included in the *Other Costs* are the following two items. Both have received Town Meeting approval for borrowing already. Inclusion in the project total cost enables these costs to be funded as part of the total project financing (long-term debt), thereby minimizing interest costs, and enables the costs to fall outside the levy limit.

   a. **Seaver Street Acquisition Costs ($3,609,500)**: Last fall Town Meeting approved the purchase of 3 properties on Seaver Street which has enabled the construction of a single phase new building.

   b. **Planning Appropriations ($1,300,000)**: The 2007 and 2008 appropriations for planning and designing the Project were approximately $3.4 million, of which $1.3 million is attributable to previous work. The balance of $2.1 million is attributable to the current Project and is part of the architectural fees in the *Grant Eligible Costs* part of the budget.

E. Project Funding

The funding for the High School Building Project will be achieved through long-term debt financing, upon voter approval of a *debt exclusion*, and an MSBA grant.

1. Long-term Debt Financing

Debt financing will be sought for the balance of project costs not funded through the $44 million state grant. A definitive tax impact analysis, reflecting grant receipts, is provided below.

2. MSBA Grant Funding

a. **Maximum Grant Level**: The MSBA has agreed to fund up to $44 million of the WHS Building Project. This sum is 40% of the construction/design costs of $110 million as described above. While the MSBA has issued a schedule of grant hurdles and rates to apply to school building projects in the Commonwealth, the approved agreement reached between Wellesley and the MSBA supersedes it.

b. **Progress Payments**: The MSBA grant is paid in a series of progress payments according to the Project Scope and Budget Agreement.

3. Tax Impact

ESTIMATED TAX IMPACT	
Total Project cost	$130,579,500
MSBA Grant	$44,000,000
Cost to Town	$86,579,500
Assumed Interest rate	4.50%
Amortization period (yrs.)	25
Annual debt service	$5,838,837
Median home value	$832,000
Total assessed value	$9,175,647,000
Assessed Home Value	**Tax Impact**
$600,000	$382
$832,000	$529
$1,500,000	$955

Table 4. Estimated Tax Impact

4. Private Fund-Raising

Last spring it was anticipated that private fund-raising would provide a source for payment of some building spaces, considered ineligible for a MSBA grant. Since then the State Treasurer has said that space considered ineligible for a MSBA grant and which increased the footprint or volume of the building may not be financed by a community through either the property tax or by private fund-raising. As a result, efforts to fund-raise for an elevated indoor track have been dropped. The SBC will be inquiring of the MSBA about the possibility of a private fund-raising effort to enhance the quality of furniture, green technologies, classrooms and technology along the lines of the fund-raising efforts for the Main Library.

VIII. PROJECT SCOPE AND BUDGET AGREEMENT

The *Project Scope and Budget Agreement* is the Agreement between the Town and MSBA which sets forth the details of the *Project*, including the site, scope, budget, projected funding schedule, construction timeline, and the furniture, furnishings and equipment list for the Project. The Agreement will provide that the Town will receive 40% of *grant eligible costs*, that the maximum grant amount will be no more than $44 million, and state funding will be payable as costs are incurred during construction. (The 2004 reform to the school building process mandates that state payments be made as costs are incurred by a town, thus reducing the amount of a town's debt and interest payments for a school project. Prior to 2004, a town financed the full cost of the project, incurred substantial interest costs on the borrowing, and was reimbursed over a multi-year period after the *completion* of a project.) The action by the MSBA Board on September 29 triggers a 120 day period during which time the Town must obtain approval of the *Project* by Town Meeting and the voters. If the Town approvals are obtained, a Project Funding Agreement will be executed between the MSBA and the Town setting forth the sources and amounts of the Town's funding and the exact amount of the state grant.

IX. DECISIONS BY VOTE

A. Special Town Meeting

Town Meeting will be asked to vote on several motions, all of which require a two-thirds vote to pass:

1. Transfer of Jurisdiction of Selectmen's Parcel

The so-called "Selectmen's Parcel," a 3.5 acre parcel on Seaver Street, currently under the jurisdiction of the Board of Selectmen, will be transferred to the School Committee for the High School Project for "school purposes".

2. Appropriations for the Project

a. ***Grant Eligible Costs* ($110 million)**: The MSBA requires a separate vote for the *grant eligible costs* of the project approving the MSBA Project Scope and Budget Agreement and agreeing that any borrowing associated with the Project will NOT include any portion of the projected $44 million MSBA grant.

b. ***Other Costs* ($20.6 million)**: A vote will be required for those *Other Costs* enumerated above.

B. Town-wide Vote

If Town Meeting approves the motions for the Project appropriations above, then a question will appear on a ballot at a special election to be called for December 9, 2008. The ballot question will ask that the debt service of the costs for the High School Project be excluded from the limitations of Proposition 2 ½. In accordance with state procedure, the ballot question will describe in general terms the High School Project, but no dollar amount will appear in the vote.

The language of the vote follows:

> *Shall the Town of Wellesley be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to fund the design, construction, equipping and furnishing of a new Wellesley High School at 50 Rice Street, including the cost of acquiring three properties on Seaver Street?*

C. Ramifications of Failed Votes

This report would be incomplete without a discussion on the ramifications of failed votes at either Town Meeting or at the special election in December. Unfavorable action would result in adverse consequences which would likely be of greater cost and diminish the ability to deliver the educational program at the specified levels because of the following:

1. **Forgo State Grant**: The Town of Wellesley would forgo the state grant of $44 million. A future alternative project would be eligible for reconsideration by the MSBA on a priority list basis only. The process with the MSBA would start over, with the Project moving to the bottom of the state priority list. (At the current time, there are 83 schools on the MSBA feasibility list of which 20 are high school projects.) The availability of MSBA funding in the future for all projects on the feasibility list is unknown.

2. **Increased Costs**: Any delay increases cost. At the current rates of escalation (the rate at which building costs rise), the value of each dollar spent declines. For a project of the size proposed, this amounts to an increase in project cost of approximately $375,000 (today's dollars) per month.

3. **Facility Needs**: Urgent facility needs would require prompt attention: The current facility would require significant systems repair and upgrades. See #4 for an estimated cost.

4. **Capacity Issues**: The capacity of the current facility is inadequate and would require the addition of up to 20 classrooms over the next six years. The combined cost of the systems repair and capacity addition, reviewed and analyzed in 2005, has already been estimated at $120 million (current dollars), a cost which the Town might bear alone.

5. **Educational Program**: The educational program would not be delivered at the level which Wellesley residents have supported and would decline further in times of high enrollment.

6. **Financial Repercussions**: A building project of this magnitude has financial repercussions beyond that of the taxpayers and the schools. The Town-wide Financial Plan and long-term capital plans have been managed in an effort to pace major expenses over time so that tax fluctuations are kept to a minimum. Planning for infrastructure, town building improvements, school capacity and renovation, funding OPEB (the Town's obligation for medical insurance for retirees), and health care costs of employees have all been managed and prioritized over the past decade to ensure a "window of opportunity" to accommodate a major High School project. A failed vote would delay an inevitable major expenditure; the Town-wide Financial Plan and long-term capital plans would require re-evaluation, with the likely result of delaying other financial priorities.

7. **Human Resources**: While the *financial resources* required to develop the *Project Plan* are noted in detail within this report, the *human resources* required has been equally significant. Of the many thousands of man-hours of time spent to develop the proposed *Project Plan*, over 90% was provided by voluntary town residents. The time and expertise provided by these *human resources* was extraordinary; the proposed *Project Plan* is the culmination of their collective decision-making and is unanimously supported as the best plan to meet the objectives. In the event of a failed vote, it is unlikely these volunteers would resume an effort, either revised or to start anew, to develop an alternative plan. Therefore, the cost in *human resources* of

a failed vote would be highly significant and, while difficult to quantify, should not be underestimated.

X. FUTURE CONSIDERATIONS

Preface: The following considerations are not included in the Project Plan and are not funded by the proposed budget. They are presented here to enable a comprehensive review of the Project Plan in a larger context and to ensure that decisions made today do not preclude decisions in the future.

In planning a major municipal project, it is prudent to consider future plans, options and opportunities which may be impacted by the project. Such considerations include expansion options, adjacent properties, preservation and additional facilities (such as a pool/fitness center).

A. Expansion Options

Consideration: The Project Plan is designed to accommodate the projected enrollment as described above. In the lifetime of the building, it is conceivable that the enrollment could be higher and necessitate an increase in building capacity.

Comments: The architects have considered potential future expansion in the design and layout of the building. There are two points of potential addition, one at the end of west academic wing and one in the vicinity of the courtyard. No plans have been developed with specific details on expansion, but the building has been designed and located on the site to accommodate such developments.

B. Adjacent Properties

Consideration: The Project Plan does not include any enhancements to the adjacent football field, Hunnewell fields and tennis courts.

Comments: The Project Plan does not preclude any enhancement or change in the adjacent fields. The building design is oriented in order to minimize the distance between the athletic facilities (gymnasium, locker rooms, bathrooms) and the fields.

C. Preservation

Consideration: The Project Plan includes the plans and funding for complete demolition of the current High School Facility.

Comments: The SBC is working to establish a group with representatives from interested boards and community groups to investigate the options for the preservation of specific elements of the current facility to be carried over to the new one. The funding of such preservation has not been included in the Project Plan and therefore funding sources will need to be identified.

D. Additional Facilities

Consideration: There is considerable public interest in a Town Pool on the High School site.

Comments: The architects have confirmed that there is sufficient space for a pool/fitness center facility on the high school site. While this siting poses significant issues, there is an opportunity for creative design and development of creative solutions to the shortage in parking.

It has also been noted that the current High School clock tower structure is located approximately where a pool/fitness center might lie. This presents a possible opportunity to incorporate the tower structure into a pool/fitness center facility which could be explored. However, it is critical to note that this has not been, nor can be, part of the

High School Building Project Plan. Demolition will commence immediately upon vacancy of the current structure (January 2013). Any project plans amending this plan must be approved and funded well in advance of the demolition.

XI. NEXT STEPS

If Town Meeting votes the appropriations for the *Project Plan*, the next steps are:

- **November 2008**: Parking portion of the Project of Significant Impact (PSI) considered jointly by Selectmen and Planning Boards;
- **December 9, 2008**: Town-wide ballot vote on a debt exclusion question;
- **February 2009**: Formal permitting of the Project begins with PSI, Design Review and Site Plan review;
- **Summer/Fall 2009**: Preparation of off-site parking areas and site preparation;
- **March 2010**: Estimated Start of Construction;
- **Winter 2012/2013**: Estimated Opening of New High School;
- **September 2013**: Completion of site work (demolition of school, onsite parking construction, etc.)

XII. COMMITTEE RECOMMENDATIONS

A. School Committee Recommendation

The Wellesley School Committee acknowledges the impetus for the High School project is to address the aging facility and its deteriorating systems, provide additional space for increasing student enrollment, and create an environment that will continue to support changes in the delivery of our educational program.

1. Meeting System Goals

The School Committee embraces the five objectives set forth in this Report, but we first use the lens of the Wellesley Public School's system goals to filter our evaluation of the *Project Plan*.

Academic Excellence: Our continued commitment to class size guidelines has an underlying assumption that there will be an adequate number of classrooms available to meet the need of projected enrollment growth. With a rigorous internal review and refinement and assistance from respected educational consultants, we believe the number, sizes and adjacencies of the proposed spaces will meet our known needs and provide flexibility for future program delivery. Although MSBA standards originally required standard classroom sizes to be 850 sf, the School Committee finds the proposed 800 sf classrooms are sufficient for Wellesley class guidelines of 22 students.

Caring and Cooperative Relationships: The student-teacher relationship is supported in regular classroom contact, but also in smaller group rooms and study lab areas where additional assistance can be obtained. The *Project Plan* also provides long needed support space for professional collaboration among teachers to enhance curriculum development as well as to consult with parents, guidance staff and administrators in a cooperative team approach.

Respect for Human Differences: We are committed to making Wellesley's educational program accessible to all our students. The P*roject Plan* updates the aging infrastructure to current accessibility codes. In addition, the *Project Plan*

includes spaces which can meet the diverse needs of students within a range of intellectual, emotional and developmental stages.

Commitment to Community: Including "green" elements above and beyond the MA-CHPS requirements demonstrates a commitment to teach and model to our student and greater community alternative and developing technologies which conserve our natural resources—in essence a commitment to our global community. In addition, we have observed that the process of the *Project Plan* has included input from many segments of our Wellesley community. With unlimited funds, the community use of space could have been greater. However, we recognize a balance that MSBA state funding must shoulder its share of the financial burden of this project costs (both project costs and future operational costs)AND these costs must be reasonable and respectful of our community's ability to pay. We believe that balance has been reached.

The School Committee concludes that the *Project Plan* meets our Wellesley Public School system goals in a comprehensive manner.

2. Meeting Project Objectives

The first two *Project Plan* objectives fall in School Committee's area of stewardship:

- A ***High School*** to meet the educational needs today and for the next 50 years; and
- A ***High School*** with the flexibility to meet changing needs, both in curriculum and in student capacity.

The School Committee is confident that the proposed *Project Plan* meets the educational needs of today. Flexibility has been included in many aspects of building layout and classroom design to allow for changes in curriculum and changes in delivery of that curriculum.

In addition, we are confident that the enrollment methodology we have used has produced our best understanding of projected peak enrollment as well as the cyclical nature of the enrollment. The education specifications for the *Project Plan* meet projected capacity enrollment and the concept of flex rooms proactively addresses eventual enrollment declines. Furthermore, the *Project Plan* has been designed to accommodate a classroom addition if future enrollment exceeds current projections.

3. Conclusion

The members of the School Committee unanimously agree that the proposed *Project Plan* is consistent with the System Goals of the Wellesley Public Schools and meets the related Project Objectives. Therefore, we unanimously support the decision of the School Building Committee to proceed with the *Wellesley High School Building Project Plan*.

Submitted by the School Committee:

Suzanne Littlefield, Chair
Marlene Allen
Christopher Guiffre
Suzanne Newman
Michael Young

B. Permanent Building Committee Recommendation

The Permanent Building Committee has reviewed preliminary information provided by the Architects and Owner's Project Manager as part of the schematic design process and has determined that the sums requested are reasonable with respect to the financial requirements of the High School Project that will be presented by the School Committee and the School Building Committee to the Special Town Meeting.

Submitted by the Permanent Building Committee:

Michael Eby, Chair
Stephen Gagosian
Matthew King
Sarah Norwood
Robert Shupe

C. School Building Committee Recommendation

The SBC concludes that the *Project Plan* summarized above meets the stated objectives for the Wellesley High School Building Project as follows:

1. **Educational needs**: SBC has relied upon the School Committee's conviction that the *Project Plan* meets the educational needs today and for the next 50 years.

2. **Capacity and Flexibility**: The *Project* accommodates the enrollment peaks and valleys as projected through the next ten years (the furthest projections available). The floor plan has been designed with flexibility to maximize space utilization during periods of high enrollment and to enable alternative use of space during periods of low enrollment.

3. **Rational design and cost-effectiveness**: The *Project* is for a building which has a simple overall design, effective layout/adjacencies and efficient operational systems. The building materials will be chosen for durability and cost-effectiveness, yet provide a necessary measure of architectural design. Windows and exterior/interior finishes are under development which will provide for long-term resilience and serviceability, while complementing the overall architectural design. The building will meet and exceed the requirements for a sustainable ("green") building under the MA-CHPS designation. The overall project cost has been managed to achieve cost-effectiveness and maximize value, including meeting the requirements for up to $44 million in state grants.

4. **A source of community pride and use**: The SBC has sought to achieve a building design which balances innovative architecture with profound respect for traditional Wellesley character. The goal is a building which the neighboring residents and the community at large view as a source of pride and as a Town landmark.

5. **Community support and collaboration**: The *Project Plan* has been developed with the effective collaboration among more than 10 town boards, over 50 individuals and the MSBA[0]. With extensive groundwork laid over the past three years, progress proceeded with thoughtful deliberation, with a quickened pace over the past summer. Public input was solicited and constituency groups were actively involved. Significant effort was made to make the process inclusive, transparent and open for comment. The final test of community support will be in the form of a town-wide vote.

Conclusion

The members of the SBC unanimously agree that the proposed *Project Plan* delivers the most value per dollar to meet the objectives and therefore recommends favorable action on the proposed *Wellesley High School Building Project Plan*. The SBC is confident that the plan is the right plan, for the right reasons, at the right time.

The School Building Committee is proud of the commitment and unceasing dedication of so many individuals who have brought this project closer to fruition. We are confident the result will enable our excellence in education to continue and to provide a landmark of pride to the residents of Wellesley.

Submitted by the School Building Committee:

Katherine Babson, Chair	Suzanne Littlefield
Stephen Baker	David Mooney
Stephen Gagosian	John Moran
Thomas Goemaat	Katheryn Mullaney
Andrew Keogh	Cynthia Westerman
Hans Larsen	Bella Wong

REPORT ON THE SHORT TERM CLASSROOM SPACE AT WELLESLEY HIGH SCHOOL

Submitted by the Wellesley School Committee

This article, brought by School Committee, seeks an appropriation to construct additional classrooms at the current Wellesley High School facility in order to meet enrollment needs during the period FY09 to FY13. Recently the MSBA and SBC determined that the additional classroom conversions were distinct from the building project and therefore should be reviewed and funded independent of the project. The sum of $2,100,000 has been removed from the building project budget. This decision was made in late September and therefore required the convening of a second Special Town Meeting in order to review the request in a timely manner.

Background

Additional classroom space at the High School will be needed prior to the expected completion of the project in winter 2012/2013. The current enrollment at WHS is 1257 and is expected to reach 1384 prior to occupancy of the new building.

Town Meeting approved an appropriation of $236,000 last spring to begin the conversion. By reclaiming current space within the footprint of the building (two from the library, one from the auto shop and one from dividing a science room), four classrooms were constructed and available in September 2008. Three of these classrooms are required for full use this year and all four are projected for full use in 2010.

Projecting short-term need

The Enrollment Report is finalized mid-October, after the printing of this report, and presented to School Committee. Therefore last year's report and unofficial data from this year have been reviewed to provide this summary. The short-term classroom need is based on two projections:

A. The projected number of students based on a comprehensive enrollment projection model. It is important to note that classroom need is determined by analyzing projected schedules of incoming classes; it is not a simple linear 22 per class calculation. More electives at the junior and senior class level spread a different demand for space than a more typical freshman schedule.

B. The number of specialized spaces needed to accommodate expected intensive special needs, as well as spaces to accommodate longer term needs of students returning from the short-term Bridges program or other out placement. This projection is calculated based on existing students and known special needs currently in the WPS system.

<u>Other considerations</u>

A. *Unofficial Data*: The 2009 Enrollment Report will be finalized mid-October, using data as of October 1st, according to state mandates. As this report is going to press prior to this date, *unofficial* data has been used.

B. *Level of Confidence*: There are annual negotiated aspects which are taken into consideration for the specialized programs and add additional uncertainty to their projection. Whether we implement specialized programs is also dependent on a beneficial cost-benefit analysis. The latter generally depends on the size of the

cohort we are able to support in district versus out of district tuition and transportation. This recommendation will be reviewed next year as the level of confidence in the projection becomes higher.

Total classroom need

The following table outlines the short-term additional classroom needs per year:

School Year	**Enrollment Projections** *(unofficial, as of 9/5/08)*	**Additional Classrooms Needed per year For Enrollment**	**Additional Classrooms Needed per year for Specialized Program**	**Total Cumulative Classrooms Needed**
2008-09	1257	-1(a)	0	-1 (a)
2009-10	1238	-1(b)	2	0
2010-11	1294	3	1	4
2011-12	1351	3	0	7
2012-13	1384	2	0	9
Total		**6**	**3**	**9**

(a) Revised actual students returning in September 2008 require three of the four rooms built over the summer to be used, leaving "-1" in the designated columns.

(b) The projected enrollment decline in 2009/2010 requires one less classroom.

Options for providing the additional short-term classrooms

A. Modular Classrooms: The School Committee and the WPS Administration have determined that the construction of modular classrooms on the current site does not provide incremental benefit over the conversion of interior spaces, is more costly, and has significant downside. The placement of modular classrooms on the site will reduce already constrained parking and staging areas, potentially impede traffic flow, and jeopardize student security and response to medical issues (the units would likely be separate from the current building). Therefore, the School Committee has determined that the short-term classroom need will best be met by conversion of existing interior space.

B. Conversion of Interior Space: A primary focus in identifying spaces for conversion was to minimize the impact on the delivery of the educational program. Therefore, spaces which have low usage, are planning spaces, or are larger than needed were candidates. The following table indicates the spaces which are candidates for conversion in order of priority:

Current Use	Impact	Classroom yield	Preliminary Cost*
Lecture Hall	currently used for test taking	5	
Art/jewelry room	currently 1200sf, can be divided with minimal impact to program	1	
Library	reduces use of library space	1	
Auto shop	eliminates auto shop from program (note: auto shop is not included in the educational specification for the new building, this would be an early phase-out)	2	
4th floor teacher room	reduces teacher planning space	1	
TOTAL		**10**	**$1,600,000**

* Based on preliminary estimates, not reviewed by PBC. Confirmed estimates should be available at Special Town Meeting.

Estimated Cost and Schedule

A. **Estimated Costs -** The estimated cost is approximately $1.6 million for the 10 classrooms conversions above. Cost estimates have been provided by the Owner's Project Manager of the High School Building Project and remain subject to Permanent Building Committee review. These are currently under review; details, including expected phasing and related escalation, and resolution will be presented at Special Town Meeting.

There is sufficient value to appropriating and planning for all ten conversions at one time: The scale of work can be bid as a single project over a period of multiple years; further, the planning of scheduling and occupancy can be maximized with a long-term plan in place.

B. **Schedule -** The conversion of the Lecture Hall, the largest of the project in terms of scale and cost, would commence upon the exit of the senior class in spring 2009. The remaining conversions would be scheduled over the period of projected need. Conversion of the Art/jewelry room and the library are minor interior construction projects; conversion of the auto shop is of greater impact. These considerations will be factored in the timing of the projects. The major project, the Lecture Hall conversion, will be completed before the commencement of new high school construction, which will be a great benefit due to the space constraints of the site.

Contingency Planning

Current enrollment data suggests that *nine* classrooms would be adequate to meet classroom needs through school year 2012/13 when the building project is projected to be completed. However, the possibility of a construction delay or a significant enrollment shift, combined with the low incremental cost of the tenth space, support a request of funds adequate to enable the conversion of a total of 10 classrooms.

A review of enrollment data and inventory of classrooms at the high school is done annually. At such time in each of the coming four to five years, School Committee will reassess the projections and confirm or adapt the need. In the event that funds are appropriated in excess of future needs, the unspent funds would revert back to the Town General Fund.

It remains a priority with the School Committee and the WPS Administration that the Educational Program continues to be delivered at the current level throughout the period prior to completion of the new High School facility. Providing for an adequate number of classrooms to enable delivery of the program is essential.

Therefore, to meet the short-term need for additional classroom space through 2012/13, the School Committee requests favorable action on this article to appropriate funds for the conversion of classroom space.

Wellesley School Committee
September 24, 2008

— APPENDIX —
GUIDELINES FOR CONDUCT OF WELLESLEY REPRESENTATIVE TOWN MEETING

I. INTRODUCTION

The purpose of Wellesley Town Meeting (the "Meeting") is to reach decisions with respect to the matters brought before the Meeting by a democratic process. The process should not be partisan or adversary. Rather it should demonstrate an effort by the elected representatives of the Town in open discussion, free from technicalities of parliamentary procedure, to establish constructive policies for the government of the Town. The Meeting depends for its effectiveness on familiarity of the Town Meeting Members with the matters before the Meeting and upon their elected or appointed boards and committees.

All who speak to the Meeting or prepare reports to it should seek to be worthy of this trust. Proponents of action should make full and fair disclosure of all facts and considerations bearing on a problem, not merely those favoring their proposal. On the other hand, those opposed to a proposal should make their opposition known to the sponsors rather than seeking to succeed by surprise at the Meeting. Negotiations prior to Town Meeting are more likely than debate at Town Meeting to clarify the issues and to produce solutions that will receive the support of the Meeting as a whole.

The great diversity among the residents of the Town will often lead to differences with respect to the matter before the Meeting. The good faith of no one should be questioned; rather there should be a cooperative effort to find solutions that are reasonably responsive to the needs of all.

The Meeting shall abide by the laws of the Commonwealth including the prohibitions of smoking and carrying firearms on school property.

The following guidelines are intended to inform and guide those who participate in the Meeting and thus to assist in its orderly conduct. These guidelines, except to the extent that they embody statutes and Town Bylaws, are not intended as rules having legal effect.

II. PARTICIPANTS IN THE MEETING

A. Public Meeting

The Town Meeting is a public meeting and may be attended by all. Since only the Members may make motions and vote thereon, they are seated separately from non-members.

B. Quorum

A majority of the Town Meeting Members shall constitute a quorum for doing business; but a lesser number may adjourn the Meeting to another time.

C. Moderator

The Moderator shall preside at the Meeting and shall regulate the proceedings and decide all questions of order.

No one shall distribute any material at Town Meeting except with permission of the Moderator.

The Moderator may appoint persons to assist in the conduct of the Meeting, including determination of the vote to the Meeting.

If the Moderator is absent or cannot act, a Moderator *Pro Tempore* may be elected by the Meeting, the Town Clerk to preside at such election.

The Moderator shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be a Moderator *Pro Tempore,* but shall not vote while presiding at the Meeting.

D. Clerk

The Town Clerk shall determine the presence of a quorum and shall maintain the records of the Meeting, including the results of all votes and other action taken at the Meeting.

If there is no Town Clerk, or if the Town Clerk is absent from the Meeting, the Meeting shall elect another person (usually the Assistant Town Clerk) to act as Temporary Clerk of the Meeting.

The Town Clerk shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be Temporary Clerk, but shall not vote while acting as Clerk of the Meeting.

E. Town Counsel

Town Counsel shall be present at all Meetings, and, upon request, shall advise the Moderator and any Member or other person present with respect to any pertinent question of law on which his or her opinion is requested. Such opinion is advisory only and not binding upon the Town, any person or the Meeting.

If Town Counsel is unable to attend, the Selectmen shall designate another attorney as Acting Town Counsel to perform those duties at the Meeting.

Town Counsel shall not be an elected Town Meeting Member and shall not vote with respect to any matter before the Meeting. A Town Meeting Member may be Acting Counsel, but shall not vote while so acting.

F. Tellers

The Moderator shall appoint Town Meeting Members as Tellers for the purpose of counting the votes of the Meeting. Such appointments may, in the Moderator's discretion, be effective for more than one session of any Meeting. The Tellers shall report the results of their count of the section of the Meeting assigned to them indicating the number in favor of the motion, the number opposed, and, if so instructed by the Moderator, the number abstaining, and such shall be announced to the Meeting and maintained with the records of the Meeting. Tellers may vote on any question on which they act as Tellers, but any Teller who decides to participate in the debate of a question should request the Moderator to appoint another Teller to count the vote on that question.

III. MOTIONS

A. Need for Motion

Action by the Meeting is taken solely by a vote of the Meeting on a motion duly made at the Meeting.

B. Subject of Motions

Except for such matters as resolutions recognizing individual achievements and the like, no motion shall be contained within the warrant. The Moderator shall determine whether a motion is "within the scope of the warrant," that is, whether the warrant gave adequate notice that the action proposed by the motion might be taken at the Meeting. Motions may propose action at variance with that desired by the sponsor of the article. Such motions may, for example, propose the establishment of a

guideline, referral to an existing board or committee or one to be established; but all such motions are proper only if "within the scope of the warrant" as determined by the Moderator.

C. Order of Consideration

All articles shall be considered in the order in which they appear in the warrant, unless the Moderator in his/her discretion or the Meeting by majority vote changes the order.

Where there are a number of motions relating to a project calling for the expenditure of funds, the motion calling for the expenditure of the largest sum shall be the first put to vote, unless the Moderator in his/her discretion decides to change the order.

D. Formal Requirements

Motions can be made only by a Member of the Meeting. All motions other than procedural motions must be in writing signed by the sponsoring Member. No seconds are needed for any motion.

Sponsors of motions are required to submit their motions to the Selectmen by a date specified by the Selectmen.

The exact form of any motion or amendment must be either distributed to Town Meeting Members or projected on a screen at Town Meeting before a vote thereon can be taken.

After the initial call to order of any annual or Special Town Meeting, if a proponent informs the Moderator of an intention to present an amendment or substitute motion or resolution, notice of the action and the text must be posted on a place provided therefor before action is taken on the article to which it relates.

E. Notice to Moderator

Every person who prior to the Meeting has decided to make a motion with respect to an article should inform the Moderator and the Chairman of the Advisory Committee prior to the Meeting, or *if* the decision to make a motion is reached only during the Meeting, as early as convenient thereafter.

F. Reconsideration

Motions to reconsider any action shall be entertained only if in the view of the Moderator there is reason to suppose that Members may have changed their minds. The Moderator may rule that any motion is a motion for reconsideration if it is not substantially different from a motion previously voted upon.

No action taken at any session of a Town Meeting shall be reconsidered at any subsequent session, unless notice of intention to move for a reconsideration shall have been given at the session at which such action was taken. If action taken at the final session is to be reconsidered, debate and a vote on a motion for reconsideration may occur unless, in the Moderator's discretion, debate and a vote on the motion at an earlier point in the session would expedite the conduct of the session. Any vote which requires more than a simple majority for passage shall require a 3/5ths vote in order to be reconsidered by Town Meeting.

IV. DEBATE

A. Persons Authorized

All residents of Wellesley, whether or not Town Meeting Members or registered voters, may address the Meeting. Non-residents may address the Meeting with the approval of the Moderator or a majority of the Meeting.

B. Permission of the Moderator

Persons wishing to address the Meeting shall raise their hand or stand and wait until they are recognized by the Moderator and no one shall address the Meeting without first requesting and receiving the permission of the Moderator.

C. Identification of Speaker

Each person addressing the Meeting shall begin by stating his or her name and precinct, if a resident of Wellesley, or place of residence if a non-resident.

D. Conduct

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order.

The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order such person to withdraw and if he or she fails to withdraw, may order a police officer to remove such person from the Meeting.

E. Personal or Financial Interest

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting Member should accept compensation for speaking to or voting at the Meeting.

F. Time

There is no time limit to the debate of any question. Accordingly, motions to limit time for debate or to call the question are not in order. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it.

G. Repeated Speaking

In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

H. Maps

The Planning Board has slides of Town maps available for use at all Meetings and may be requested on reasonable notice to make available a slide of any map appropriate to the subject under discussion.

V. VOTING

A. Method

Except as specifically otherwise provided by law or these rules, voting shall be by voice vote or show of hands as the Moderator may determine and the Moderator shall declare the results of such vote. If a vote so declared is immediately questioned by seven or more Members, the result either by means of a standing vote or, if an appropriate motion is then made and supported as provided in section B, by a roll call or by a ballot vote.

VI. DEFINITIONS

A. Roll Call

Upon motion supported by not less than sixty members and made prior to the taking of a standing vote, the vote shall be by a roll call of all Members, the Clerk to indicate on the record with respect to each Member, “Aye,” “Nay,” “Abstain,” or “Not Present” as the case may be.

B. Secret Votes

There shall be no secret ballots or other secret votes at Town Meeting.

C. Majorities

Except as otherwise provided by law or the Town’s Bylaw, all actions of the Meeting shall be taken upon vote of a simple majority of those present and voting.

D. Ballot Vote

(a) Upon a motion supported by not less than 20 Members made prior to a vote on any question (whether required by law to be a counted vote or not), the vote shall be taken by ballot in such form as will in the opinion of the Moderator indicate how individual Town Meeting Members have voted on a question. The results of such vote shall be announced in terms of the numbers of aye, nay, or abstain votes cast. The Town Clerk shall, within a reasonable time after the session has been adjourned, compile a list of Members voting on the question, which list shall disclose how each Member voted. Said list, together with the original ballots, shall be open to public inspection so that the public shall be able to determine the way in which each Town Meeting Member voted on the question, and shall be preserved for at least 3 years.

(b) If a law or a by-law requires a two-thirds vote for action by the Meeting, the Moderator is authorized to declare the vote without taking a count, subject to the roll call and ballot vote provisions noted above. If more than a two-thirds vote is required, the Moderator may first determine whether the vote is unanimous, and if it is not, the vote shall be counted either by means of a standing vote or by roll call, or by ballot as provided in the Town's Bylaw.

VII. ADJOURNMENT AND DISSOLUTION

A. Adjournment

Sessions of the Town Meeting shall normally adjourn about 11 o’clock in the evening but may adjourn at such earlier or later time as the Town Meeting upon vote of a majority of its Members may determine.

B. Dissolution

The Meeting shall not dissolve until all articles in the warrant with respect to which any Member wishes to make a motion have been considered.

VIII. RECORD OF MEETING

The Town Clerk in consultation with the Moderator shall prepare and maintain a complete record of the Meeting at the office of the Town Clerk where, upon request, it may be inspected by any interested person and also shall deposit a copy of such record at the Main Library. Such record may, but need not be, verbatim. However, it shall as a minimum contain the text of all articles and motions, whether main motions or subsidiary motions, the name of the moving party, the action of the Meeting with respect thereto and such summary of statements made at the Meeting as will in the opinion of the Town Clerk contribute to a better understanding of the action of the Meeting.

REFERENCE TO TOWN MEETING RULES

Wellesley Representative Town Meeting was established by Chapter 202 of the Acts of 1932 which has been amended several times since then. Certain customs have developed in the conduct of the Town Meeting. Wellesley custom does not differ substantially from the custom of other

representative town meetings, as generally described in *Town Meeting Time* (Little, Brown, and Company 1962), a book which also contains references to applicable court decisions and statutes. All custom may be changed by law, or the Bylaws of Wellesley, as from time to time amended.

It is the combination of the foregoing which produces the “rules” of Wellesley Town Meeting in conformity with which the Moderator regulates the conduct of the meeting.