

TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

MARJORIE R. FREIMAN, CHAIR  
 ELLEN F. GIBBS, VICE CHAIR  
 JACK MORGAN  
 THOMAS H. ULFELDER  
 BETH SULLIVAN WOODS

FACSIMILE: (781) 239-1043  
 TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
 BLYTHE C. ROBINSON  
 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

**SELECTMEN'S MEETING***TENTATIVE AGENDA*

Juliani Room, Town Hall

**4:30 P.M. Monday, April 3, 2017**

1. 4:30 Call to Order
2. 4:30 Citizen Speak
3. 4:35 Executive Director's Report
  - Minutes
  - COA Gifts
4. 4:45 Discuss proposed easement at 33R Cedar Street
5. 5:00 Executive Session under G.L. c. 30A, §21(A), exemption #3 to discuss union contract negotiations with the Library & Facilities Maintenance & Custodians & Fire unions
6. 5:15 Consider approval of Union contract settlements - Library and Facilities Maintenance & Custodians & Fire
7. 5:30 Joint Meeting with School Committee to discuss Hardy, Hunnewell, Upham Statements of Interest
8. 6:00 Old/New Business
9. 6:05 Adjourn meeting to Wellesley Middle School

Next Meeting Dates: Tuesday, April 4, Annual Town Meeting  
 Wednesday, April 12, Annual Town Meeting



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**SELECTMEN'S MEETING*****TENTATIVE AGENDA***

Wellesley Middle School Library  
**6:30 P.M. Monday, April 3, 2017**

1. 6:30 Reconvene Meeting from Juliani Room, Town Hall
2. 6:35 Discuss endorsement of ATM Articles
  - Demolition Delay Bylaw

Next Meeting Dates: Tuesday, April 4, Annual Town Meeting  
Wednesday, April 12, Annual Town Meeting

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3/31/2017

Black regular agenda items

*Board of Selectmen Calendar – FY17*

| <i>Date</i>               | <i>Selectmen Meeting Items</i>  | <i>Other Meeting Items</i> |
|---------------------------|---|----------------------------|
| <i>4/4<br/>Tuesday</i>    | <i>Annual Town Meeting<br/>Art. 42 - Trash</i>  |                            |
| <i>4/12<br/>Wednesday</i> | <i>Annual Town Meeting<br/>Art. 43 - Mansionization</i>   |                            |
| <i>4/17<br/>Monday</i>    | <i>Town Hall Closed – Patriots Day</i>  |                            |
| <i>4/24<br/>Monday</i>    | <i>Annual Town Meeting<br/>Cochituate Aqueduct Leases?</i>  |                            |
| <i>4/25<br/>Tuesday</i>   | <i>Annual Town Meeting</i>  |                            |
| <i>5/1<br/>Monday</i>     | <i>Possibly ATM<br/>Cochituate Aqueduct Leases?<br/>Great Plain Ave scope discussion<br/>Brook/Amherst?<br/>Energy Update - Allan Hebert 7:30<br/>Brook Street Truck Exclusion Public Hearing</i> |                            |
| <i>5/2<br/>Tuesday</i>    | <i>Possibly ATM</i>   |                            |
| <i>5/8<br/>Monday</i>     |   |                            |
| <i>5/15<br/>Monday</i>    |   |                            |
| <i>5/22<br/>Monday</i>    |   |                            |
| <i>5/29<br/>Monday</i>    | <b>Memorial Day, Town Hall Closed</b>   |                            |

Notes*Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/2/17, 11/6/17, 1/22/18, 3/19/18*

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## MEMORANDUM

DATE: March 31, 2017

TO: Board of Selectmen *BcR*

FROM: Blythe C. Robinson, Executive Director

SUBJECT: Weekly Report

Below are various activities of our office and various departments that I would like to bring to your attention.

- The MLP is about ready to launch their internet pilot program of which the IT Department is a customer. In the next week or so we'll be cutting over to that system and launching new wireless in various town buildings. It would be helpful if you note any improvements or changes in wireless service when you are in the buildings and let us know.
- The working group regarding the PBC/FMD consolidation met again on Thursday evening. They reviewed the MOU we had drafted along with the job descriptions and organization chart. We worked through some edits to the MOU, and decided that the organization chart and job descriptions were in good shape as presented. I will be sending the PBC the revised MOU shortly and we will pass on the other documents as well. We agreed to meet again in two weeks to look over the final versions, and then ask both boards to take them up as well. I believe we are on track to complete this work well before the end of the fiscal year.
- Please make note that there are two pieces of correspondence in your agenda packet under Correspondence regarding the Veteran's Service District. You will note that the District sought approval from the State to reduce the number of employees from three to two, and that was approved on a trial basis through June, 2018. The district meets on Monday afternoon and we will be discussing that transition. This was approved because the caseload for the four towns is quite low and the workload does not require the current staffing. The State typically does require three persons for a district with a population in the range of our combined communities, but they have agreed to let us pilot this for 15 months before making it more permanent.
- I was made aware by Gayle Thieme that the COA is having challenges with the Community Center in that Babson Hall where they schedule a fair amount of programming is being allocated other groups. This has necessitated some scrambling on their part to either move classes to the Warren Building or cancel them. At first it was due to a building issue, now it seems to be that the Center is making the space available to other renters. I've offered to assist Gayle in speaking with them if she'd like, however I assume that since the COA is leaving later this year, the Center is focusing on other potential clients and users.

- As you know, the DPW has an internal billing system called "Work for Others" that they have utilized for years. Of late I have questioned some of the invoices we've received, and have let the Mike Pakstis and Chairman know that I'd like to sit down and have a conversation about the practice later in the spring.
- We had a meeting on Thursday to discuss the preliminary proposal for a 97-unit Chapter 40B rental apartment building development on Delanson Circle. The proposed structure would be five stories in height and have underground parking. We provided comments on the design and impacts to the surrounding area, and discussed ways that perhaps the project can be changed that might improve it. We also recommended that they meet with the Fire Department to discuss the public safety impacts. We'll keep you apprised of any new developments.

## **#3 Executive Director's Report**

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Just a reminder that we'll be meeting at **4:30 PM in the Juliani Room** to take action on several items before heading over to the Middle School to continue the meeting at 6:30 PM with the Historical Commission. This packet contains background on the agendas for both Monday and Tuesday evenings.

**MONDAY, APRIL 3<sup>rd</sup>:**

1. Call to Order
2. Citizen Speak
3. Executive Director's Report
  - Minutes – the regular session minutes of the March 6<sup>th</sup> and 13<sup>th</sup> meetings, as well as the March 13<sup>th</sup> Executive Session minutes are included in your packet for approval. The Board should also consider whether to release the executive session minutes of January 9, 30; February 6, 13, 27; March 6, 16 concerning 900 Worcester Street and 892 Worcester.
  - COA Gifts – There are a total of \$637 in gifts to the COA that need to be allocated to the general gift account (donation to the February lunch program and appreciation for the tax assistance program), and several donations towards the bus fund.

**Minutes:**

MOVE to approve the regular session minutes of the Board of Selectmen meetings of March 6 and 16, March 27, and March 28, 2017 and the executive session minutes of March 16, 2017,

MOVE to release the Executive Session minutes of January 9, 30; February 6, 13, 27; March 6, 16 concerning 900 Worcester Street and 892 Worcester.

**Council on Aging Donations:**

MOVE to approve donations to the Council on Aging in the following amounts:

- \$612 to the COA General Gift Account
- \$25 to the COA Bus Fund

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**Board of Selectmen Meeting: March 6, 2017**  
**Present: Murphy, Freiman, Gibbs, Searle, Morgan**  
**Also Present: Robinson, Jop**  
**Minutes Approved:**

**Warrants Approved:** #2017-034 in the amount of \$3,754,884.97

**Meeting Called to Order: 6:45 pm**

**The Board was polled all aye to enter into Executive Session at 6:46 pm** under Massachusetts G.L. c 30A, §21 exception # 6 to consider the purchase of real property at 892 Washington Street as an open meeting may have a detrimental effect on the negotiating position of the public body.

**See Executive Session Minutes.**

**The Board returned to Open Session at 7:09 pm.**

**Documents distributed to the Board**

1. Agenda
2. BOS Calendar
3. Executive Director's Weekly Report
4. Agenda Background Material
5. Draft 2/27/17 Minutes
6. Naming of Senior Center Public Hearing Notice
7. Memo from Al Robinson to Hans Larsen 3/29/07 Re: Possible Gift for Senior Center
8. Mary Esther Tolles Charitable Fund Documents
9. Roche Bros. request for Change in Manager with application forms
10. Historical Commission Presentation on Proposed Demolition Delay Bylaw  
Draft of Town-wide Financial Plan
11. Draft Special Town Meeting Warrant
12. Memo from Meghan Jop with Attachments Re: 978 Worcester Street Inclusionary Zoning and Local Initiative Program
13. Letter from Public Records Division regarding Ron Alexander Records Requests
14. Letter from the Boston Athletic Association transmitting a check for \$61,500 to the Town Letter of Commendation from Lynne Dillon – Officer Chris Cunningham and ACO Sue Webb

**3. Citizen's Speak Non-Agenda Items**

Ms. Freiman announced that tonight would be the last Selectmen's Meeting for Barbara Searle and David Murphy. She sincerely and deeply thanked them both for many years of service to the Board and to the Town. Mr. Morgan and Ms. Gibbs also acknowledged their gratitude and thanks for their contributions over their terms on the Board.

Ms. Gig Babson, resident and former Selectmen, addressed the Board and added her thanks for their service to the Board and to Barbara Searle for her 9 years of service on the Board.

Both Ms. Searle and Mr. Murphy acknowledged their appreciation to the Selectmen's staff, Town employees and the residents for all the support they have given them over the years while on the Board.

#### **5. Public Hearing – Naming of Senior Center**

Gayle Thieme, Council on Aging Director and members of the COA, joined the Board. Ms. Jop reviewed the Selectmen's Naming Policy and Process of Naming Town Assets. According to the formal process of officially naming the new senior center, it is necessary to seek the Board's affirmation of the name. Ms. Searle confirmed with the Trustee that the name should be Tolles Parsons Center removing the word "Senior" and the hyphen between Tolles and Parsons.

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to designate the Tolles Parsons Center as a major physical asset and to recommend to Town Meeting the new building officially be named the Tolles Parsons Center in perpetuity.**

Ms. Thieme thanked the entire COA staff and the Board of Selectmen both past and present for their continued support.

#### **4. Executive Director's Update**

Tom Harrington, Town Counsel, presented the Board with an update and analysis of the HHU membership issue. A citizen has come forward with an issue regarding the HHU Master Planning Committee. He has filed an ethics complaint against School Superintendent Dr. David Lussier claiming Dr. Lussier has a conflict and may not participate in any further vote on the HHU, and that Dr. Lussier may have interfered with a candidate running for School Committee. Town Counsel spoke to the state Ethics Commission today and stated that Dr. Lussier does not have an ethics violation. The Ethics Commission verbally confirmed with Town Counsel that Dr. Lussier has no ethics violation and that he is free to continue his participation on the HHU.

Dr. Lussier wanted Town Counsel to address specifically the issue of the allegation that he interfered with a candidate currently running for School Committee. This issue rises from a concert at the high school last week where the candidate for the School Committee set himself up outside the auditorium to hand out political circulars. Dr. Lussier explained to him that he could not be there and the candidate left the high school premises. Town Counsel explained that a public building cannot be used for political activities for a single candidate unless the building is available to all candidates under the same circumstances. Town Counsel stated that Dr. Lussier was acting appropriately and this claim has no merit, and Mr. Harrington has shared this with the Ethics Commission.

Town Counsel read the Ethics Commission regulation regarding the HHU membership question issue stating that all members may continue to act and continue to take votes as long as there is

no financial interest. He advises every member of the HHU Committee to file an Appearance of Conflict form with the State Ethics Commission.

#### **6. Construction Update on Tolles Parsons Center**

Gayle Thieme, COA Director, PBC Member Susie Littlefield and Owner's Project Manager, Dick Thuma appeared before the Board and provided a slide show of the site's evolution over the last 8 months. Construction is expected to be completed on September 30, 2017.

#### **7. Change in Manager Roche Bros.**

Jim Sperber, Director of Real Estate and Counsel for Roche Bros introduced Sean Connor, the new manager of record and provided Mr. Connor's background to the Board.

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to approve the change in the manager of record for RBSW, Inc. d/b/a Roche Bros Supermarkets from David Ordway to Sean Connor.**

#### **8. Discuss Wellesley Media Corp. Filming Locations**

Mr. Murphy updated the Board on the Board's request to expand the filming and venue capability that the Wellesley Media Corp provides across the town for meetings on camera. The first order of business is to improve the Great Hall, which is scheduled for the first week of April, and to increase the current locations in town. There will be a new system installed in the Great Hall with audio, camera, projector, wireless microphones and screen. This work is scheduled to begin the first week of spring. Additional rooms being considered are the Warren Building, and discussions with the Board of Health and the Recreation Dept. will be held to determine what rooms would be suitable to be used for broadcasting purposes. A consultant has been hired to advise on these improvements and upgrades for the various rooms being considered such as the Wakelin Room and a room at the new Tolles Parsons Center. The Board was asked for their thoughts and feedback on other locations such as the Arnold Room at the library, the Kingsbury room at the police station and meeting rooms at the DPW and MLP.

#### **9. ATM Preparation**

##### Demo Delay Bylaw

Arvid von Taube, Chair of the Historical Commission, and Historical Commission members Grant Brown, Rise Shepley, and Josh Dorin addressed the Board and provided a summary of the Demolition Review Bylaw. The Commission described the feedback they received from residents and constituents regarding educational, town-owned properties, and residential structures and what effects this bylaw would have on each. They explained their concerns on creating exclusions and how other towns with large educational properties deal with the exclusion issue. MLS data on price appreciation and the new growth tax impact on the current town inventory was discussed.

Ms. Shepley commented on the impressive research that was done on this issue and was concerned about the future of the town.

Marianne Cooley, Secretary to the Board of Trustees at Wellesley College and a member of the Town of Needham Board of Selectmen spoke. She thanked the Commission for their work and stated that the college was in favor of this bylaw. She felt there should be an exemption for the colleges and feels an alternative could be proposed.

#### Budget Update

The Executive Director updated the Board on the FY18 Budget. The Town Wide Financial Plan and Sources and Uses are unchanged from last week's update and the Budget has been agreed upon by all departments. A working group was formed between PBC and FMD to discuss the staffing and work assignments. An agreement is being worked out on the staff assignments for PBC and FMD, as well as FMD's future work on PBC projects. A Memorandum of Understanding will be signed identifying how the PBC and the FMD will work together going forward on future construction projects. It was determined that \$20,000 should be added to the FMD budget to allow for hiring of an open position in the PBC.

Ms. Robinson updated the Board that the School Committee and the Library Trustees modified their budgets to meet guidelines.

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to approve the budget for FY18 of \$164,571,741.**

#### Review Draft Town-wide Financial Plan

The Town Wide Plan draft has been updated and explained and the strategy for the next couple of years was described. The Board supported going forward with this financial plan.

#### Set Town Clerk Salary

The salary recommendation is consistent with adjustments made to the Series 50 salary ranges this year. The request is for a 2% increase to \$89,631.

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to approve the Town Clerk's salary for FY18 to \$89,631.**

#### Consider Support for ATM Articles

The Planning Board is considering re-voting their articles with a full board at their next meeting. The Selectmen decided to hold their vote on zoning articles until after the Planning Board votes.

**The Board voted all in favor to support Article 15 LED Streetlight Project**

**The Board voted all in favor to move Article 19 Fire Station Floor to the Consent Agenda**

**The Board voted all in favor to support Article 18 School Security Project Construction**

The Board discussed Article 21, the Hunnewell Field Maintenance/Restroom Facility Project and it was noted that Advisory does not feel it is ready. The Board discussed having the DPW Director in to discuss the project and potential alternatives.

**The Board voted all in favor to move Article 30 Recreational Marijuana****The Board voted all in favor to oppose Article 42 Outdoor Trash Placement****Execute Special Town Meeting Warrant for April 3, 2017**

Mr. Murphy explained the reasons to call a Special Town Meeting within the regular Town Meeting. The timeline to start the permitting process for 900 Worcester Street is very tight and ends by September 2018. By doing this it will allow the developer to start the permitting process as soon as the Special Town Meeting is dissolved.

**10 Local Initiative Program - 978 Worcester Authorization**

Ms. Jop reviewed the Local Initiative application and regulatory agreement for 978 Worcester Street. The project was a PSI that triggered the Inclusionary Zoning Bylaw, and the Board's authorization would allow the project to move to the lottery process and to list the project on the Town's Subsidized Housing Inventory. The project is comprised of 24,000 square feet of commercial space and 36 units of housing, of which seven units will be affordable. All 36 units will be added to the Town's affordable housing inventory.

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to execute the local action unit application and regulatory agreement for Wellesley Place located at 978 Worcester Street.**

**4. Executive Director's Update****Minutes**

**Upon a motion by Mr. Murphy and seconded by Ms. Gibbs, the Board voted 5-0 to approve the minutes of the Board of Selectmen meeting February 27, 2017 and Executive Session minutes from February 27, 2017.**

**Summer Hours**

The Executive Director detailed the proposed pilot Summer Hours with the Town Hall being open for 1/2 a day on Friday and remaining open late on one weekday evening. The Board directed the Executive Director to further examine other town departments' thoughts on this plan.

**Old Business/New Business**

None.

The meeting adjourned at 9:50 pm.

**Additional Documents**

Tolles Parsons Center Update Presentation

**Board of Selectmen Meeting: March 16, 2017****Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan-Woods****Also Present: Robinson, Jop, Connolly****Minutes Approved:****Meeting Called to Order: 3:15 pm****Warrant approved: #2017035 in the amount of \$3,906,860.56****Meeting Documents:**

1. Agenda
2. BOS Calendar
3. Executive Director's Weekly Report
4. March 9, 2017 Agenda Background
5. COA List of Gifts for Acceptance
6. Accept Gifts to COA, Update on
7. Memo from Terry Connolly on the Passport Pay by Phone Implementation dated 3/10/17
8. Memo from Terry Connolly on the Winter Maintenance dated 3/10/17 with Attachments
9. ATM Article List
10. Article 43
11. Report of the Planning Board on the 2017 Annual Town Meeting Zoning Articles
12. Draft Executive Session Minute Policy with proposed Executive Session Minutes to be released
13. Draft Gift Policy
14. Community Compact Priorities
15. FY18 Sources and Uses Document

Ms. Freiman gave an official welcome to the two new Board members, Beth Sullivan-Woods and Tom Ulfelder and documented their past service on various boards and committees and as long term Town Meeting Members.

Ms. Freiman thanked the Town Clerk and Terry Connolly for setting up the elections last week.

Mr. Morgan noted the public forum on natural gas leaks in Wellesley is scheduled for next Tuesday, March 21 in the Wakelin Room at the main library.

**3. Citizen's Speak**

None.

**Appointment as Secretary to the Board of Selectmen due to the vacancy left by David Murphy.**

Upon a motion by Ms. Gibbs and seconded by Mr. Ulfelder, the Board voted 5-0 to approve Jack Morgan as Secretary to the Board of Selectmen until the board reorganizes.

#### 4. Executive Director's Update

Ms. Robinson noted two requests for state budget assistance were submitted to Rep. Peisch and Rep. Ross for next year's budget. The requests were for wayfinding signs in Wellesley Square and trail signs in the amount of \$50,000. Ms. Robinson reported on other state budgetary issues.

Ms. Robinson reviewed the proposed summer hours noting the general agreement is for the Town Hall to be open for  $\frac{1}{2}$  day of work on Friday's during the summer. Extended evening hours would be provided on either Tuesday or Wednesday evening. Ms. Robinson noted she would update the Board with a finalized plan.

#### Update on Passport Pay by Phone System

Mr. Connolly reviewed the implementation of the Pay-By-Phone parking. The system began in the Square on January 12<sup>th</sup> with the Hills and Lower Falls added on January 19<sup>th</sup>. The commuter lot implementation is ongoing with the current offering of the daily discounted rate. Mr. Connolly reviewed the fees and explained how the app functions. He noted feedback from both customers and merchants has been positive.

#### Request for Supplemental Winter Maintenance Funds

Mr. Connolly reported on the supplemental winter snow and ice budget request from DPW. The initial expenditure needed for preparation before the first storm event is \$300,000. The expenditure for a one-time solid treatment is \$2,500 per hour and for a one-time plow operation is \$5,000 per hour. The winter maintenance budget is driven by the time of the event and the duration of the storm.

For the benefit of the new Board members, Ms. Freiman noted for the last 10 years Annual Town Meeting has appropriated \$348,700 for winter maintenance. The ongoing conversation has been to raise the appropriation to match the actual expenditure, however she feels it best to defer this discussion until there is more time to explore the option.

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted 5-0 to approve the request from Public Works for a supplemental authorization to the FY17 winter maintenance appropriation in the amount of \$300,000.**

#### 3. Citizen Speak

Ann-Mara Lanza, Library Trustee and TMM Precinct D addressed the Board on a concern regarding last night's Advisory Committee meeting. She was troubled by a comment by the Advisory Chair that he characterized the Library Trustees as dishonest with regard to their budget process. Ms. Lanza conveyed to the Board that the Library budget was discussed in open meeting for many months from October to December when it was voted and submitted to Advisory. The trustees had on many occasions discussed the budget plans with various boards and committees including the Board of Selectmen. She said the Advisory Chair in his characterization of the trustees being dishonest said he had received this information from

persons from the highest level in town government. She asked the Board to investigate who the Advisory Chair was referring to in that statement, and where he was getting his direction. She thanked the Board for their support and guidance it has provided the Library Trustees.

Chairman Freiman clarified that under Citizen Speak the Board generally does not comment on non-agenda items brought before the Board. She felt it necessary at this time to respond to Ms. Lanza's comments. Both she and the Executive Director recently spent a lot of time with the Library Trustees regarding their budget and they feel that the misunderstanding has been resolved. Ms. Freiman stated she was not in a position to apologize for the Advisory Chair; however, it is not the way the Board characterizes the Library Trustees. Ms. Freiman stated the issue is resolved and it is time to move forward in the most efficient and transparent way possible.

## 6. Annual Town Meeting Preparation

### Article 43 – Mansionization

Mr. Stanley Brooks came before the Board. Mr. Brooks stated he is a compensated representative for the Wellesley Responsible Growth Associates and he provided a preliminary slide show presentation on Article 43 an alternative to Article 32. Mr. Brooks summarized the proposal noting the amendments focused on the reduction of the bulk and mass of new homes, the impact tear downs have on smaller lots and fiscal considerations.

Mr. Brooks addressed questions from the Board regarding language on non-conforming lots in the article, the square foot threshold and review process under Article 32, and the compatibility of both Articles. The Board asked Mr. Brooks working with the Planning Board over the next year to bring a comprehensive amendment to Town Meeting. Mr. Brooks said he would discuss these issues with his clients and perhaps engage the Planning Board.

Michael Zehner, Planning Director, appeared before the Board to speak on Articles 32 and 43. Mr. Zehner was concerned 43 has not been fully vetted and had not considered unintended consequences of the language changes. Mr. Zehner noted Town Counsel has raised concerns on the legality of the proposal. Mr. Zehner noted the Planning Board has concerns that it could deprive property owners of their right to seek a special permit for a non-conforming structure. Mr. Zehner noted the numerous open meetings and public forums that discussed Article 32 and noted the language for Article 43 is still being revised. Mr. Zehner further clarified that the Planning Department did not anticipate requiring additional staffing under Article 32 as indicated by Mr. Brooks.

### Consider Support on ATM Articles

Due to a time constraint, Ms. Freiman proposed to push the discussion and vote on the ATM Articles until the next meeting.

Ms. Freiman reviewed the Moderators meeting and discussed the consent agenda. Ms. Jop noted the Finance Director had suggested Article 44 be added to the consent agenda. The Board was

inclined to add Article 44 to the consent agenda and directed Ms. Jop to inform Advisory of the proposed change.

The Board considered the proposed Zoning Articles.

**The Board voted all in favor to support Article 32, Large House Review Amendments.**

**The Board voted all in favor to support Article 33, Educational District Amendments.**

**The Board voted all in favor to support Article 34, Rezoning of NRC Properties.**

**The Board voted all in favor to support Article 35, Amendments to Conservation Districts**

**The Board voted all in favor to support Article 36, Zoning Map Corrections.**

#### **8. Executive Director's Work Plan**

Ms. Robinson reviewed the Executive Session Policy, which she recommended for approval as well as a list of all the Executive Session Minutes proposed to be released.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (5-0) to approve the Executive Session policy as written.**

The Board discussed the Executive Session Minutes proposed for release.

**Upon a motion by Mr. Morgan and seconded by Ms. Gibbs, the Board voted (4-0, with Ms. Sullivan-Woods abstaining) to release the minutes of prior Executive Sessions as recommended by the Executive Director.**

Mr. Grant Brown from the Historical Commission approached the Board. Mr. Brown asked to give the Board a brief update on the demolition delay bylaw. He noted the Demolition Delay subcommittee was considering formally excluding the commercial, educational and town properties from the bylaw proposed. Mr. Brown noted the Historical Commission's focus is on the preservation, character and history of the town, and they would like to focus on residential properties.

**The Board was polled all Aye to enter into Executive Session under Massachusetts G.L. c 30A, §21 exception # 6 to consider the purchase of real property where an open meeting may have a detrimental effect on the negotiating position of the public body.**

**See Executive Session minutes.**

**The Board returned to open session at 6:05.**

Ms. Freiman noted the Board would take up the possibility of a waiver of the town's right of first refusal to purchase a parcel of property at 892 Washington Street in exchange for a conservation restriction. The NRC has been actively involved with the conservation restriction and a full discussion on the topic will take place on March 20, 2017.

**9. Old/New Business**

None.

**The meeting was adjourned at 6:06 p.m.**

**Additional Documents**

Article 43 PowerPoint Presentation.

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**Board of Selectmen Meeting: March 27, 2017****Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan-Woods****Also Present: Robinson, Jop****Minutes Approved:****Meeting Called to Order: 6:10 pm****Meeting Documents:**

1. Agenda
2. Executive Director's Weekly Report
3. Agenda Background
4. March 6, 2017 Minutes
5. Memo from Marc Waldman on War Memorial Scholarship Fund
6. Community Compact priorities

**1. Citizen's Speak**

None.

**2. Executive Director's Update**

Ms. Robinson gave a brief update noting she will be working on a budget procedures manual and has asked other Metrowest Managers to review their documents.

**War Memorial Scholarship**

The Board reviewed the proposed War Memorial Scholarship amounts. Mr. Morgan noted the Board in recent years has assigned two marathon runners to the War Memorial Scholarship generating a minimum of \$8000. He suggested increasing the amount. The Board discussed the increased authorization for the War Memorial Scholarship, and agreed a higher amount was warranted. The Board asked the staff to alert the Scholarship Fund of the change.

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to authorize the sum of \$7000 from Fund 82 to be applied to 2017 War Memorial Scholarships.**

**Community Compact Application**

Ms. Robinson discussed the Community Compact application and suggested adding two more priority areas, for a total of three. The Board discussed ideas including developing financial practices, employee policies, digital records, and Co-Creation Plans. Given time constraints, the Board determined they would need to continue the discussion to another meeting.

**3. 900 Worcester Street**

Mr. Larsen and Mr. Harrington joined the Board. Also in attendance were Brian DeVellis, proposed developer, Phil Cordeiro, civil engineer, and Larry Shind, private counsel. Ms. Jop gave the Board an update on the permitting and the zoning proposed for 900 Worcester Street noting the civil engineer has found the proposed plan cannot meet the proposed open space

calculation. The formal design previously approved along with the parking requirements can only physically accommodate a 30% open space component. The Board discussed the options for revision including modifying the site plan and/or modifying the zoning. The Board after a brief discussion agreed the zoning should be corrected to allow the plan to move forward.

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the correction in the open space percentage to 30%.**

**The meeting adjourned at 6:50 pm.**

**Board of Selectmen Meeting: March 28, 2017**  
**Present: Freiman, Gibbs, Morgan, Ulfelder, Sullivan-Woods**  
**Also Present: Robinson, Jop**  
**Minutes Approved:**

**Meeting Called to Order: 6:30 pm**

**Meeting Documents:**

1. Agenda
2. Statement of Interest – Hardy School
3. Statement of Interest – Hunnewell School
4. Statement of Interest – Upham School
5. Approved Executive Session Policy
6. Letter from MassDOT – Weekend Rail Service
7. Letter from MA Fiscal Alliance – Carbon Tax Legislation

**1. Citizen's Speak**

Katherine Court approached the Board. Ms. Court was upset that the teachers had not been contacted or asked before the Wellesley Teachers Association (WTA) made their endorsements of two School Committee candidates. Ms. Court objected to the idea of the WTA endorsement at all, due to conflict issues.

**2. Hardy, Hunnewell, and Upham Statement's of Interest**

Mr. Morgan reviewed the application process to the Massachusetts School Building Association with the initial submittal of Statements of Interest (SOI). He indicated the School Committee has prepared applications for the 5<sup>th</sup> year in a row for the Hardy, Hunnewell, and Upham Schools. Prior to submittal, the SOIs have to be voted by the School Committee and require the Selectmen to authorize the Superintendent to submit the application on behalf of the Town. Mr. Morgan reviewed the typical period for consideration. Mr. Morgan noted the School Committee voted to submit the SOIs on March 24, 2017. The Board discussed the submittals.

Ms. Sullivan-Woods noted she had received a call from a concerned resident about the preference change of the priority school. In the past applications, Hardy School has been the priority. The School Committee has determined Upham to be the priority. The Board discussed the change and considered whether the change was due to the HHU Master Plan Committee's recommendation to construct Upham first.

The Board had several outstanding questions. The Board discussed holding over a vote on the SOIs until Monday, April 3, 2017 and asked staff to schedule a meeting for 4:30 pm.

Ms. Kelly Friendly, resident, approached the Board. Ms. Friendly was concerned over the process of changing the priority school. She was concerned the deliberation process and quick change by the School Committee undermines the larger vetting process of the HHU discussion.

Ms. Marina Gil, resident, approached the Board. Ms. Gil noted the reason Hardy in past years was the priority school is it needs the most work. She noted nothing has changed to improve the building, so she was unclear as to why the priority would have changed.

**The meeting adjourned at 7:00 pm.**



**The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:**

**GIFTS TO THE GENERAL COA GIFT ACCOUNT (29054150-483000)**

Updated 3/24/17

| <b>Donation from:</b>                 | <b>Amount(s) / comments regarding gift</b>                    |
|---------------------------------------|---|
| Friends of Wellesley Council on Aging | \$587.00 – Donation Specific to February Lunch Program        |
| Barbara Polcaro                       | \$25.00 – Donation In Appreciation for Tax Assistance Program |
|                                       | <b>Total Gifts Received = \$612.00</b>                        |

**Total Donations Listed for General Gift Account = \$612.00**

**The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:**

These donations have been made to the Wellesley Council on Aging specifically for the COA bus service. When the COA bus is used for local day trips, participants are encouraged to make small donations to support the COA Transportation program.

Account # 29054139-483000-COABU

Updated 3/24/17

|                           |         |
|---------------------------|---------|
| Gerald & Mary Jane Kelley | \$6.00  |
| Pam Bacharach             | \$3.00  |
| Ginger Gockelman          | \$3.00  |
| Deborah Groginsky         | \$3.00  |
| Douglas Newman            | \$10.00 |

Total donations to COA BUS = \$25.00

## **#4 Discuss proposed Easement 33R Cedar Street**

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#### **4. Discuss proposed easement at 33R Cedar Street**

Town Counsel Tom Harrington will be joining the meeting to discuss with the Board a proposed easement over the Schofield School driveway to allow access to the existing residential dwelling addressed as 33R Cedar Street. The main access to the parcel is from the driveway. This has been a pre-existing condition for many years, however a change in ownership has prompted the request. The School Committee has voted to support the request. Should the Selectmen agree, the easement would move forward to Town Meeting under Article 24.



**EASEMENT AGREEMENT**(Schofield School)

THIS EASEMENT AGREEMENT (this "Agreement") entered into as of this day of April, 2017, by Liang Ding and Weiting Chou, having an address at 33-R Cedar Street, Wellesley, MA 02481 (hereinafter referred to as 'Ding Chou'), and the TOWN OF WELLESLEY, a municipal corporation within the County of Norfolk, acting by its School Committee, whose address is 40 Kingsbury Street, Wellesley, MA 02482, and its Board of Selectmen, whose address is 525 Washington Street, Wellesley, MA 02482 (together, the "Town").

**RECITALS**

- A. Ding Chou are the owners of that certain parcel of land located in Wellesley, Norfolk County, Massachusetts known as 33-R Cedar Street (the "Ding Chou Land"), as shown on the plan attached hereto as Exhibit A-1, and further described by Deed recorded at the Norfolk County Registry in Book 34118, Page 261.
- B. The Town is the owner of that certain parcel of land to the north and west of the Ding Chou Land, known as the Schofield School, located at 27 Cedar Street, which is adjacent to the Ding Chou Land, (the "School Land") as shown on the plan attached hereto as Exhibit B-1. That portion of the School Land immediately abutting the Ding Chou Land is shown on the plan attached hereto as Exhibit B-2.
- C. The Ding Chou Land has a 12 foot wide access to Cedar Street over the south side of the parcel of land known and numbered 33 Cedar Street, by Deed recorded at the Norfolk County Registry of Deeds in Book 1505, Page 146.
- D. The Ding Chou Land has historically been accessed for at least the last 69 years, not by the aforementioned 12 foot wide access of 33 Cedar Street, but from a driveway over the School Land.
- E. The Schofield School was erected on the School Land in 1964.
- F. In 1965, the Town, through its Zoning Board of Appeals (Decision 65-68), granted a Variance to the Ding Chou Land, allowing for the construction of an addition to the dwelling on the Ding Chou Land, which included a single car garage facing the Schofield School.
- G. Since the construction of the addition and its garage the Ding Chou Land has been

accessed from a driveway that exits onto and crosses over the School Land, before joining paved driveways on the School Land to access Cedar Street.

- H. In 2009, Town Meeting voted to authorize the Town and Temple Beth Elohim to enter into an Easement and Maintenance Agreement. See Agreement recorded at the Norfolk Registry of Deeds in Book 26889, Page 152. As part of this Agreement, the Town granted an easement in perpetuity to the Temple, which included the right of the Temple to pass and repass over the driveway area of the School Land that is the subject of this Easement.
- I. In 2013 the Town, through its Board of Health authorized the construction of an improved septic system on the Ding Chou Land, as depicted on Exhibit A-2 attached hereto. The septic system cannot be driven over by automobiles, and its location between the dwelling on the Ding Chou Land and the 12 foot wide access over 33 Cedar Street precludes any vehicular access from the Ding Chou Land to Cedar Street over the 12 foot wide access located on 33 Cedar Street.
- J. In 2014, the Town, through its Zoning Board of Appeals granted Site Plan Approval to the Town's Permanent Building Committee for inter alia, the pavement expansion and reconfiguration of the existing access drives serving Schofield School, (Decision 2014-70).
- K. The Decision, recorded at the Norfolk County Registry of Deeds in Book 32745, Page 533, required that access to the Ding Chou Land be maintained during the construction to the fullest extent possible, and incorporated by reference numerous plans, including that attached hereto as Exhibit B-2, which plan depicts the driveway connection between the Ding Chou Land and the School Land.
- L. The parties hereto desire to provide the Ding Chou Land with access to certain portions of the School Land to permit vehicular and pedestrian access from Cedar Street over the School Land to the Ding Chou Land (the "Easement") under the terms and circumstances described herein.

Therefore, in consideration of the covenants herein contained, Ding Chou and the Town hereby covenant and agree that the Ding Chou Land and the School Land, and all present and future owners and occupants thereof, shall be and hereby are subject to the terms, covenants, easements, restrictions and conditions hereinafter set forth in this Agreement.

#### AGREEMENTS

Grants of Easements, (a) Subject to the terms of this Agreement, the Town hereby grants, with quitclaim covenants, to Ding Chou, for itself and its Permittees, its successors and assigns, the perpetual easement, in common with the Town and its Permittees, successors and assigns, to pass and repass over the School Land for the purpose of using the driveway on the School Land to access Cedar Street.

Reasonable Use of Easement. The easement granted above shall be used and enjoyed by Ding Chou in a manner that does not unreasonably interfere with, obstruct or delay the use of the School Land or its Permittees conducted on its Land.

Term. The easement, and conditions contained in this Agreement shall be effective commencing on the date of recordation of this Agreement in the Norfolk County Registry of Deeds and shall remain in full force and effect thereafter in perpetuity for so long as the Town shall keep open the current access from Cedar Street to the School Land, and shall run with the land, unless this Agreement is modified, amended, canceled or terminated by the written consent of all then record Owners of the Ding Chou Land and the School Land. Notwithstanding the foregoing, the Town reserves the right to unilaterally terminate and close the existing driveway access from Cedar Street to the School Land, and create a new alternative access driveway from a public way to the School Land. Should the Town elect to exercise its unilateral right to close the existing driveway access from Cedar Street to the School Land and create a new access driveway from a public way to the School Land, Ding Chou shall be provided with a new easement over the School Land, for the purpose of allowing access from the Ding Chou Land over the School Land to the new alternative access driveway from a public way.

#### Miscellaneous

Entire Agreement; Amendment. This Agreement contains the complete understanding and agreement of the parties hereto with respect to all matters referred to herein, and all prior representations, negotiations, and understandings are superseded hereby.

Covenants to Run with Land. It is intended that the easement, and covenants, set forth herein shall run with the land, shall bind every person having any fee, leasehold or other interest therein and shall inure to the benefit of the respective parties and their successors, assigns, heirs, and personal representatives, and shall not be affected by the bankruptcy of any Owner or rejectable, in whole or in part, by the bankrupt person or entity. Each Owner shall be responsible to obtain the written approval of, and subordination to, this Agreement from the holder(s) of any mortgages from time to time encumbering such Owner's property.

Governing Law. The laws of Commonwealth of Massachusetts shall govern the interpretation, validity, performance, and enforcement of this Agreement.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.**

**The Town of Wellesley**

**Ding Chou**

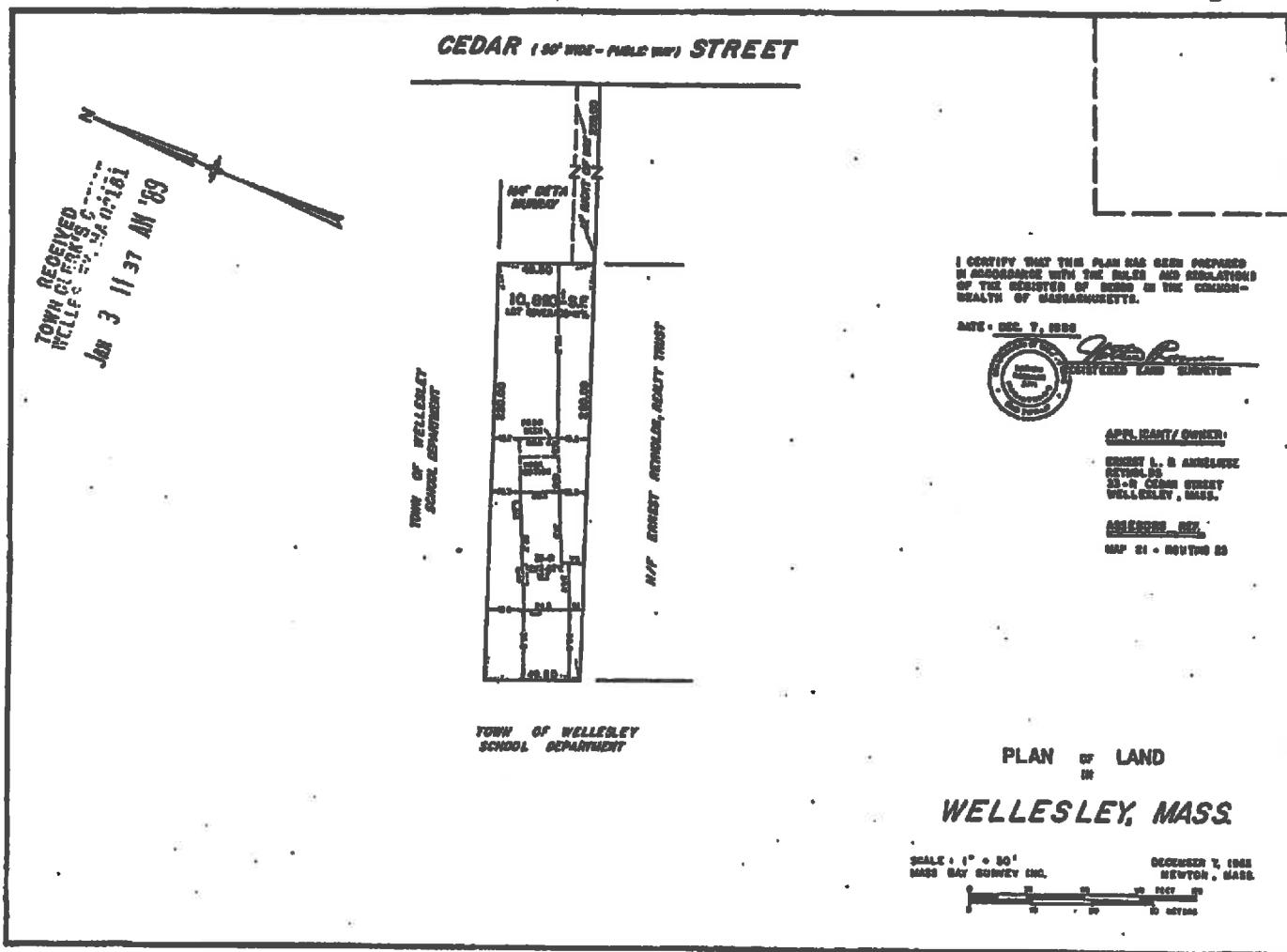


Exhibit A-1

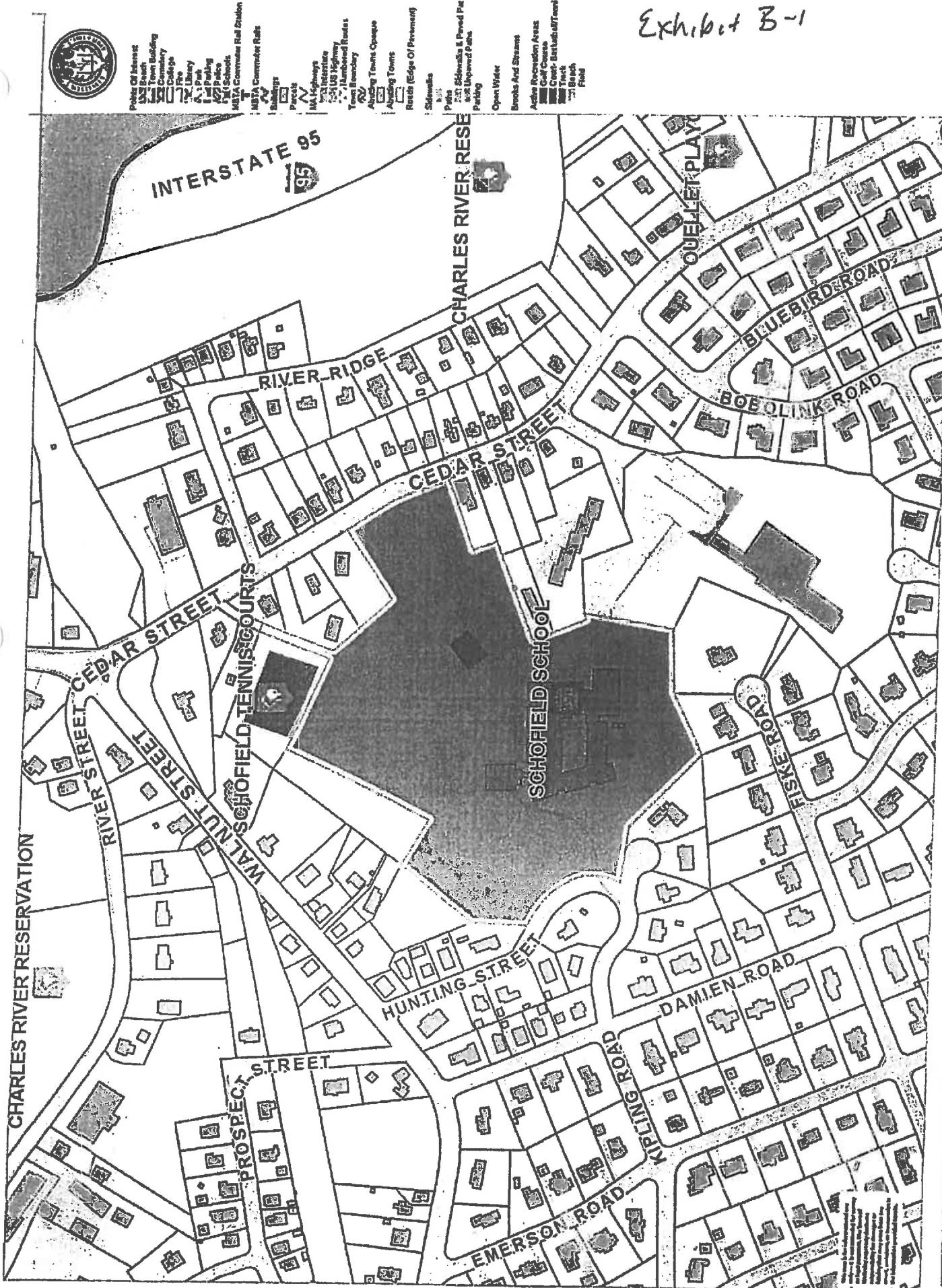


Exhibit B-2

21-9

C-131

A detailed technical drawing of a mechanical assembly, likely a pump or compressor. The drawing shows a central vertical shaft with a flywheel at the top. Various components are mounted on the shaft, including a motor, gears, and a pump housing. The assembly is supported by a base and a frame. The drawing includes a scale bar at the top left and various labels and dimensions throughout the diagram.

VMWES

JUNE 10, 2013  
SCALE: 1" = 20'  
JOB NO. 12-101

71 EVERGREEN STREET  
KINGSTON, MA 02345  
Tel. (781) 585-2300  
Fax. (781) 585-2378

HOLISTON, MA 01746  
70 BATZAK DRIVE  
C/O RODENHISER EXCAVATING  
TECHNICAL SERVICES

♦ Registered Professional Club Engineers ♦

GRADY CONSULTING, LLC.

Scale 1:2000

30 30

ASSOCIATES LOT 2123

Holliston, MA 01746  
70 Botsck Drive  
Redeemhiser Excavating  
IN51/ARL2C

## ELEVATIONS

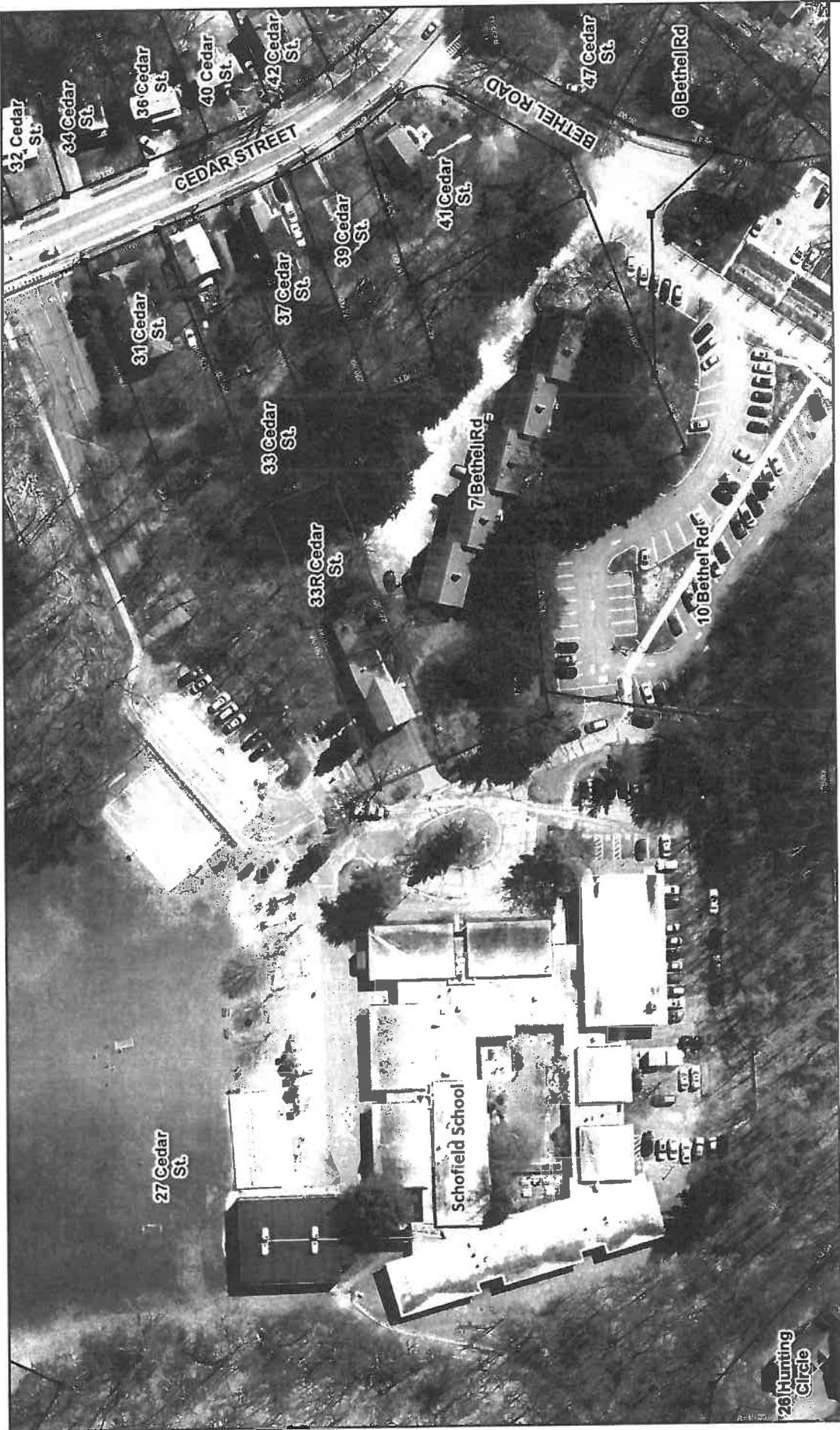
WELLESLEY, MASSACHUSETTS

# 33R CEDAR STREET

Exhibit A-2



## Town of Wellesley, MA: Proposed Driveway Easement for 33R Cedar St. (Map Parcel ID 21-23)



Map prepared by the  
IT Dept. GIS Office  
on 3/29/2017



This map is for informational use only – it is not intended for  
survey or legal purposes. The Town of Wellesley expressly  
disclaims responsibility for damages or liability that may arise  
from any errors, omissions, or inaccuracies in the information  
contained herein.

- 33R Cedar St.      ■ Lot Corners
- Proposed Easement:      □ Parcels
- Approximately 208 sf

26 Hunting  
Circle

## **#5 Executive Session**

### **Discuss Union Contract Negotiations**

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5. Executive Session under G.L. c. 30A, §21(A), exemption #3 to discuss union contract negotiations with the Library & Facilities Maintenance & Custodians & Fire unions

Included in your packet are a memo from me, tentative settlement agreements and spreadsheets indicating the cost impact to the Town of these three union contracts. Scott Szczebak will also be at the meeting to go over the details of each of these with you and answer any questions you may have.

**MOVE** that the Board vote to enter into Executive Session under Massachusetts G.L. c 30A, §21 exception # 3 to discuss union contract negotiations with the Library & Facilities Maintenance & Custodians & Fire unions because the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Furthermore, that Blythe Robinson, Scott Szczebak and Meghan Jop be invited to participate in the meeting to discuss the contracts, and that the Board of Selectmen will convene back into open session at the conclusion of the executive session.



## **#6 Consider approval of Union Contract Settlements**



6. Consider approval of Union contract settlements - Library & Facilities Maintenance & Custodians & Fire unions

Depending on the discussion in the executive session I would request that you take action to approve the contract changes for these three union groups so that the tentative agreements can be executed by the Board Chairperson.

**MOVE** that the Board vote to approve the tentative agreements with the Wellesley Free Library Staff Association, the International Association of Firefighters (IAFF) Local 1795, and the AFSCME 93 Union, Local 49 for the period July 1, 2017 to June 30, 2020 and recommend the approval of the first year funding of these contracts to the Annual Town Meeting.



## **#7 Joint Meeting with School Committee**



7. Joint Meeting with the School Committee - Hardy, Hunnewell, Upham Statements of Interest

Included in your packet are the Statements of Interest for the three school project sites that the School Committee has requested you ratify. This statement then needs to be sent to the MSBA as part of the process, regardless of whether or not the Town will receive any state funding for the project. This is the Town's 5<sup>th</sup> submittal for the HHU Schools. The motions for these articles are in the packet. As a result of the meeting on Tuesday evening where the Board discussed these, we've arranged a joint meeting with the School Committee to continue the discussion before voting on submission of the documents to the MSBA.

The required motion for this item is quite lengthy and included as a separate document in your packet.



**BOARD OF SELECTMEN  
MOTION WORDING FOR APPROVAL OF  
MSBA STATEMENTS OF INTEREST**

MOVED: That the Board of Selectmen, in accordance with its charter, bylaws, and ordinances, authorizes the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form, dated March 22, 2017, for the **John D Hardy Elementary School, 293 Weston Road, Wellesley, Massachusetts**, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

**Priority 5** - Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility

**Priority 7** – Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements

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

MOVED: that the Board of Selectmen, in accordance with its charter, bylaws, and ordinances, authorizes the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form, dated March 22, 2017, for the **Hunnewell Elementary School, 28 Cameron Street, Wellesley, Massachusetts**, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

**Priority 5** - Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility

**Priority 7** – Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements

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

MOVED: that the Board of Selectmen, in accordance with its charter, bylaws, and ordinances, authorizes the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form, dated March 22, 2017, for the **Upham Elementary School, 35 Wynnewood Road, Wellesley, Massachusetts**, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

**Priority 5** - Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy

conservation and decrease energy related costs in a school facility

**Priority 7 – Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements**

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

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

## Massachusetts School Building Authority

### Next Steps to Finalize Submission of your FY 2017 Statement of Interest

Thank you for submitting your FY 2017 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that both certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with original signatures.

**SIGNATURES:** Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES:** Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - Regional School Districts do not need to submit a vote of the municipal body.
  - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS:** Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or [Diane.Sullivan@massschoolbuildings.org](mailto:Diane.Sullivan@massschoolbuildings.org).

Name of School **----- SAMPLE SCHOOL [DRAFT] -----**

## Massachusetts School Building Authority

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School District WellesleyDistrict Contact David F Lussier TEL: (781) 446-6210Name of School John D HardySubmission Date 3/22/2017

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### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

|                |                                   |
|----------------|-----------------------------------|
| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
|----------------|-----------------------------------|

|                                  |                               |                                  |
|----------------------------------|-------------------------------|----------------------------------|
| <b>Chief Executive Officer *</b> | <b>School Committee Chair</b> | <b>Superintendent of Schools</b> |
| Marjorie Freiman                 | Sharon Gray                   | David F. Lussier                 |

Chair, Board of Selectmen

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|             |             |             |
|-------------|-------------|-------------|
| (signature) | (signature) | (signature) |
| Date        | Date        | Date        |

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\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

|                |                                 |
|----------------|---------------------------------|
| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
|----------------|---------------------------------|

## Massachusetts School Building Authority

School District Wellesley

District Contact David F Lussier TEL: (781) 446-6210

Name of School John D Hardy

Submission Date 3/22/2017

### Note

**The following Priorities have been included in the Statement of Interest:**

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

### SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Potential Project Scope:** Potential New School

**Is this SOI the District Priority SOI?** NO

**School name of the District Priority SOI:** Ernest F Upham

**Is this part of a larger facilities plan?** YES

**If "YES", please provide the following:**

**Facilities Plan Date:** 6/12/2012

**Planning Firm:** Symmes, Maini & McKee Associates (SMMA)

**Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:**

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There are four critical elements that have supported the development of a facilities master plan in Wellesley. First, in order to assess the physical needs of all of its school buildings, the Wellesley Public Schools commissioned a Conditions Assessment and Feasibility Study that was performed by Symmes, Maini & McKee Associates (SMMA). This review included a focus on safety, health hazards, maintenance and infrastructure. In the fall of 2012, SMMA presented their findings through an online database. This database provides a robust tool for strategic planning, capital planning and maintenance prioritization, and has been thoroughly reviewed by the Facilities Maintenance Department (FMD), which has been managing SMMA's work since they were contracted. Second, the District—in collaboration with Town officials—has convened several committees during the past few years to examine the Hardy, Hunnewell, and Upham school facilities challenges and propose recommended plans for moving forward. Most recently, a Master Plan Committee has recommended to the School Committee that the Town conduct feasibility studies at all three sites, and proceed with building two new schools, beginning with Upham and then followed by Hunnewell. Should enrollment increase and begin to trend above current projections, the Town would then move to build a third new school on the Hardy site. Third, the District has received the results of two commissioned demographic studies to inform its short and long term planning. In 2013, Cropper GIS reported that elementary enrollment in Wellesley was expected to decline by approximately 14 percent, or 347 students, between SY2013-2014 and SY2023-2024. In October 2016, FutureThink reported that elementary enrollment in Wellesley was expected to decline by approximately 5 percent, or 114 students, between SY2017-18 and SY2026-27. Taken together, these reports suggest a continued decline of enrollment that may allow the district to consolidate from seven elementary schools to six. Finally, the Wellesley Public Schools has developed a 5-year Strategic Plan that provides a vision for the District's goals, as well as the needed resources and facilities to best achieve these goals. Most important is ensuring that we have the appropriate educational spaces within our schools to provide 21st Century learning opportunities for all of our students.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 15 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 17 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO**

**Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? YES**

**If "YES", please provide title, author, and date of report in area below.**

SMMA Building Condition Review 6/12/2012

**Please include a hard copy of these report(s)/document(s) with your hard copy Statement of Interest submittal.**

**Is there overcrowding at the school facility? YES**

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

Due to increased enrollment at Hardy School in recent years, the music and art rooms have been repurposed for regular classroom instruction.

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

**If "YES", how many teaching positions were affected? 0**

**At which schools in the district?**

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

**Has the district had any recent staff layoffs or reductions? NO**

**If "YES", how many staff positions were affected? 0**

**At which schools in the district?**

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

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

Does Not Apply

**Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

The Wellesley School Committee approved an FY18 Operating Budget of \$72,208,147 on March 2, 2017. At the same time, the Town's proposed FY18 Capital Budget includes significant funding (\$1,553,000) for school-related building construction projects. Both the FY18 Operating and Capital Budgets must be approved at Town Meeting, which begins on March 27, 2017.

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## General Description

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

The 45,900 gross square foot Hardy Elementary school was constructed in 1924 and is the second oldest school in the Town, with additions in 1925 and 1956. Modular's were added in 1993

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

45900

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

The site consists of approximately 7.5 acres and overall site functions as intended, though some safety, accessibility, and circulation deficiencies exist. No sight lighting is provided beyond the building mounted lights and adjacent street lights. Rails surrounding lower level boiler room egress are not adequate for child safety. Additional fire hydrant coverage should be considered for some northern portions of the school. Quantity of handicap parking spaces is inadequate. Multiple building egress points are not accessible from the site, including all of the modulars, and some walkways do not fully comply with slope requirements. No dedicated loading facility exists, and dumpster locations are not at grade with adjacent egress. Parent queueing during pick-up times sometimes extends beyond Hardy Road and onto Weston Road. Due to traffic volume on Weston Road, congestion was observed at Hardy Road / Weston Road intersection during drop-off and pick-up times. Walkway network around the school could be improved. Cracked and spalling concrete ramp and exterior stairs are significantly deteriorated. The parking lot and portions of the walkway network are in fair/poor condition due to moderate to severe fatigue cracking, and repaving in those areas should be considered in the next few years. No other building shares this current site with the school facility.

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

293 Weston Road, Wellesley, MA

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

The building is largely uninsulated and employs inefficient and noisy unit ventilators. Although clad in brick, the modular classrooms have the usual issues with crawlspace integrity and generally weak quality of enclosure. Portions of the building are framed with cast in place concrete beams and slab, and other areas are framed with wood joist and wood roof trusses. There are some cracks in some CMU walls. The original wood floors have a noticeable deflection, but not too dramatic. There may be wood rot in the attic near roof leaks (some wood rafters showed signs of water stains. Most of the building has single glazed windows including some of the original double-hung wood windows in the 1925 section and most of the windows in the larger 1956 addition. There are a few sections of the original building and at a more recent elevator lobby addition that have thermally glazed replacement windows, but these appear to be 15 years old and thermally inefficient. Modular Classrooms are well past their useful service life, however repairs were made to the walls, roof and windows in 2014 to try to extend the life of these classrooms for a few more years.

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

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**Year of Last Major Repair or Replacement:(YYYY)** 1993

**Description of Last Major Repair or Replacement:**

Modulars Added

**Roof Section A**

**Is the District seeking replacement of the Roof Section?** NO

**Area of Section (square feet)** 21000

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

EPDM (Firestone Red Shield Roofing System)

**Age of Section (number of years since the Roof was installed or replaced)** 7

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

This was a new roofing system with 15 year warranty beginning on 10/14/08

**Roof Section B**

**Is the District seeking replacement of the Roof Section?** NO

**Area of Section (square feet)** 24000

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

Gable roof with asphalt shingle (CertainTeed )

**Age of Section (number of years since the Roof was installed or replaced)** 7

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

This was a new roofing system with a warranty starting on 10/1/08

**Roof Section C**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section D**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section E**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section F**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section G**

**Is the District seeking replacement of the Roof Section?**

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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**Area of Section (square feet)**

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

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

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

**Roof Section H**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section I**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section J**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Window Section A**

**Is the District seeking replacement of the Windows Section? NO**

**Windows in Section (count) 52**

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

**Translucent panels (Kalwal)**

**Age of Section (number of years since the Windows were installed or replaced) 30**

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

Original 1924 windows replaced with translucent panels believed to be some time during 1980s.

**Window Section B**

**Is the District seeking replacement of the Windows Section? NO**

**Windows in Section (count) 49**

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

**Original single pane metal windows**

**Age of Section (number of years since the Windows were installed or replaced) 59**

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

Broken glass and failed seals replaced as necessary

**Window Section C**

**Is the District seeking replacement of the Windows Section? NO**

**Windows in Section (count) 13**

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

**Vinyl sliders**

**Age of Section (number of years since the Windows were installed or replaced) 23**

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

6 windows replaced in 2014

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

**Window Section D****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section E****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section F****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section G****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section H****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section I****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section J****Is the District seeking replacement of the Windows Section?****Windows in Section (count)****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:**

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

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The building is heated with a steam system and the classrooms are served with steam unit ventilators with rooftop exhaust and supplemental radiation for heating. Other spaces are served by a combination of steam radiation, cabinet unit heaters and heating and ventilating units. The boiler plant was renovated in 2008 and there are two Weil-McLain gas-fired steam boilers installed to support the school that are in very good condition. The building steam and condensate distribution piping is in poor condition with substantial portions uninsulated. The control system is a mix of old pneumatic controls that serve the occupied zones and are in poor condition and newer DDC controls, which were installed with the boiler upgrade.

Toilet room existing fixtures are antiquated, high-flow type. Domestic hot water is created by a single 75-gallon water heater installed in 2005. The storage temperature at the water heater and supply temperature to the building are inadequate and do not meet code. There is no master mixing valve or hot water recirculation creating a significant delay in supply to the furthest fixture. The school experienced a major, age-related break in the cast-iron waste piping in 2012. There is no fire protection system installed for the wood framed school but it is strongly recommended.

Existing electrical systems including power distribution, lighting and fire alarm systems show some recent upgrades, but not throughout the entire building. In general, electrical systems are in fair and operational condition, but the older electrical systems' components shall be upgraded, especially at the lower level. Original main distribution panel was replaced by a newer switchboard in 1997. Panels, feeders and branch wiring circuits that are older than thirty years shall be replaced. Lighting system was updated in 2004 and retrofitted with T8 lamps, however lighting at the lower level still needs updating. Lighting controls are not consistent in similar educational spaces and are not appropriate for some school spaces. Exit signs shall be upgraded to meet Code. Fire alarm system needs some upgrading. Exterior lighting consisting of building-mounted lights is not time-controlled, only via a photocell. There is no lighting at the parking lot. There is no emergency generator at site.

There is one data closet requiring cable lengths that exceed the 100 meter industry standard. The Wide Area Network is not reliable dropping Food Service and INet access. Network connectivity is adequate. The building requires additional cabling to support full wireless access connectivity. Network equipment rooms require power upgrades to support future equipment upgrades. There is one CCTV camera at the main entrance and an Aiphone video intercom unit. There is no door access control or intrusion detection system except for key pad. Clock system is newer, wireless Primex system. There is one CCTV camera at the main entrance and an Aiphone video intercom unit. There is no door access control or intrusion detection system except for key pad. Consideration should be given to adding card access control, CCTV system and upgrading the intrusion detection system to include motion detection.

### **Boiler Section 1**

**Is the District seeking replacement of the Boiler?** NO

**Is there more than one boiler room in the School?** YES

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

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

natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced)** 8

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

Normal service calls and regular preventive maintenance.

### **Boiler Section 2**

**Is the District seeking replacement of the Boiler?** NO

**Is there more than one boiler room in the School?** YES

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

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

natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced)** 8

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

Normal service calls and regular preventive maintenance.

### **Boiler Section 3**

**Is the District seeking replacement of the Boiler?**

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**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 4**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 5**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 6**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 7**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 8**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 9**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 10**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO**

**Year of Last Major Repair or Replacement:(YYYY) 2014**

**Description of Last Major Repair or Replacement:**

Existing HVAC equipment was recommissioned.

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

**Year of Last Major Repair or Replacement:(YYYY) 2004**

**Description of Last Major Repair or Replacement:**

Main switchboard replaced in 1997. Lighting upgrades in 2004. New exterior LEDs installed in 2014.

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

Although all of the classrooms are in good general condition, the basic building infrastructure is poor in several areas. The building has an elevator serving both levels, but the accessible entrances are neither energy efficient nor located to enhance building security. The building has asbestos in pipe insulation (in non-public crawl spaces) and mastic adhering floor and ceiling tiles. Many segments of interior plaster walls are cracked or spalled, due to water infiltration and/or movement.

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

Hardy Elementary School houses 16 Regular Education classrooms and one Special Education classroom. We also have appropriate spaces for Physical Education and Library programs. We do not, however, have a lunchroom or appropriate spaces for our itinerant and support staff including speech and language, occupational therapy, ELL, reading interventionist, math coach, and Spanish FLES. In SY2016-17, art and music share one classroom resulting in one of the two specials being provided in the regular classroom using the "on a cart" model. The gym functions as our lunchroom from 11:30 to 1:20 each day except Wednesdays due to our half-day schedule each week. Itinerate staff, such as the ones listed above, share spaces throughout the building or conduct their sessions in the regular classroom when providing their services.

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

The Hardy School has 17 classrooms, including 2 originally designed for art and music, and 4 modular classrooms which would be considered as Core Academic Space. Two of these rooms are kindergarten classes. The sizes of these rooms vary – most are approximately 850 sf and the two kindergarten classes are closer to 1,100 sf. Additionally, there is a 1,700 sf Media Center/Library created from two original classrooms, and a 3,800 sf Multi-Purpose Room for physical education and health classes that also serves as the cafeteria. The diversity in the sizes and construction of each space are reflective of the different ages of construction for the various component buildings to the school: 1924 (original), 1925,

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

1956, 1993 (MODS), and 1997 (MODS). The 17 core educational spaces are roughly evenly split between two levels that are serviced by an elevator built during a 1993 renovation. Aside from 2008 boiler and roof replacements, there have been no recent updates to the remainder of the building. The many additions have created an awkward floor plan that results in poor circulation and inefficient use of space.

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

Based on October 1 figures, Hardy's enrollment for SY2016-17 is 308 students. Art and music share one classroom resulting in one of the two specials being provided in the regular classroom using the "on a cart" model. Hardy has converted closet spaces and has utilized all spaces to provide planning areas for our itinerant and support staff. There is one space in the building to hold meetings with more than eight people and that is in the learning center. The learning center is a space that is used for students and thus our level of confidentiality is compromised depending upon the time of the meeting.

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

The Wellesley Facilities Maintenance Department (FMD) operates and maintains all school buildings in the District, including the Hardy School. The FMD is responsible for custodial service, maintenance and capital projects in all 10 school buildings, which total over 880,000 square feet, with a staff of 68 and an FY17 budget of \$9.4M.

The Facilities Director leads a group of professional managers who oversee four core areas: custodial, maintenance, energy and capital projects. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" techniques. Capital projects are identified during planning through a collaborative approach with principals. Design/construction is managed within the FMD, through outside design professionals, and also through the Town's Permanent Building Committee (PBC). The FMD's Energy Manager is charged with managing and reducing energy consumption.

The District has a Maintenance Procedure Manual that explains how work is to be accomplished. The FMD relies on a computerized management systems by SchoolDude to manage maintenance and energy use. Our Maintenance Manager oversees 7 tradesmen, which allows quick and cost-effective response for service calls and required preventive maintenance.

Custodial operations are governed by our Custodial Procedures Manual, and our staff of 39 professional custodians (2 at the Upham) is overseen by our Custodial Manager. The District has a green cleaning program, uses state-of-the-art custodial equipment, trains staff at quarterly professional development sessions and uses "team cleaning" techniques at the HS and MS.

The District has accomplished a significant amount of capital construction work recently and plans to continue this work at an aggressive pace over the coming years. In 2013-2014, the Town completed about \$811,000 worth of cash-capital work on 46 different school projects. In 2014-15, the Town completed about \$929,000 worth of cash capital work on 30 different school projects. In 2015-2016, the Town completed about \$790,000 worth of cash capital work on 26 different school projects. In 2016-17, the Town completed about \$1,073,500 in cash capital work on 27 different school projects. It is expected that \$1,553,000 in cash capital will be budgeted for schools in FY17-18. The Town expects to increase the amount spent on school construction projects using cash-capital funds for the next year. Examples of the types of projects completed as part of the cash-capital budgets include: building envelope repair, concrete repair, HVAC improvements, door replacement, security upgrades and flooring work.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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The Town is planning to fund larger debt-financed school construction projects over the next few years, as it has done in the recent past. Between 2007 and 2011, the District used \$8 million in debt-exclusion funds to perform significant upgrades to all elementary schools. This work focused on roofs, boilers, flooring, lighting HVAC and windows. In 2005-2006, the District also made over \$20 million worth of debt-funded improvements to the Middle School - addressing boilers, some windows, lighting, plumbing and flooring. In 2011 three new science laboratories were created within the existing footprint of the Middle School. The Town made these major investments in school buildings without the benefit of any MSBA grant funds; however, most recently the Town completed construction of the beautiful new 280,000 sf High School, which was opened in February 2012. This was funded in part with an MSBA grant. In the summer/fall 2014, major repair/replacement projects totaling \$2.5m were made to Sprague, Hunnewell and the Middle School. The District is also currently replacing windows at the Middle School as part of a \$5m MSBA Accelerated Repair Project. Major renovations totaling \$20m are currently under construction for the Schofield and Fiske elementary schools.

The District engaged Symmes Maini and McKee Associates (SMMA) in 2012 to perform a detailed conditions assessment and feasibility study of all ten school buildings, and to utilize an on-line database tool to store the information. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations. Recommendations made in this report suggest that a major school building renovation program is needed for most of the school buildings. The Hardy, Hunnewell and Upham schools were identified as schools with the highest needs.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

### Priority 5

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

The Hardy School was built 89 years ago and has had numerous additions since, including three portable classrooms intended for far less use, and as a result the school has building systems that are well past their service life, unreliable and inefficient users of energy. The windows are past service life and have failed in many locations. The heating system is mainly comprised of steam-heated unit ventilators, exhaust louvers in poor locations and pneumatic controls, 2 to 3 times past its service life. The system is unreliable, difficult to control, hugely inefficient and unable to provide proper ventilation – resulting in high carbon dioxide levels in the rooms. The two cast-iron steam boilers were replaced within the last 10 years; however the piping between the boilers and univents is original in many cases and there is concern as to its remaining life. Replacement of the univents, piping, exhaust and windows would greatly improve energy efficiency and the learning environment.

There are also major life safety concerns with the Hardy, as there is no sprinkler system for this structure which has large areas of wood framing, and the fire alarm system hasn't been updated in almost 2 decades.

Most of the plumbing systems are original, as are the electrical system, and although some lighting upgrades have been made to try and improve the energy efficiency, the service as a whole is mostly original and there are significant power and technology needs within instructional space.

Despite recent repairs, the three portable classrooms are reaching the end of their intended life. Hardy also has significant asbestos containing material in crawl spaces and the attic above the gymnasium.

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

**Priority 5**

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

As described in other areas of this SOI, the District has a very well staffed and well funded professional Facilities Maintenance Department, which provides both reactive/repair maintenance services and preventive maintenance services. The Town also funds many capital construction projects to address larger maintenance issues each year. Examples of the types of building issues that have been addressed at the Hardy in just the past few years include: security upgrades, door replacement, kiln room installation, concrete stair repair, wood stair replacement, wall replacement, HVAC service, steam trap replacement, plumbing pipe replacement and toilet partition replacement. The District and the Town are committed to maintaining the existing systems such that they are operating as best as is possible based on age and condition but it is simply keeping the old systems running while an overall rehabilitation still needs to occur.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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### Priority 5

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, steam-heat system causes even more substantial problems with the learning environment. Students in one class at the Hardy may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Hardy students are often tired or not as focused as they otherwise would be due to the poor ventilation. These issues also affect staff in the same way.

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

**Priority 5**

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

Implementing corrective actions to address the cited building deficiencies will reduce energy consumption and improve both indoor air quality and the learning environment at the Hardy. As a result, the educational goals would be improved significantly. Replacing key building systems which typically have a service life of 15 to 20 years, yet have dramatically exceeded these lifespans, will also extend the overall service life of the school. It should be noted that the systems upgrades alone will not resolve the awkward, serpentine-shaped and inefficient floor plan of Hardy School which is the result of numerous addition. An overall educational programming effort also needs to be reviewed as part of any major construction work contemplated at the Hardy.

**Please also provide the following:**

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

YES

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

Symmes Maini and McKee Associates (SMMA)

The date of the inspection: 7/1/2012

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

The results of the assessment were consistent with the descriptions provided above, which was prepared using the SMMA work. As part of a Town-funded \$200,000 FY12 capital project, the District engaged SMMA to utilize a team of professional engineers (Structural, Civil, Mechanical, Electrical) and architects to fully evaluate all schools and to document the results in an on-line database that is readily available to the MSBA. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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### Priority 7

**Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.**

Beyond the main education programming for grades K-5, Hardy houses one of two district magnet programs for English Language Learners (ELLs). In SY2016-17, 19 students are being served in the ELL program. At the moment, no additional programs can be considered for the school due to facilities constraints.

The main impact of the facility on education programming is in heating/ventilation and temperature control. With unit-ventilators and windows at end-of-life, there are wide variations in temperatures between rooms in the building and not enough air circulation. The result is that the learning environments are less than ideal for teaching and learning.

Additionally, art and music share one classroom resulting in one of the two specials being provided in the regular classroom using the “on a cart” model. Hardy has converted closet spaces and has utilized all spaces to provide planning areas for our itinerant and support staff. There is one space in the building to hold meetings with more than eight people and that is in the learning center. The learning center is a space that is used for students and thus our level of confidentiality is compromised depending upon the time of the meeting.

From a safety perspective, the site at Hardy remains problematic as the school is situated on a busy road (Weston Road) adjacent to on and off ramps from Route 9. At drop-off and pick-up times, cars will often queue on Weston Road creating a dangerous situation as cars attempt to pass standing vehicles to access Route 9. This congestion is especially dangerous to student walkers who must use cross-walks amid this traffic congestion. The building’s “serpentine” floor plan layout, the result of many additions, is not ideal from a circulation or space efficiency standpoint, which somewhat limits the programming of spaces in the school. The lack of a dedicated cafeteria requires dual use of the gymnasium to also serve lunches, which limits potential use of the gym for physical education and wellness.

Name of School

----- SAMPLE SCHOOL [DRAFT] -----

**Priority 7**

***Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.***

As an interim measure to improve the air circulation, the district will continue to invest in the maintenance of room unit ventilators and exhaust to clean and replace parts and improve the overall performance of these units. An HVAC recommissioning project was implemented during the 2013-14 winter season to help address air quality problems. These are clearly stop-gap measures until a more comprehensive renovation can occur.

Finally, the district, in collaboration with the Wellesley Police Department, has taken several steps to address the traffic safety issue. Some visitor parking spaces were eliminated in the AM and PM to speed traffic flow of cars in and out of the school. The principal and her staff have also instituted tighter drop-off and pick-up procedures that have cut these times in half from the beginning of the year. Nevertheless, the traffic safety situation at Hardy remains a standing concern that we hope to address more fully in a renovation.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

### Priority 7

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar-gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, steam-heat system causes even more substantial problems with the learning environment. Students in one class at the Hardy may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Hardy students are often tired or not as focused as they otherwise would be due to the poor ventilation. These issues also affect staff in the same way.

The traffic safety issue continues to lend itself to an atmosphere of anxiety at the school. In 2012, a cyclist was killed on Weston Road not far from the school at the beginning of the school year, which raised concern levels even further. That pushed some parents to stop letting their children walk to school, putting more cars on the road and making this challenge more complex.

Name of School **--- SAMPLE SCHOOL [DRAFT] ---**

## **REQUIRED FORM OF VOTE TO SUBMIT AN SOI**

## **REQUIRED VOTES**

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

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

## **FORM OF VOTE**

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

Resolved: Having convened in an open meeting on \_\_\_\_\_, prior to the closing date, the

*[City Council: Board of Aldermen,*

*Board of Selectmen/Equivalent Governing Body's, school Committee, of \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_.*

accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated [REDACTED] for the [REDACTED]

*Name of School* located at

*Addressing*, which

describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

on the *Statutes of Limitations*, *Exemptions* and *Waiver* of the *Limitations* described the *Waiver* for *Waiver* *Waiver* and **hereby further**

on the Statement of Income, Expenditure and Capital, description of the deficiency described thereon for each period); and hereby further

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

Name of School ---- SAMPLE SCHOOL [DRAFT] ----

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

| <b>Chief Executive Officer *</b> | <b>School Committee Chair</b> | <b>Superintendent of Schools</b> |
|----------------------------------|-------------------------------|----------------------------------|
| Marjorie Freiman                 | Sharon Gray                   | David F. Lussier                 |
| Chair, Board of Selectmen        |                               |                                  |

|             |             |             |
|-------------|-------------|-------------|
| (signature) | (signature) | (signature) |
| Date        | Date        | Date        |

\* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.



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|----------------|---------------------------------|
| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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## Massachusetts School Building Authority

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### Next Steps to Finalize Submission of your FY 2017 Statement of Interest

Thank you for submitting your FY 2017 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that both certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

**SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.**

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES: Each SOI must be submitted with the proper vote documentation.** This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - Regional School Districts do not need to submit a vote of the municipal body.
  - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS:** Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or [Diane.Sullivan@massschoolbuildings.org](mailto:Diane.Sullivan@massschoolbuildings.org).

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

## Massachusetts School Building Authority

School District WellesleyDistrict Contact David F Lussier TEL: (781) 446-6210Name of School HunnewellSubmission Date 3/22/2017

### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

Name of School

— SAMPLE SCHOOL [DRAFT] —

**Chief Executive Officer \***

Marjorie Freiman

**School Committee Chair**

Sharon Gray

**Superintendent of Schools**

David F. Lussier

Chair, Board of Selectmen

(signature)

Date

(signature)

Date

(signature)

Date

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

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| Name of School | --- SAMPLE SCHOOL [DRAFT] --- |
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## Massachusetts School Building Authority

School District Wellesley

District Contact David F Lussier TEL: (781) 446-6210

Name of School Hunnewell

Submission Date 3/22/2017

### Note

**The following Priorities have been included in the Statement of Interest:**

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

### SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Potential Project Scope:** Renovation/ Addition

**Is this SOI the District Priority SOI?** NO

**School name of the District Priority SOI:** Ernest F Upham

**Is this part of a larger facilities plan?** YES

**If "YES", please provide the following:**

**Facilities Plan Date:** 6/12/2012

**Planning Firm:** Symmes, Maini & McKee Associates

**Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:**

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

There are four critical elements that have supported the development of a facilities master plan in Wellesley. First, in order to assess the physical needs of all of its school buildings, the Wellesley Public Schools commissioned a Conditions Assessment and Feasibility Study that was performed by Symmes, Maini & McKee Associates (SMMA). This review included a focus on safety, health hazards, maintenance and infrastructure. In the fall of 2012, SMMA presented their findings through an online database. This database provides a robust tool for strategic planning, capital planning and maintenance prioritization, and has been thoroughly reviewed by the Facilities Maintenance Department (FMD), which has been managing SMMA's work since they were contracted. Second, the District—in collaboration with Town officials—has convened several committees during the past few years to examine the Hardy, Hunnewell, and Upham school facilities challenges and propose recommended plans for moving forward. Most recently, a Master Plan Committee has recommended to the School Committee that the Town conduct feasibility studies at all three sites, and proceed with building two new schools, beginning with Upham and then followed by Hunnewell. Should enrollment increase and begin to trend above current projections, the Town would then move to build a third new school on the Hardy site. Third, the District has received the results of two commissioned demographic studies to inform its short and long term planning. In 2013, Cropper GIS reported that elementary enrollment in Wellesley was expected to decline by approximately 14 percent, or 347 students, between SY2013-2014 and SY2023-2024. In October 2016, FutureThink reported that elementary enrollment in Wellesley was expected to decline by approximately 5 percent, or 114 students, between SY2017-18 and SY2026-27. Taken together, these reports suggest a continued decline of enrollment that may allow the district to consolidate from seven elementary schools to six. Finally, the Wellesley Public Schools has developed a 5-year Strategic Plan that provides a vision for the District's goals, as well as the needed resources and facilities to best achieve these goals. Most important is ensuring that we have the appropriate educational spaces within our schools to provide 21st Century learning opportunities for all of our students.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 15 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 20 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO**

**Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? NO**

**If "NO", please note that:**

**If, based on the SOI review process, a facility rises to the level of need and urgency and is invited into the Eligibility Period, the District will need to provide to the MSBA a detailed Educational Plan for not only that facility, but all facilities in the District in order to move forward in the MSBA's school building construction process.**

**Is there overcrowding at the school facility? NO**

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

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

**If "YES", how many teaching positions were affected? 0**

**At which schools in the district?**

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

**Has the district had any recent staff layoffs or reductions? NO**

**If "YES", how many staff positions were affected? 0**

**At which schools in the district?**

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

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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etc.).

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

N/A

**Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

The Wellesley School Committee approved an FY18 Operating Budget of \$72,208,147 on March 2, 2017. At the same time, the Town's proposed FY18 Capital Budget includes significant funding (\$1,553,000) for school-related building construction projects. Both the FY18 Operating and Capital Budgets must be approved at Town Meeting, which begins on March 27, 2017.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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## General Description

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

The 36,400 gross square foot Hunnewell Elementary school was constructed in 1938, with additions in 1956 and 1995. Modular's were added in 1996 and a partial interior renovation occurred in 2009.

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

36400

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

The site consists of approximately 5.8 acres and overall site functions as intended, though some safety, accessibility, and circulation deficiencies exist. Additional fire hydrant coverage should be considered for portions of the school greater than 200' from the closest hydrant. No loading dock or dedicated loading facility provided, and trash/recycling dumpsters are not easily accessible from school. Some walkways exceed code requirements for slope, and some building egress points are not accessible due to stepped landings. Circulation within the site is minimal. All bus and parent loading and unloading takes place along Cameron Street, which is less than ideal due to safety reasons. Cameron Street is restricted to one-way traffic during these times. On-site parking is not adequate for the school's daily needs and is a major problem in this area. Hardscape surfaces and site features in overall good condition, with some isolated areas in fair to poor condition. Isolated repairs or repaving in these isolated areas should be considered in the next few years. No other building shares this current site with the school facility.

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

28 Cameron Street  
Wellesley, MA 02482

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

The exterior enclosure is minimally insulated and the windows are mostly single-paned. Some windows in the 1938 portion have minimally efficient thermal glazing and translucent fiberglass glazing panels that replaced original windows. Portions of the building/additions are framed with structural steel, wood roof trusses, and cast- in- place concrete foundations. There are cracks in some of the CMU walls. Gutters and downspouts in the original 1938 wing were replaced in 2014 along with repairs to the EPDM membrane.

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

**Year of Last Major Repair or Replacement:(YYYY)** 2009

**Description of Last Major Repair or Replacement:**

2009 - Interior upgrades. 1995 - Addition

**Roof Section A**

**Is the District seeking replacement of the Roof Section?** NO

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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**Area of Section (square feet)** 15500

**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**  
Gabled roof with asphalt shingles

**Age of Section (number of years since the Roof was installed or replaced)** 9

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

Copper gutters and downspouts replaced in 2014 in the original 1938 wing.

**Roof Section B**

**Is the District seeking replacement of the Roof Section?** NO

**Area of Section (square feet)** 20000

**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**  
Fully adhered flat roof with Carlisle single-ply thermoplastic poly-olefin (TPO) system.

**Age of Section (number of years since the Roof was installed or replaced)** 6

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

Drains added and some minor repairs made in 2014

**Roof Section C**

**Is the District seeking replacement of the Roof Section?** NO

**Area of Section (square feet)** 4500

**Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))**  
Fully adhered, flat single-ply (Firestone) EPDM system.

**Age of Section (number of years since the Roof was installed or replaced)** 20

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

Seams were reinforced in 2014.

**Roof Section D**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section E**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section F**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section G**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

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| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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**Roof Section H****Is the District seeking replacement of the Roof Section?****Area of Section (square feet)****Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))****Age of Section (number of years since the Roof was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Roof Section I****Is the District seeking replacement of the Roof Section?****Area of Section (square feet)****Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))****Age of Section (number of years since the Roof was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Roof Section J****Is the District seeking replacement of the Roof Section?****Area of Section (square feet)****Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))****Age of Section (number of years since the Roof was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Window Section A****Is the District seeking replacement of the Windows Section? NO****Windows in Section (count) 66****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Translucent panels (Kalwal)****Age of Section (number of years since the Windows were installed or replaced) 30****Description of repairs, if applicable, in the last three years. Include year of repair:****Original 1938 window were assumed to be replaced some time in the 1980's.****Window Section B****Is the District seeking replacement of the Windows Section? NO****Windows in Section (count) 32****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Original, full-height single pane metal framed windows.****Age of Section (number of years since the Windows were installed or replaced) 59****Description of repairs, if applicable, in the last three years. Include year of repair:****Normal replacement of broken glass and hardware repair.****Window Section C****Is the District seeking replacement of the Windows Section? NO****Windows in Section (count) 40****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Original, full-height single pane metal framed windows.****Age of Section (number of years since the Windows were installed or replaced) 20****Description of repairs, if applicable, in the last three years. Include year of repair:****Normal replacement of broken glass and hardware repair.****Window Section D****Is the District seeking replacement of the Windows Section? NO****Windows in Section (count) 6****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))**

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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Vinyl slider windows

**Age of Section (number of years since the Windows were installed or replaced)** 22

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

Repairs to windows as needed.

**Window Section E**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section F**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section G**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section H**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section I**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section J**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

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

The building is heated with a steam system and the classrooms are served with steam unit ventilators with rooftop exhaust and supplemental radiation for heating, much of which appears to be original to the building and in poor condition. Other spaces are served by a combination of steam radiation, cabinet unit heaters and heating and ventilating units, and there is a

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small number of electric radiation installations. The boiler plant was upgraded in 2004 and there are two HB Smith gas-fired steam boilers installed to support the school that are in good condition. The control system is largely pneumatic, original to the building and is in poor condition.

Toilet room fixtures are antiquated, high-flow type. Building domestic hot water is supplied directly from a single 75-gallon water heater to an undersized piping system. There is no master mixing valve or hot water recirculation creating a significant delay in supply to the furthest fixture. Storage temperature has been set to 105 F or less at the request of the School nurse. Some modular classrooms are served by small storage point-of-use Ariston electric water heaters. Piping and hangers under building show signs of significant deterioration as does the building gas piping. Boiler blowdown, storm water and condensate (i.e., clearwater waste) appear to be intermingled at the sump pit.

Existing electrical systems including power distribution, lighting and fire alarm systems show some recent upgrades, but not throughout the entire building. In general, electrical systems are in fair and operational condition, but the older electrical systems' components shall be upgraded – panels, feeders, lighting fixtures. Original main distribution panel and a few panels were recently upgraded. Panels, feeders and branch wiring circuits that are older than thirty years shall be replaced. Lighting system is in fair condition, but outdated. Lighting controls and exit signs shall be upgraded to meet Code. Fire alarm system needs some upgrading. Exterior lighting is limited to building-mounted lights only. There is no lighting at the parking lot. There is no emergency generator at site.

There is no CCTV, door access control or intrusion detection system except for key pad. Consideration should be given to adding card access control, CCTV system and upgrading the intrusion detection system to include motion detection. Network connectivity is adequate. Fiber optic cables connect equipment rooms. The building requires additional cabling to support full wireless access connectivity. Network equipment rooms require power upgrades to support future equipment upgrades.

**Boiler Section 1**

**Is the District seeking replacement of the Boiler?** NO

**Is there more than one boiler room in the School?** YES

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

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

natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced)** 12

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

Cracked cast-iron sections were replaced in 2013 and 2014.

**Boiler Section 2**

**Is the District seeking replacement of the Boiler?** NO

**Is there more than one boiler room in the School?** YES

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

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

natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced)** 12

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

Normal repairs and preventive maintenance.

**Boiler Section 3**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 4**

**Is the District seeking replacement of the Boiler?**

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 5**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 6**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 7**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 8**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 9**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 10**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Has there been a Major Repair or Replacement of the HVAC SYSTEM?** NO

**Year of Last Major Repair or Replacement:(YYYY)** 2014

**Description of Last Major Repair or Replacement:**

HVAC recommissioning was performed in 2014.

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

**Year of Last Major Repair or Replacement:(YYYY)** 2003

**Description of Last Major Repair or Replacement:**

Boiler room panel was installed in 2003. Main distribution panel MDP and few other panels were replaced in 1995-2002.

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

According to the latest AHERA report, the asbestos in the classrooms has been removed, but there is still material to be removed in the attic. The toilets and drinking fixtures in the building are minimally accessible. Although well-maintained, the classrooms have outdated light fixtures and ventilation units. The school has reported persistent roof leaks in the cafeteria/gymnasium related to the dormers, and also problems with the gutters.

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

The Hunnewell School is a K-5 elementary school serving 256 students across 15 classrooms. This school also offers an elementary academic and therapeutic program for students with average to above-average cognitive profiles who present with challenges in the emotional/social/behavioral domains. These challenges may affect one or more of the following:

- Development of age-appropriate social relationships with adults and/or peers
- Self-regulation of behavioral responses to typical school demands
- Ability to appropriately make transitions from one activity to another
- Ability to manage frustration in an age-appropriate manner
- Ability to fully access curriculum and instruction due to emotional/social/behavioral challenges and/or possible academic skill deficits

Students are placed in the Therapeutic Learning Center (TLC) when the Team determines that this highly specialized, therapeutic level of service provision is appropriate to ensure progress in academic and social/behavioral domains. The program provides a highly structured setting with very consistent expectations and routines within the therapeutic milieu. This program is serving 12 students in SY2016-17.

Because every space is currently being used, it is challenging to support student MCAS testing in the spring, when students sometimes need more supervised time outside of the classroom. It is very common for the principal to give up her office for this purpose.

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

The Hunnewell School has 15 classrooms, including 2 modular classrooms, which would be considered as Core Academic Space. The two modular classrooms are being utilized for kindergarten classes. Two classrooms are being used as instructional space for the TLC program, and one classroom is hosting a satellite preschool class this school year. It has

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| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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been decided that the preschool class will remain at Hunnewell for the 2017-18 school year.

The size of these rooms varies by addition: rooms in the original 1938 wing are approximately 900 sf, rooms in the 1956 addition are about 850 sf, and rooms in the 1995 addition are about 930 sf. Additionally, there is a 2,000 sf Library, part of which has been partitioned off to accommodate SPED classes displaced due to over-enrollment issues in the school, and a 2,100 sf Multi-purpose room for physical education and health classes that also serves as the cafeteria. The diversity in the size and construction of each space is reflective of the different ages of construction for the various component buildings to the school: 1938 (original), 1956, 1995, 1996 (MODS). Aside from partial roof replacements in 2009, there have been no recent updates to the remainder of the building.

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

The school is being fully utilized and has experienced space challenges in recent years. For example, in SY2012-13 the art room was converted into a regular classroom for one year to accommodate student enrollment. Having a multi-use space that is used for both physical education classes and as a cafeteria make scheduling challenging. Classes cannot be scheduled from 11:30-1:30 each day to allow space for the students to eat lunch in three different groupings, which is required by the small space and the enrollment.

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

The Wellesley Facilities Maintenance Department (FMD) operates and maintains all school buildings in the District, including the Hunnewell School. The FMD is responsible for custodial service, maintenance and capital projects in all 10 school buildings, which total over 880,000 square feet, with a staff of 68 and an FY17 budget of \$9.4M.

The Facilities Director leads a group of professional managers who oversee four core areas: custodial, maintenance, energy and capital projects. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" techniques. Capital projects are identified during planning through a collaborative approach with principals. Design/construction is managed within the FMD, through outside design professionals, and also through the Town's Permanent Building Committee (PBC). The FMD's Energy Manager is charged with managing and reducing energy consumption.

The District has a Maintenance Procedure Manual that explains how work is to be accomplished. The FMD relies on a computerized management systems by SchoolDude to manage maintenance and energy use. Our Maintenance Manager oversees 7 tradesmen, which allows quick and cost-effective response for service calls and required preventive maintenance.

Custodial operations are governed by our Custodial Procedures Manual, and our staff of 39 professional custodians (2 at the Upham) is overseen by our Custodial Manager. The District has a green cleaning program, uses state-of-the-art custodial equipment, trains staff at quarterly professional development sessions and uses "team cleaning" techniques at the HS and MS.

The District has accomplished a significant amount of capital construction work recently and plans to continue this work at an aggressive pace over the coming years. In 2013-2014, the Town completed about \$811,000 worth of cash-capital work on 46 different school projects. In 2014-15, the Town completed about \$929,000 worth of cash capital work on

Name of School

--- SAMPLE SCHOOL [DRAFT] ---

30 different school projects. In 2015-2016, the Town completed about \$790,000 worth of cash capital work on 26 different school projects. In 2016-17, the Town completed about \$1,073,500 in cash capital work on 27 different school projects. It is expected that \$1,553,000 in cash capital will be budgeted for schools in FY17-18. The Town expects to increase the amount spent on school construction projects using cash-capital funds for the next year. Examples of the types of projects completed as part of the cash-capital budgets include: building envelope repair, concrete repair, HVAC improvements, door replacement, security upgrades and flooring work.

The Town is planning to fund larger debt-financed school construction projects over the next few years, as it has done in the recent past. Between 2007 and 2011, the District used \$8 million in debt-exclusion funds to perform significant upgrades to all elementary schools. This work focused on roofs, boilers, flooring, lighting HVAC and windows. In 2005-2006, the District also made over \$20 million worth of debt-funded improvements to the Middle School - addressing boilers, some windows, lighting, plumbing and flooring. In 2011 three new science laboratories were created within the existing footprint of the Middle School. The Town made these major investments in school buildings without the benefit of any MSBA grant funds; however, most recently the Town completed construction of the beautiful new 280,000 sf High School, which was opened in February 2012. This was funded in part with an MSBA grant. In the summer/fall 2014, major repair/replacement projects totaling \$2.5m were made to Sprague, Hunnewell and the Middle School. The District is also currently replacing windows at the Middle School as part of a \$5m MSBA Accelerated Repair Project. Major renovations totaling \$20m are currently under construction for the Schofield and Fiske elementary schools.

The District engaged Symmes Maini and McKee Associates (SMMA) in 2012 to perform a detailed conditions assessment and feasibility study of all ten school buildings, and to utilize an on-line database tool to store the information. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations. Recommendations made in this report suggest that a major school building renovation program is needed for most of the school buildings. The Hardy, Hunnewell and Upham schools were identified as schools with the highest needs.

Name of School ---- SAMPLE SCHOOL [DRAFT] ----

**Priority 5**

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

The Hunnewell School was built 76 years ago and has had numerous additions since, including two 16 year old portable classrooms intended for a much shorter use period, and as a result the school has building systems that are well past their service life, unreliable and inefficient users of energy. Most of the windows are single-pane, past service life and have failed in many locations. The heating system is mainly comprised of steam-heated, unit ventilators, exhaust louvers in poor locations and outdated pneumatic controls, 2 to 3 times past their service life. The system is unreliable, difficult to control, hugely inefficient and unable to provide proper ventilation – resulting in high carbon dioxide levels in the rooms. The two cast-iron steam boilers are approaching the end of their service life (currently replacing cracked sections in one); however the piping between the boilers and univents is also original in many cases and there is concern as to its remaining life. Replacement of the univents, piping, exhaust and windows would greatly improve energy efficiency and the learning environment.

There are also major life safety concerns with the Hunnewell, as there is no sprinkler system for this structure which has large areas of wood framing, and the fire alarm system hasn't been updated in almost 2 decades.

Most of the plumbing systems are original, as is the electrical system, and although some lighting upgrades have been made there are still opportunities to reduce energy costs associated with lighting by installing energy efficient lighting and controls. General power distribution and technology infrastructures are severely lacking for the needs of today's school.

The two portable classrooms are well beyond their intended life and require maintenance to repair siding, doors, stairs and HVAC. There is also a significant amount of asbestos containing material in the attic of the Hunnewell.

Name of School —— SAMPLE SCHOOL [DRAFT] ——

### Priority 5

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

As described in other areas of this SOI, the District has a very well staffed and well funded professional Facilities Maintenance Department, which provides both reactive/repair maintenance services and preventive maintenance services. The Town also funds many capital construction projects to address larger maintenance issues each year. Examples of the types of building issues that have been addressed at the Hunnewell in just the past few years include: security upgrades, door replacement, ceiling fan installation, exhaust fan replacements, wood stair replacement, HVAC service, steam trap replacement, plumbing piping replacement, kiln room upgrade and window repairs. The District and the Town are committed to maintaining the existing systems such that they are operating as best as is possible based on age and condition with a goal to a long term solution.

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### Priority 5

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar-gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, steam-heat system causes even more substantial problems with the learning environment. Students in one class at the Hunnewell may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Hunnewell students are often tired or not as focused as they otherwsie would be due to the poor ventilation. These issues also affect staff in the same way.

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

**Priority 5**

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

Implementing corrective actions to address the cited building deficiencies will reduce energy consumption and improve both indoor air quality and the learning environment at the Hunnewell. As a result the educational goals would be improved significantly. Replacing key building systems which typically have service life of 15 to 20 years, yet have dramatically exceeded these lifespans, will also extend the overall service life of the school. Nevertheless, the awkward and inefficient floor plan of Hunnewell, the result of numerous additions, should be considered as part of any major construction work contemplated at the school.

**Please also provide the following:**

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

YES

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

Symmes Maini and McKee Associates (SMMA)

**The date of the inspection:** 7/1/2012

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

The results of the assessment were consistent with the descriptions provided above, which was prepared using the SMMA work. As part of a Town-funded \$200,000 FY12 capital project, the District engaged SMMA to utilize a team of professional engineers (Structural, Civil, Mechanical, Electrical) and architects to fully evaluate all schools and to document the results in an on-line database that is readily available to the MSBA. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations.

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| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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### Priority 7

***Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.***

Beyond the main education programming for grades K-5, Hunnewell houses the District's Therapeutic Learning Center (TLC) for students with average to above-average cognitive profiles who present with challenges in the emotional/social/behavioral domains. This program is housed in portable classrooms at the school, where space can be challenging to offer appropriate services to students. Additionally, Hunnewell is hosting one of the District's integrated preschool classrooms due to space challenges at the main preschool building.

The main impact of the facility on education programming is in heating/ventilation and temperature control. With unit-ventilators and windows at end-of-life, there are wide variations in temperatures between rooms in the building and not enough air circulation. The result is that the learning environments are less than ideal for teaching and learning. Part of the library has also been converted, with temporary partitions, into a space to deliver special education services.

The buildings "horseshoe" floor plan layout, the result of many additions, is not ideal from a circulation or space efficiency standpoint, which somewhat limits the programming of spaces in the school. The lack of a dedicated cafeteria requires dual use of the gymnasium to also serve lunches, which limits potential use of the gym for physical education and wellness, including the new climbing wall installed in 2013. The school is in a congested site with very limited parking, which creates safety issues at the beginning and end of the school day during drop-off and pickup.

Name of School ---- SAMPLE SCHOOL [DRAFT] ----

### Priority 7

***Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.***

As an interim measure to improve the air circulation, the District will continue to invest in the maintenance of room unit ventilators and exhaust to clean and replace parts and improve the overall performance of these units. An HVAC recommissioning project was implemented during the 2013-14 winter season to help address air quality problems. These are clearly stop-gap measures until a more comprehensive renovation can occur.

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|----------------|-------------------------------|
| Name of School | --- SAMPLE SCHOOL [DRAFT] --- |
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### Priority 7

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar-gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, steam-heat system causes even more substantial problems with the learning environment. Students in one class at the Hunnewell may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Hunnewell students are often tired or not as focused as they otherwise would be due to the poor ventilation. These issues also affect staff in the same way.

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

## **REQUIRED FORM OF VOTE TO SUBMIT AN SOI**

## **REQUIRED VOTES**

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

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

## **FORM OF VOTE**

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

Resolved: Having convened in an open meeting on \_\_\_\_\_, prior to the closing date, the

*[City Council/Board of Aldermen.*

*Board of Selectmen/Equivalent Governing Body/School Committee] of [City/Town], in*

accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated \_\_\_\_\_ for the

*(Name of School)* located at

{addr,ss} which

describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

<sup>1</sup> *University of Wisconsin-Madison, Department of Economics, 1325 University Avenue, Madison, WI 53706, USA.*

on the Statement of Income & Expenditure of the Local Government for each year; and hereby further

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

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

**Chief Executive Officer \***

Marjorie Freiman

Chair, Board of Selectmen

**School Committee Chair**

Sharon Gray

**Superintendent of Schools**

David F. Lussier

(signature)

(signature)

(signature)

Date

Date

Date

\* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

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Name of School ----- SAMPLE SCHOOL [DRAFT] -----

## Massachusetts School Building Authority

### Next Steps to Finalize Submission of your FY 2017 Statement of Interest

Thank you for submitting your FY 2017 Statement of Interest (SOI) to the MSBA electronically. Please note, the District's submission is not yet complete. The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that both certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with original signatures.

**SIGNATURES:** Each SOI has two (2) Certification pages that must be signed by the District.

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES:** Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - Regional School Districts do not need to submit a vote of the municipal body.
  - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS:** Districts must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. If a District submits multiple SOIs, only one copy of the Closed School information is required.

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

|                |                                   |
|----------------|-----------------------------------|
| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report(s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Diane Sullivan at 617-720-4466 or [Diane.Sullivan@massschoolbuildings.org](mailto:Diane.Sullivan@massschoolbuildings.org).

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

## Massachusetts School Building Authority

School District WellesleyDistrict Contact David F Lussier TEL: (781) 446-6210Name of School Ernest F UphamSubmission Date 3/22/2017

### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.

|                |                                 |
|----------------|---------------------------------|
| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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|                                  |                               |                                  |
|----------------------------------|-------------------------------|----------------------------------|
| <b>Chief Executive Officer *</b> | <b>School Committee Chair</b> | <b>Superintendent of Schools</b> |
| Marjorie Freiman                 | Sharon Gray                   | David F. Lussier                 |
| Chair, Board of Selectmen        |                               |                                  |

|             |             |             |
|-------------|-------------|-------------|
| (signature) | (signature) | (signature) |
| Date        | Date        | Date        |

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

Name of School **----- SAMPLE SCHOOL [DRAFT] -----**

## **Massachusetts School Building Authority**

School District WellesleyDistrict Contact David F Lussier TEL: (781) 446-6210Name of School Ernest F UphamSubmission Date 3/22/2017**Note****The following Priorities have been included in the Statement of Interest:**

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

**SOI Vote Requirement**

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: **Renovation/ Addition**Is this SOI the District Priority SOI? **YES**School name of the District Priority SOI: **Ernest F Upham**Is this part of a larger facilities plan? **YES**

If "YES", please provide the following:

Facilities Plan Date: **6/12/2012**Planning Firm: **Symmes, Maini & McKee Associates (SMMA)**

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

There are four critical elements that have supported the development of a facilities master plan in Wellesley. First, in order to assess the physical needs of all of its school buildings, the Wellesley Public Schools commissioned a Conditions Assessment and Feasibility Study that was performed by Symmes, Maini & McKee Associates (SMMA). This review included a focus on safety, health hazards, maintenance and infrastructure. In the fall of 2012, SMMA presented their findings through an online database. This database provides a robust tool for strategic planning, capital planning and maintenance prioritization, and has been thoroughly reviewed by the Facilities Maintenance Department (FMD), which has been managing SMMA's work since they were contracted. Second, the District—in collaboration with Town officials—has convened several committees during the past few years to examine the Hardy, Hunnewell, and Upham school facilities challenges and propose recommended plans for moving forward. Most recently, a Master Plan Committee has recommended to the School Committee that the Town conduct feasibility studies at all three sites, and proceed with building two new schools, beginning with Upham and then followed by Hunnewell. Should enrollment increase and begin to trend above current projections, the Town would then move to build a third new school on the Hardy site. Third, the District has received the results of two commissioned demographic studies to inform its short and long term planning. In 2013, Cropper GIS reported that elementary enrollment in Wellesley was expected to decline by approximately 14 percent, or 347 students, between SY2013-2014 and SY2023-2024. In October 2016, FutureThink reported that elementary enrollment in Wellesley was expected to decline by approximately 5 percent, or 114 students, between SY2017-18 and SY2026-27. Taken together, these reports suggest a continued decline of enrollment that may allow the district to consolidate from seven elementary schools to six. Finally, the Wellesley Public Schools has developed a 5-year Strategic Plan that provides a vision for the District's goals, as well as the needed resources and facilities to best achieve these goals. Most important is ensuring that we have the appropriate educational spaces within our schools to provide 21st Century learning opportunities for all of our students.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 14 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 20 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO**

**Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? YES**

**If "YES", please provide title, author, and date of report in area below.**

Symmes, Maini & McKee Associates Building Condition Review 6/12/2012

**Please include a hard copy of these report(s)/document(s) with your hard copy Statement of Interest submittal.**

**Is there overcrowding at the school facility? NO**

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

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

**If "YES", how many teaching positions were affected? 0**

**At which schools in the district?**

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

**Has the district had any recent staff layoffs or reductions? NO**

**If "YES", how many staff positions were affected? 0**

**At which schools in the district?**

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

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|----------------|---------------------------------|
| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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**Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.**

Does Not Apply

**Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

The Wellesley School Committee approved an FY18 Operating Budget of \$72,208,147 on March 2, 2017. At the same time, the Town's proposed FY18 Capital Budget includes significant funding (\$1,553,000) for school-related building construction projects. Both the FY18 Operating and Capital Budgets must be approved at Town Meeting, which begins on March 27, 2017.

)

Name of School ---- SAMPLE SCHOOL [DRAFT] ----

## General Description

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

The 36,500 gross square foot Upham Elementary school was constructed in 1957, with an addition in 1967. Two modulars were added in 1993 and the roof and boilers were replaced in 2009.

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

36500

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

The site consists of approximately 12 acres and overall site functions as intended, though some safety, accessibility, and circulation deficiencies were observed. Parking lot and overflow parking lots are insufficiently lit, as existing pole mounted site lights are inoperable. Multiple walkways exceed code requirements for slope, as well as the handicap accessible parking spaces and the route from the spaces to the front entrance. Route from handicap parking spaces is not protected or isolated from traffic using the front bus loop. A majority of the bituminous play areas have steeper than recommended slopes and do not meet accessible code requirements. The adjacent elevated playing field does not have handicap access and has been cited. Parking lot is inadequate for staff needs. Parent queuing area does not appear sufficient, and overall circulation patterns for vehicles and pedestrians are less than ideal. Parking overflows onto Wynnewood Ave. Designated bus loop for area is adequately sized for school needs and provides efficient circulation. Parent loading area is not adequate for demand, and circulation is not ideal due to the basketball play area being used for parent parking. Pedestrian access around site is not clearly defined as a result of the site layout. Overall network of walkways is inadequate. Drainage along north face of building is not adequate and has created interior moisture issues. Parking lots, access routes, paved play areas, and walkways are in overall poor condition due to areas of fatigue cracking, block cracking, seam cracking, and pothole development. Insufficient drainage along north face of building has created interior moisture and mold problems. Guardrail and chain link fence function but show signs of wear and damage. Repaving of some areas is should be considered in the next few years. No loading dock or dedicated loading area provided. Trash and recycling operations are adequate, though dumpster location areas are also used for parking. No other building shares this current site with the school facility.

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

35 Wynnewood Road  
Wellesley, MA 02481

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

The exterior enclosure is minimally insulated, solid brick masonry walls and most of the glazing is single paned or minimally performing dual glazing with no thermally separated frames. Many of the doors are uninsulated, show signs of deterioration and are well beyond their service life. The roof is an insulated, fully-adhered PVC single-ply system. The structure consists of metal roof deck on open-web steel joists supported by steel beams/columns with lateral resistant provided by unreinforced brick masonry shear walls. The foundation consists of slab-on-grade and shallow spread footings.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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Exterior Window sills are heavily damaged, spalled, and in some places completely missing. Toilet partitions and fixtures are dated and nearing the end of their useful life. Exterior material failures around windows and doors leave surrounding wall construction vulnerable to failure in these areas due to water intrusion. The building is in fair structural condition. There are some minor cracks in some of the CMU corridor walls and the brick walls in the gymnasium. Little if any wall insulation and minimal roof insulation is present. Repairs were made to the two modular classrooms in 2014; however, these units are at the end of service life.

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

**Year of Last Major Repair or Replacement:(YYYY) 2000**

**Description of Last Major Repair or Replacement:**

No information is available at this time

**Roof Section A**

**Is the District seeking replacement of the Roof Section? NO**

**Area of Section (square feet) 40000**

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

Fully adhered flat roof with Carlise single-ply thermoplastic poly-olefin (TPO) system.

**Age of Section (number of years since the Roof was installed or replaced) 6**

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

New roofing was installed with 20 year warranty beginning on 9/3/09.

**Roof Section B**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section C**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section D**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section E**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

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

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

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

**Roof Section F**

**Is the District seeking replacement of the Roof Section?**

**Area of Section (square feet)**

Name of School ---- SAMPLE SCHOOL [DRAFT] ----

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

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

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

Roof Section G

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section H

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section I

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Roof Section J

Is the District seeking replacement of the Roof Section?

Area of Section (square feet)

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

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

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

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 80

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

Original, single glazed metal framed windows.

Age of Section (number of years since the Windows were installed or replaced) 58

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

Normal repairs to glass and hardware.

Window Section B

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 68

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

Original, single glazed metal framed windows.

Age of Section (number of years since the Windows were installed or replaced) 47

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

Normal repairs to glass and hardware.

Window Section C

Is the District seeking replacement of the Windows Section? NO

|                |                           |
|----------------|---------------------------|
| Name of School | — SAMPLE SCHOOL [DRAFT] — |
|----------------|---------------------------|

**Windows in Section (count)** 8

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

Vinyl sliders.

**Age of Section (number of years since the Windows were installed or replaced)** 1

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

Original 1993 windows in these Modular classrooms were replaced in 2014.

**Window Section D**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section E**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section F**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section G**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section H**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section I**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

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

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

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

**Window Section J**

**Is the District seeking replacement of the Windows Section?**

**Windows in Section (count)**

Name of School     **— SAMPLE SCHOOL [DRAFT] —****Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))****Age of Section (number of years since the Windows were installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).**

The school is heated by hot water heating plant comprised of one conventional cast iron boiler and one high-efficiency, condensing-type boiler with a primary-secondary pumping system for distribution to the building loads. The classrooms are heated and ventilated through unit ventilators, fin tube radiation and a common exhaust system. Common spaces are served by heating and ventilating units, fin tube radiation and cabinet unit heaters. The control system is pneumatic and in poor condition. These HVAC systems are beyond service life and in need of replacement.

Plumbing fixtures are antiquated, high-flow type. Original building hot water is supplied directly from a single 48-gallon water heater installed in 2010 with no main mixing valve. Hot water throughout the Modulars is served by point-of-use electric storage water heaters.

Panels, feeders and branch wiring circuits that are older than thirty years shall be replaced. Most of the branch lighting and power electrical panels are original to the building and require upgrading. Most interior lighting is original to the building, direct fluorescent with plastic lenses. Much of the wiring in the building has jacketing with asbestos containing material. Quantity of power outlets in many spaces is insufficient. Light levels are adequate but glare is excessive. Power devices (receptacles) and wiring are original to the building. In general they are in fair to good condition, except for a few locations which are recommended for upgrading (non-GFI receptacle in kitchen). Emergency lighting is provided by means of battery packs with light heads and remote light heads. It's original to the building and fair, but working condition. There are a few non-electrical exit signs which are recommended for replacement. The existing FA system consisting of FACP (Notifier 500), exterior master box and interior radio master box (by Digitizer), smoke detectors and horn/strobes is in operational condition, but needs upgrading. There are no fire alarm devices in any of the older classrooms, and a few other locations. Most of interior lighting fixtures are original to the building utilizing non energy-efficient T12 lamps. Lighting controls in classrooms and similar educational spaces are minimal and include multi-switching arrangements appropriate for various tasks, there are no occupancy sensors in the building. There is no lighting control system in the building. Exterior egress lighting system is original to the building, consist building-mounted lights by egress doors, under main canopy, and pole mounted light. There are no parking lot lights. The lights are in poor condition, there are areas that require additional lighting. MDF equipment is located in crowded storage rooms. There is no emergency generator at site. There are no CCTV systems and one Aiphone at the main entry. Consideration should be given to adding card access control, CCTV system and upgrading the intrusion detection system to include motion detection.

**Boiler Section 1****Is the District seeking replacement of the Boiler? NO****Is there more than one boiler room in the School? YES****What percentage of the School is heated by the Boiler? 100****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)**

natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced) 8****Description of repairs, if applicable, in the last three years. Include year of repair:**

Normal service calls and preventive maintenance.

**Boiler Section 2****Is the District seeking replacement of the Boiler? NO****Is there more than one boiler room in the School? YES****What percentage of the School is heated by the Boiler? 100****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)**

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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natural gas

**Age of Boiler (number of years since the Boiler was installed or replaced)** 8

**Description of repairs, if applicable, in the last three years. Include year of repair:**  
Normal service calls and preventive maintenance.

**Boiler Section 3**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 4**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 5**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 6**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 7**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

**Boiler Section 8**

**Is the District seeking replacement of the Boiler?**

**Is there more than one boiler room in the School?**

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

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

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

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

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| Name of School | --- SAMPLE SCHOOL [DRAFT] --- |
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**Boiler Section 9****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Boiler Section 10****Is the District seeking replacement of the Boiler?****Is there more than one boiler room in the School?****What percentage of the School is heated by the Boiler?****Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)****Age of Boiler (number of years since the Boiler was installed or replaced)****Description of repairs, if applicable, in the last three years. Include year of repair:****Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO****Year of Last Major Repair or Replacement:(YYYY) 2014****Description of Last Major Repair or Replacement:**

HVAC recommissioning project in 2014.

**Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO****Year of Last Major Repair or Replacement:(YYYY) 2014****Description of Last Major Repair or Replacement:**

Exterior LEDs installed in 2014

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

Although small and added to twice, many of the original finishes in the school are long past their useful service life. Classrooms are well maintained but have original ceilings and surface mounted fluorescent fixtures, and noisy, inefficient thru-wall fan coil units. The toilets and drinking fixtures in the building are minimally accessible. Daylight is good but windows are shaded by the original metal blinds. Some exterior doors are poorly sealed and reveal large gaps with daylight. Walls are uninsulated and most windows are single-paned. MODS are well past their lifetime. There is no chairlift or elevator to provide access between a major grade change in the middle of the school. Vandalism is a persistent problem as the rear roof is accessible from ground. Pipe insulation above main corridor is suspected to have asbestos according to the most recent AHERA report and should be abated within a few years. Some wiring has asbestos jacketed insulation.

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

The Upham School is a K-5 elementary school serving 225 students across 11 classrooms. In addition to the elementary academic program, Upham also offers a 'Skills' program designed to meet the needs of students diagnosed with a disability on the autism spectrum, which includes autistic disorder, Asperger's Disorder, pervasive developmental disorder not otherwise specified (PDD NOS), and Rhett's Syndrome. Students with autism spectrum disorder may present with needs in all or some of the following areas: Verbal and nonverbal communications, social interaction skills and proficiencies, unusual responses to sensory experiences, resistance to environmental change or change in daily routines, engagement in repetitive activities and stereotyped movements, behavioral difficulties resulting from autism spectrum disorder, and progress in the general curriculum, including social and emotional development. There are currently 29

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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students enrolled in the Skills Program at Upham.

Instruction is provided in small group or individual settings. Accompanied by program staff to provide continuity of instructional approaches, students are included in general education settings for academics, science, social studies, specials, and community building activities, as appropriate.

Because every space is currently being utilized at Upham, there are no spaces to offer additional supplementary and support programs for students.

One of the main challenges at Upham is that the multi-purpose room serves as the gymnasium and cafeteria, along with speech, OT/PT, as well as all-school assemblies. These activities must be scheduled around the lunch schedule from 12 noon to 2 p.m. severely restricting delivery of services to students. Additionally, because there are no ramps and bathroom modifications, students with severe physical disabilities are assigned to other schools.

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

The Upham School has 12 classrooms, including 2 modular classrooms, which would be considered as Core Academic Space. The sizes of these rooms vary by addition: rooms in the original 1957 wing are approximately 860 sf, rooms in the 1967 addition are about 840 sf and rooms in the 1993 MODS addition are about 900 sf. The kindergarten classroom is about 1,080 sf. Additionally, there is a 840 sf Library and a 4,000 sf Multi-purpose room for physical education and health classes that also serves as the cafeteria. There are a number of smaller SPED spaces for OT/PT, speech, etc. The diversity in the sizes and construction of each space are reflective of the different ages of construction for the various component buildings to the school: 1957 (original), 1967, 1993 (MODS). Aside from roof and boiler replacements in 2009, there have been no recent updates to the remainder of the building.

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

Upham's enrollment for SY2016-17 is 225 students. There are a total of 11 K-5 sections. All education spaces at Upham are currently being utilized.

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

The Wellesley Facilities Maintenance Department (FMD) operates and maintains all school buildings in the District, including the Upham School. The FMD is responsible for custodial service, maintenance and capital projects in all 10 school buildings, which total over 880,000 square feet, with a staff of 68 and an FY17 budget of \$9.4M.

The Facilities Director leads a group of professional managers who oversee four core areas: custodial, maintenance, energy and capital projects. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" techniques. Capital projects are identified during planning through a collaborative approach with principals. Design/construction is managed within the FMD, through outside design professionals, and also through the Town's Permanent Building Committee (PBC). The FMD's Energy Manager is charged with managing and reducing energy consumption.

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| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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The District has a Maintenance Procedure Manual that explains how work is to be accomplished. The FMD relies on a computerized management systems by SchoolDude to manage maintenance and energy use. Our Maintenance Manager oversees 7 tradesmen, which allows quick and cost-effective response for service calls and required preventive maintenance.

Custodial operations are governed by our Custodial Procedures Manual, and our staff of 39 professional custodians (2 at the Upham) is overseen by our Custodial Manager. The District has a green cleaning program, uses state-of-the-art custodial equipment, trains staff at quarterly professional development sessions and uses "team cleaning" techniques at the HS and MS.

The District has accomplished a significant amount of capital construction work recently and plans to continue this work at an aggressive pace over the coming years. In 2013-2014, the Town completed about \$811,000 worth of cash-capital work on 46 different school projects. In 2014-15, the Town completed about \$929,000 worth of cash capital work on 30 different school projects. In 2015-2016, the Town completed about \$790,000 worth of cash capital work on 26 different school projects. In 2016-17, the Town completed about \$1,073,500 in cash capital work on 27 different school projects. It is expected that \$1,553,000 in cash capital will be budgeted for schools in FY17-18. The Town expects to increase the amount spent on school construction projects using cash-capital funds for the next year. Examples of the types of projects completed as part of the cash-capital budgets include: building envelope repair, concrete repair, HVAC improvements, door replacement, security upgrades and flooring work.

The Town is planning to fund larger debt-financed school construction projects over the next few years, as it has done in the recent past. Between 2007 and 2011, the District used \$8 million in debt-exclusion funds to perform significant upgrades to all elementary schools. This work focused on roofs, boilers, flooring, lighting HVAC and windows. In 2005-2006, the District also made over \$20 million worth of debt-funded improvements to the Middle School - addressing boilers, some windows, lighting, plumbing and flooring. In 2011 three new science laboratories were created within the existing footprint of the Middle School. The Town made these major investments in school buildings without the benefit of any MSBA grant funds; however, most recently the Town completed construction of the beautiful new 280,000 sf High School, which was opened in February 2012. This was funded in part with an MSBA grant. In the summer/fall 2014, major repair/replacement projects totaling \$2.5m were made to Sprague, Hunnewell and the Middle School. The District is also currently replacing windows at the Middle School as part of a \$5m MSBA Accellerated Repair Project. Major renovations totaling \$20m are currently under construction for the Schofield and Fiske elementary schools.

The District engaged Symmes Maini and McKee Associates (SMMA) in 2012 to perform a detailed conditions assessment and feasibility study of all ten school buildings, and to utilize an on-line database tool to store the information. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations. Recommendations made in this report suggest that a major school building renovation program is needed for most of the school buildings. The Hardy, Hunnewell and Upham schools were identified as schools with the highest needs.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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### Priority 5

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

The Upham School was built 57 years ago and has had two additions since, including two 21 year old portable classrooms intended for a much shorter use period, and as a result the school has building systems that are well past their service life, unreliable and inefficient users of energy. Most of the windows are single-pane, past service life and have failed in many locations. The heating system is mainly comprised of hot-water, unit ventilators, exhaust louvers in poor locations and outdated pneumatic controls, 2 to 3 times past their service life. The system is unreliable, difficult to control, hugely inefficient and unable to provide proper ventilation – resulting in high carbon dioxide levels in the rooms. While the boilers are newer, the piping between the boilers and univents is also original in many cases and there is concern as to its remaining life. Replacement of the univents, piping, exhaust and windows would greatly improve energy efficiency and the learning environment. There are also major life safety concerns with the Upham, as there is no sprinkler system for this structure and the fire alarm system hasn't been updated in almost 2 decades. Plumbing systems are original, as is most of the electrical system. General power distribution and technology infrastructures are severely lacking for the needs of today's school. Despite recent repairs, the two portable classrooms are reaching the end of their intended life. There is also a significant amount of asbestos containing material in the ceiling and wiring of the Upham.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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**Priority 5**

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

As described in other areas of this SOI, the District has a very well staffed and well funded professional Facilities Maintenance Department, which provides both reactive/repair maintenance services and preventive maintenance services. The Town also funds many capital construction projects to address larger maintenance issues each year. Examples of the types of building issues that have been addressed at the Upham in just the past few years include: security upgrades, door replacement, HVAC recommissioning, pavement repairs, new kiln room and carpet replacement. The District and the Town are committed to maintaining the existing systems such that they are operating as best as is possible based on age and condition with a goal to a long term solution.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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### Priority 5

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar-gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, heating/ventilation system causes even more substantial problems with the learning environment. Students in one class at the Upham may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Upham students are often tired or not as focused as they otherwise would be due to the poor ventilation. These issues also affect staff in the same way.

Name of School

---- SAMPLE SCHOOL [DRAFT] ----

**Priority 5**

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

Implementing corrective actions to address the cited building deficiencies will reduce energy consumption and improve both indoor air quality and the learning environment at the Upham. As a result the educational goals would be improved significantly. Replacing key building systems which typically have service life of 15 to 20 years, yet have dramatically exceeded these lifespans, will also extend the overall service life of the school. Nevertheless, the inefficient floor plan and lack of an elevator at Upham, the result of additions, should be considered as part of any major construction work contemplated at the school.

Please also provide the following:

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

**YES**

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

Symmes, Maini and McKee Associates (SMMA)

**The date of the inspection:** 7/1/2012

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

The results of the assessment were consistent with the descriptions provided above, which was prepared using the SMMA work. As part of a Town-funded \$200,000 FY12 capital project, the District engaged SMMA to utilize a team of professional engineers (Structural, Civil, Mechanical, and Electrical) and architects to fully evaluate all schools and to document the results in an on-line database that is readily available to the MSBA. This database has been used for capital planning and maintenance purposes, and the room categorization has been established based upon the MSBA Summary of Spaces designations.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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### Priority 7

***Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.***

Beyond the main education programming for grades K-5, Upham houses the District's 'Skills' Program for 29 students on the autism spectrum. At the moment, no additional programs can be considered for the school due to facilities constraints. The main impact of the facility on education programming is in heating/ventilation and temperature control. With unit-ventilators and windows at end-of-life, there are wide variations in temperatures between rooms in the building and not enough air circulation. The result is that the learning environments are less than ideal for teaching and learning. The lack of a dedicated cafeteria requires dual use of the gymnasium to also serve lunches. This multi-purpose space is also used for OT/PT and speech services, which limits potential use of the gym for physical education and wellness.

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| Name of School | ----- SAMPLE SCHOOL [DRAFT] ----- |
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**Priority 7**

***Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.***

As an interim measure to improve the air circulation, the district will continue to invest in the maintenance of room unit ventilators and exhaust to clean and replace parts and improve the overall performance of these units. An HVAC recommissioning project was implemented during the 2013-14 winter season to help address air quality problems. These are clearly stop-gap measures until a more comprehensive renovation can occur.

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| Name of School | ---- SAMPLE SCHOOL [DRAFT] ---- |
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### Priority 7

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

The heating/ventilating and windows most impact the ability of the District to deliver its educational program. The obsolete windows affect student's ability to concentrate and learn due to solar-gain excessively heating the room, air infiltration causing cold breezes, glare affecting vision and transmission of outside noise from passing vehicles, other students and grass cutting. The pneumatically controlled, heating and ventilation system causes even more substantial problems with the learning environment. Students in one class at the Upham may be wearing sweaters, while students in an adjacent classroom may be in tee-shirts due to the inability to control temperatures. Moreover, the age and condition of this system does not provide nearly the 800 ppm maximum CO<sub>2</sub> ventilation rates that the Massachusetts Department of Public Health has established for schools, so Upham students are often tired or not as focused as they otherwise would be due to the poor ventilation. These issues also affect staff in the same way.

**Name of School** —— SAMPLE SCHOOL [DRAFT] ——

## **REQUIRED FORM OF VOTE TO SUBMIT AN SOI**

## **REQUIRED VOTES**

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

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

## **FORM OF VOTE**

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

Resolved: Having convened in an open meeting on \_\_\_\_\_, prior to the closing date, the

*[City Council/Board of Aldermen,*

Board of Selectmen/Equivalent Governing Body/School Committee, of \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_

1000, —

accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated \_\_\_\_\_ for the \_\_\_\_\_

*[Name of School] located at*

[Name of School] located at

[Address] which

describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

or the Statement of Interest Form and a brief description of the deficiency described therein for each party; and hereby further

or the Statute of Frauds, and a brief description of the deficiency described therein for each party; and hereby further

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

Name of School ----- SAMPLE SCHOOL [DRAFT] -----

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

| <b>Chief Executive Officer *</b> | <b>School Committee Chair</b> | <b>Superintendent of Schools</b> |
|----------------------------------|-------------------------------|----------------------------------|
| Marjorie Freiman                 | Sharon Gray                   | David F. Lussier                 |
| Chair, Board of Selectmen        |                               |                                  |

|             |             |             |
|-------------|-------------|-------------|
| (signature) | (signature) | (signature) |
| Date        | Date        | Date        |

\* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

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## #8 Old/New Business



## 8. Old/New Business

**Other Documents:** The Board will find documents the staff is not seeking action on, but is for informational purposes only. Please find the following:

- ❖ Amended motions for Town Meeting
- ❖ PowerPoint Presentation – Article 30
- ❖ Letter from Dept. of Veteran's Services approving the District's Request to reduce the size of the staffing plan Executive Session to discuss union contract negotiations – Library & Facilities Maintenance & Custodians

## 9. Adjourn Meeting to Wellesley Middle School

The meeting will move over to the Middle School so that the Board can meet with the Historic District Commission regarding the demolition delay bylaw at 6:30 PM.



**2017 ATM Motions Articles 9-11 and amended Article 24 and Article 42**  
**March 31, 2017**

**ARTICLE: 9**  
**MOTION: 1**

Move to accept the provisions of Section 111F of Chapter 41 of the Massachusetts General Laws, as amended by Section 60 of Chapter 218 of the Acts of 2016, to establish a Special Injury Leave Indemnity Fund for the payment of injury leave compensation and medical bills, and to transfer the sum of \$387,887.73 (Three Hundred Eighty-Seven Thousand Eight Hundred Eighty-Seven dollars and Seventy-Three Cents) from the Special Purpose Municipal Stabilization Fund for Injured on Duty to the Special Injury Leave Indemnity Fund.

**ARTICLE: 9**  
**MOTION: 2**

Move to transfer the sums of \$79,450 (2016 balance) and \$32,550 (2017 estimated balance) from Free Cash as certified on July 1, 2016, to the Special Injury Leave Indemnity Fund.

**ARTICLE: 10**  
**MOTION: 1**

Move to accept the provisions of Section 13E of Chapter 40 of the Massachusetts General Laws, added by Section 24 of Chapter 218 of the Acts of 2016, authorizing the School Department to establish a reserve fund to be utilized in upcoming fiscal years to pay without further appropriation, for unanticipated or unbudgeted costs of Special Education, out of district tuition or transportation, such funds to be distributed after a majority vote approval of the School Committee and majority vote approval of the Board of Selectmen; and to appropriate the sum of \$20,000 from Free Cash, certified as of July 1, 2016, for this purpose.

**ARTICLE: 11**  
**MOTION: 1**

That the Town vote:

- (1) to amend the Town Bylaws by adopting a new Article 55 for the purpose of establishing revolving funds in accordance with Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, as amended by Section 86 of Chapter 218 of the Acts of 216, as follows:

**2017 ATM Motions Articles 9-11 and amended Article 24 Motion 1**  
**March 31, 2017**

**Article 55**  
**Revolving Funds**

**55.1 Establishment of Revolving Funds**

Pursuant to Section 53E1/2 of Chapter 44 of the General Laws, the following individual revolving funds shall be authorized:

**a. Street Opening Maintenance Fund.**

Funds held in the Street Opening Maintenance Fund shall be expended under the direction of the Department of Public Works for administrative services related to issuing permits for work conducted in the public way and for inspection of that work to ensure compliance with town standards. Receipts credited to this fund shall include permit fees collected for work conducted in the public way.

**b. DPW Field Use Fund.**

Funds held in the DPW Field Use Fund shall be expended for athletic field maintenance under the direction of the Department of Public Works. Receipts credited to this fund shall include fees charged to sports team users.

**c. Turf Field Fund.**

Funds held in the Turf Field Fund shall be expended for repairs and replacement to the artificial turf at Sprague Field, under the direction of the Department of Public Works. Receipts credited to this fund shall include fees charged to sports team users.

**d. Tree Bank Fund.**

Funds held in the Tree Bank Fund shall be expended for buying, planting, and maintaining trees under the direction of the Department of Public Works. Receipts credited to this fund shall include contributions in lieu of tree replanting.

**e. Baler, Compactors and other RDF Equipment Repair Fund.**

Funds held in the Baler, Compactors and other RDF Equipment Repair Fund shall be expended for repairs to the Recycling and Disposal Facility (RDF) baler, compactors, and other RDF equipment under the direction of the Department of Public Works. Receipts credited to this fund shall include revenue from the sale of Metal at the RDFs.

**f. Council on Aging Social and Cultural Programs Fund.**

Funds held in the Council on Aging Social and Cultural Programs shall be expended for senior programs under the direction of the Council on Aging. Receipts credited to this fund shall include participant fees.

**2017 ATM Motions Articles 9-11 and amended Article 24 Motion 1**  
**March 31, 2017**

- g. **Building Department Document Fees Fund.**  
Funds held in the Building Department Document Fees Fund shall be expended for microfilm building plan images under the direction of the Building Department. Receipts credited to this fund shall include building permit fees.
- h. **Teen Center Program Revenues Fund.**  
Funds held in the Teen Center Program Revenues Fund shall be expended for Teen Center program and its accompanying activities under the direction of the Recreation Department. Receipts credited to this fund shall include donations and user fees.
- i. **Recreation Summertime Revenues Fund.**  
Funds held in the Recreation Summertime Revenues Fund shall be expended for Summertime and special event programs and its accompanying activities under the direction of the Recreation Department. Receipts credited to this fund shall include donations.
- j. **Recreation Scholarship Revenues Fund.**  
Funds held in the Recreation Scholarship Revenues Fund shall be expended for the recipients of Summer Camp Scholarships and costs associated with attending Summer Camp under the direction of the Recreation Department. Receipts credited to this fund shall include donations.
- k. **Library Room Rental Fund.**  
Funds held in the Library Room Rental Fund shall be expended for personnel, services, cleaning, repairs, improvements, reimbursements and equipment under the direction of the Library Department. Receipts credited to this fund shall include room rental fees and reimbursements.
- l. **Lost/Damaged Library Materials Replacement Fund.**  
Funds held in the Lost/Damaged Library Materials Replacement Fund shall be expended for library materials under the direction of the Library Department. Receipts credited to this fund shall include lost and damaged fees.
- m. **Brookside Community Gardens Fund.**  
Funds held in the Brookside Community Gardens Fund shall be expended for maintenance, utility payments, and improvements under the direction of the Department of Natural Resources. Receipts credited to this fund shall include user permit fees.
- n. **Weston Road Gardens Fund.**  
Funds held in the Weston Road Gardens Fund shall be expended for maintenance, utility payments, and improvements under the direction of

**2017 ATM Motions Articles 9-11 and amended Article 24 Motion 1**  
**March 31, 2017**

the Department of Natural Resources. Receipts credited to this fund shall include user permit fees.

o. **Library Copier Fees Fund.**

Funds held in the Library Copier Fees Fund shall be expended for equipment, maintenance, and supplies under the direction of the Library Department. Receipts credited to this fund shall include copy, print, equipment and other related fees.

And

(2) set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2018, as follows:

- a. Street Opening Maintenance Fund: \$225,000.00
- b. DPW Field Use Fund: \$200,000.00
- c. Turf Field Fund: \$25,000.00
- d. Tree Bank Fund: \$75,000.00
- e. Baler, Compacters and other RDF Equipment Repair Fund: \$20,000.00
- f. Council on Aging Social and Cultural Programs Fund: \$100,000.00
- g. Building Department Document Fees Fund: \$10,000.00
- h. Teen Center Program Revenues Fund: \$40,000.00
- i. Recreation Summertime Revenues Fund: \$30,000.00
- j. Recreation Scholarship Revenues Fund: \$15,000.00
- k. Library Room Rental Fund: \$25,000.00
- l. Lost/Damaged Library Materials Replacement Fund: \$15,000.00
- m. Brookside Community Gardens Fund: \$8,000.00
- n. Weston Road Gardens Fund: \$8,000.00
- o. Library Copier Fees Fund: \$20,000.00

**2017 ATM Motions Articles 9-11 and amended Article 24 Motion 1**  
**March 31, 2017**

**ARTICLE: 24**  
**MOTION: 1**

That the Town hereby accepts, and abandons, as the case may be, the electric and other utility, roadway and vault easements identified on the document entitled "Easements for 2017 Annual Town Meeting Article 24", dated March 27, 2017, a copy of said document being on file in the Office of the Town Clerk.

**Electric Utility Easement**

- 636 Washington Street (Lots 1-5)

**Driveway Easement**

- 33R Cedar Street – From the Town to Liang Ding and Weiting Chou, the owners of 33R Cedar Street, over the Schofield Access Road to 33R Cedar Street.

**ARTICLE: 42**  
**MOTION: 1**

That the Town votes to amend Article 49. Police Regulations of the Town Bylaws by adding a new section, 49.37 **Restrictions on Residential Trash and Residential Trash Receptacles** to read as follows:

Except in an emergency, and except as may be permitted by statute, no person shall place outside, and no trash hauler shall collect from, any residential dwelling building containing less than 4 dwelling units, any trash or trash receptacles visible from any public or private way, unless the trash or trash receptacles are located within 3 feet of the property owner's building or garage. The foregoing regulation shall not apply to yard waste, including trees and shrubs; construction trash, materials, and debris or construction trash receptacles resulting from, or for, construction for which a building permit has issued and is in force; nor for dumpsters containing 10 or more cubic yards capacity, so long as the dumpsters are not on site for more than 30 days. This Bylaw shall take effect on September 1, 2017.



**2017 ATM Article 16 Motions 1-10**  
**March 31, 2017**

**ARTICLE: 16**  
**MOTION: 1**

I. To appropriate \$65,000 (Sixty-Five Thousand Dollars) to the Community Preservation Committee to be expended for any permissible administrative purpose under the Community Preservation Act, said appropriation to be funded entirely from unreserved balances on hand in the Community Preservation Fund; and

That the following amounts from the Community Preservation Fund revenues received for fiscal year 2017 be reserved for the following community preservation categories:

- Historic Resources \$ 160,000
- Community Housing \$ 160,000

and in the case of each specified reserve, such reserved amounts shall be made available to fund Historic Resources, and Community Housing appropriations by this Town Meeting, and further that the debt service appropriated under article 8.2 satisfies the Open Space reserve requirement.

**ARTICLE: 16**  
**MOTION: 2**

To appropriate \$90,000 (Ninety Thousand Dollars) to the Wellesley Municipal Light Plant for the renovation and preservation of the electric substation, such appropriation to be funded entirely from the balance on hand in the Community Preservation Historical Resources Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 3**

To appropriate \$20,400 (Twenty Thousand Four Hundred Dollars) to the Wellesley Historical Society to continue the processing and preservation of individual and family Archival Collections and commence the same activities for the Wellesley Business, Club and Organization Archival Collection, such appropriation to be funded entirely from the balance on hand in the Community Preservation Historical Resources Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 4**

To appropriate \$15,000 (Fifteen Thousand Dollars) to the Wellesley Natural Resources Commission for the schematic design and permitting phase of a boardwalk and overlook area, with educational signage, at the vernal pool located at the North 40, such appropriation to be funded entirely from the balance on hand in the Community Preservation Fund Open Space Reserve as of June 30, 2017.

**2017 ATM Article 16 Motions 1-10****March 31, 2017****ARTICLE: 16**  
**MOTION: 5**

To appropriate \$70,000 (Seventy Thousand Dollars) to the Wellesley Natural Resources Commission for the purchase of a mobile phosphorous inactivation unit, such appropriation to be funded entirely from the balance on hand in the Community Preservation Fund Open Space Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 6**

To appropriate \$8,000 (Eight Thousand Dollars) to the Wellesley Natural Resources Commission for the restoration of the World War I Memorial Grove located near the Hunnewell Fields, including the addition of educational signage, such appropriation to be funded entirely from the balance on hand in the Community Preservation Open Space Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 7**

To appropriate \$130,000 (One Hundred and Thirty Thousand Dollars) to the Wellesley Natural Resources Commission for the purchase of a small weed harvester, such appropriation to be funded entirely from the balance on hand in the Community Preservation Open Space Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 8**

To appropriate \$20,000 (Twenty Thousand Dollars) to the Wellesley Historical Commission to complete the expansion of the Historic Plaque Program for structures built prior to 1919, such appropriation to be funded entirely from the balance on hand in the Community Preservation Historic Resources Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 9**

To appropriate \$40,000 (Forty Thousand Dollars) to the Wellesley Department of Public Works for restoration work on the Sprague Memorial Clock Tower at Elm Park such appropriation to be funded entirely from the balance on hand in the Community Preservation Historic Resources Reserve as of June 30, 2017.

**ARTICLE: 16**  
**MOTION: 10**

To appropriate \$2,500 (Two Thousand Five Hundred Dollars) to the Wellesley Department of Public Works for the purchase of trail counting equipment to be funded from funds on hand in the Open Space Reserve at the close of this town meeting.

3/31/2017

# Annual Town Meeting

## Board of Selectmen

### Article 19

## FIRE STATION FLOOR



## Fire Station Floor

- Total cost of new Fire Station floor projected at \$65,000
  - \$45,000 appropriated as part of cash capital under Article 8
- This Article transfers \$20,000 received from the project architect, Gale Associates, to FMD to supplement the appropriation under Article 8
- During a project completed in 2011, the apparatus bay floor at Central Fire Station 1 was covered with a coating which began staining, cracking and peeling
- Shortly after FMD was established in 2012, this problem was assessed in co-operation with the PBC and Gale
- Repair attempts were unsuccessful and it was determined that the floor would need to be removed and replaced with a system similar to that successfully installed at Fire Headquarters in 2014



## Fire Station Floor

- Contractor had primary responsibility but warranty had expired
- Town's option would have been long, costly legal action with no guarantee of successful outcome
- In negotiations with Gale, they agreed to prepare a new design, bid the work and oversee construction at no cost to Town
- Additionally, Gale agreed to make a \$20,000 payment toward cost of new floor



3/31/2017

# Annual Town Meeting

## Board of Selectmen

### Article 30

## RECREATIONAL MARIJUANA



## Recreational Marijuana

- Possession, use and sale of recreational (non-medical) marijuana approved by state-wide vote in November 2016
- No change to laws, regulations, and Wellesley bylaws relating to the possession, use and sale of marijuana for medical purposes
- Town bylaws continue to prohibit the consumption of marijuana in public



## Recreational Marijuana

- Many provisions of Question 4 are both complex and confusing, including provisions relating to the Town's ability to regulate the sale of recreational marijuana within the Town and the process for a citizen vote on the question of prohibiting marijuana shops in Town
- State legislature has enacted a law pushing back the earliest date for opening of marijuana shops in Massachusetts to July 1, 2018

3/31/2017



## Moratorium on Recreational Marijuana Shops

- The Attorney General has approved zoning bylaws enacted in other towns which provide for a temporary moratorium on recreational marijuana establishments in the town such that after the provisions of all applicable state laws and regulations are known, the town can consider the adoption of further amendments to govern such things as the location, operation, and effects of such establishments
- This motion will provide such a moratorium in Wellesley through August 31, 2018



## Moratorium on Recreational Marijuana Shops

- Provides time for the Board of Selectmen, Planning Board and other boards to consider appropriate zoning bylaws on marijuana establishments for enactment at the 2018 ATM as well as the advisability of a citizen vote at the March 2018 Town election to prohibit the sale of recreational marijuana within the Town
- The Planning Board voted unanimously to support this motion

**April 3, 2017 STM Motions**  
**March 31, 2017**

**ARTICLE:** 2  
**MOTION:** 1

That the Town vote to authorize the Board of Selectmen to execute a lease for the 900 Worcester Street parcel of land with Wellesley Sports Group, LLC, upon such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town; said parcel being shown as "900 Worcester Street" on a plan entitled "Existing Conditions Plan, 900 Worcester Street, Wellesley, MA", by David J. Hickey, Town Engineer, dated February 1, 2013, said parcel containing 341,802 square feet, according to said plan, a copy of which is on file in the office of the Town Clerk.

**ARTICLE:** 2  
**MOTION:** 2

That the Town vote to authorize the School Department to enter into one or more contracts, leases or licenses with Wellesley Sports Group, LLC, the owner and operator of the athletic facility located at 900 Worcester Street.

**ARTICLE:** 2  
**MOTION:** 3

That the Town vote to amend the Zoning Bylaw by adding a new section, Section XIVI. Commercial Recreation Overlay District, to allow for the grouping of commercial recreational uses into a planned facility on specific project areas to read as follows:

**SECTION XIVI. COMMERCIAL RECREATION OVERLAY DISTRICT.**

**A. Purpose**

The purpose of this bylaw is to establish an overlay zoning district which allows for the grouping of commercial recreational uses into a planned, integrated facility, including related services and commercial uses, by establishing standards for the placement, design, and construction of high quality, planned recreational facilities to enhance the diversity of recreationally based commercial attractions and the overall quality of life within the Town of Wellesley.

**B. Applicability**

The District shall be shown on the Zoning Map of the Town of Wellesley, Massachusetts and shall be considered as overlaying other existing zoning districts. This overlay zoning district shall not prohibit the development of uses or property consistent with the applicable underlying/base zoning district.

**C. Use Regulations**

**April 3, 2017 STM Motions****March 31, 2017**

In the Commercial Recreation Overlay District, the following specified uses shall be allowed, as prescribed; such uses shall be allowed in conjunction with other uses of the property:

**1. Permitted Uses**

a. Commercial Recreation Facility, a use where recreation activities are conducted entirely indoors, in one or more buildings, for commercial purposes, with or without seating for spectators, and providing accommodations for a variety of individual, organized, or franchised activities and/or sports, including, but not limited to, ice skating and hockey, swimming and diving, and field sports. Such facility may also provide other regular organized or franchised events, health and fitness club facilities, snack and concession facilities, retail sales of related sports, health or fitness items, and other support facilities. Ancillary office and conference facilities may be provided, the total floor area of which shall not exceed 10% of the total gross floor area of the building in which such facilities are located. A Commercial Recreation Facility shall be subject to the following requirements, which shall control in the event of conflict between the requirements set forth below and those set forth in the underlying zoning district in which the facility(ies) is located and/or in other applicable sections of the Zoning Bylaw:

**i. Minimum Lot or Development Area:**

No Commercial Recreation Facility shall be developed or conducted on a lot or Development Area, as defined in Section IA, containing less than five (5) acres.

**ii. Setback/Yard Requirements:**

Front Yard: The front yard depth shall be at least 30 feet;

Side Yard: Each side yard shall have a depth of at least 20 feet; provided, however, that where the lot abuts a lot located in the Conservation District or Single Residence District zoning district, the side yard depth shall not be less than 50 feet.

Rear Yard: The rear yard depth shall be at least 40 feet; provided, however, that where the lot abuts a lot located in the Conservation District or Single Residence District zoning district, the rear yard depth shall not be less than 50 feet.

**iii. Building Height:**

Building height, as regulated in Section XX, Heights of Buildings or Structures, shall not exceed a maximum of 50 feet.

**iv. Floor Area Ratio:**

**April 3, 2017 STM Motions****March 31, 2017**

Floor Area Ratio shall not exceed a maximum of 0.39.

v. Open Space/Lot Coverage:

The minimum required Open Space shall be 30%.

vi. Signage:

Signs shall comply with the requirements of Section XXIIA, Signs, and, for the purposes of regulation under such section, this District shall be considered to be a Commercial District Fronting Worcester Street as defined therein.

vii. Off-Street Parking; Required Parking:

Off-street parking shall comply with the requirements of Section XXI, Off-Street Parking, except that within such section there is no required parking established for this District or use, therefore, the required parking for this use shall be one space for every 3 permanent spectator seats, which shall include folding bleachers that are attached to buildings, but not less than one space per 1,000 square feet of floor area of buildings.

b. Any similar indoor recreational use not listed above may be allowed with the issuance of a special permit, as hereinafter provided in Section XXV, Special Permit Granting Authority, after the determination by the Special Permit Granting Authority that the proposed use is similar to one or more of the uses specifically authorized in this Section.

D. Project Approval

The provisions of Section XVIA. Project Approval. shall apply.

**ARTICLE:** 2  
**MOTION:** 4

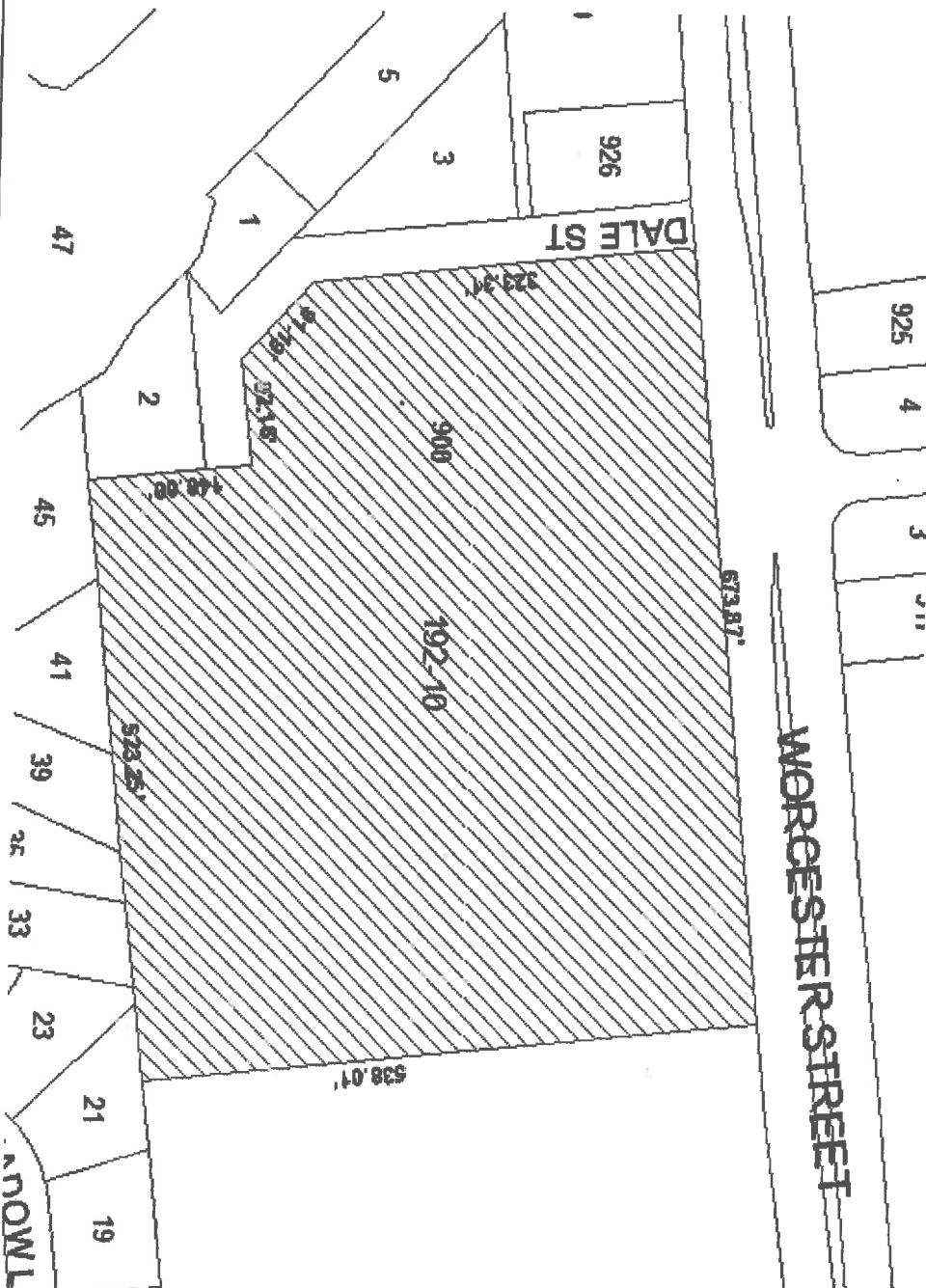
That the Town vote to amend the Zoning Map of the Town of Wellesley, Massachusetts, as follows:

- By adding the Commercial Recreation Overlay District and corresponding identification to the Zoning Map's legend; and
- By overlaying the new Commercial Recreation Overlay District, as shown on the attached Exhibit 1-B, on the parcel located at 900 Worcester Street (Assessor's Parcel ID# 192-10), totaling approximately 341,802 square feet, the boundaries of which are shown on the attached Exhibit 1-A



## Exhibit 1-A

WORCESTER STREET

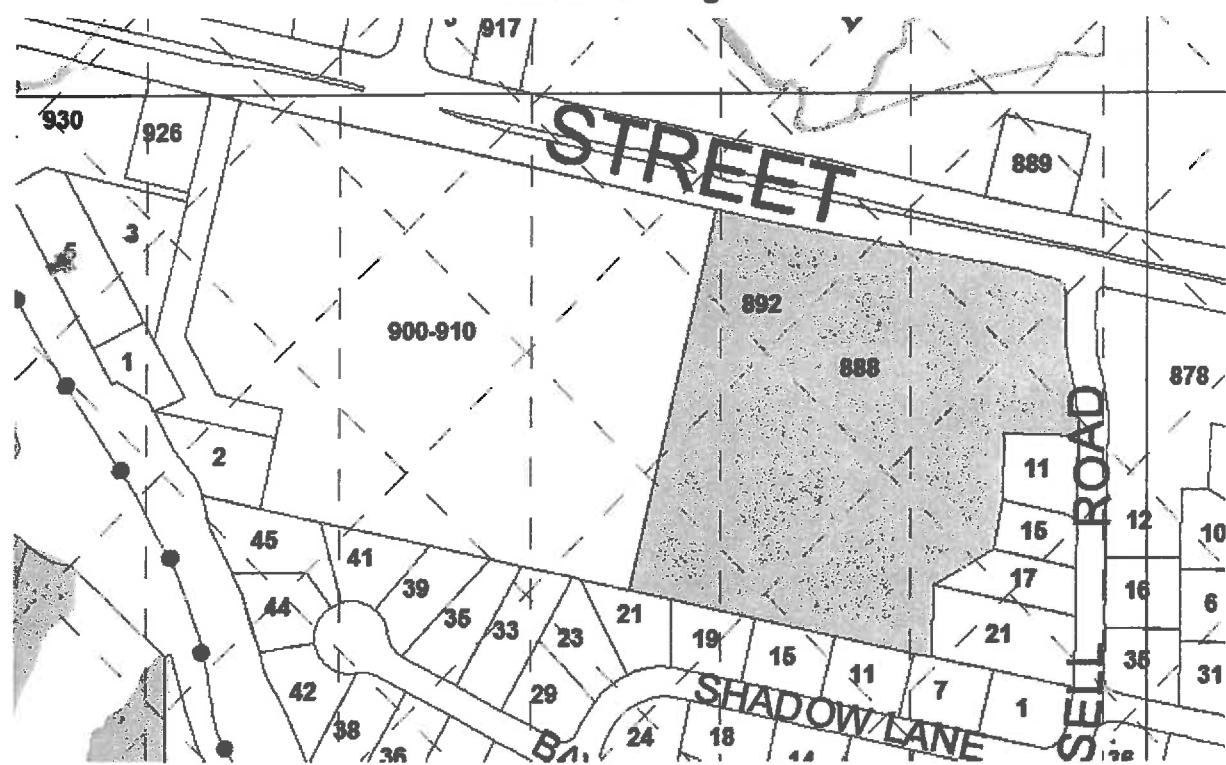


Site Name: 900 Worcester Street

Square Footage: 348,480

## EXHIBIT 1-B

## Current Zoning



## Proposed Zoning





THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF VETERANS' SERVICES

600 WASHINGTON STREET, 7TH FLOOR

BOSTON, MASSACHUSETTS 02111

TEL: (617) 210-5480 FAX: (617) 210-5755 TTY: (617) 210-5883

[WWW.MASS.GOV/VETERANS](http://WWW.MASS.GOV/VETERANS)

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR

MARYLOU SUDDERS  
SECRETARY, EOHHS

FRANCISCO A. UREÑA  
SECRETARY, DVS

March 10, 2017

Department of Veterans' Services  
Attn.: Blythe C. Robinson, Chair  
West Suburban Veterans' Services District Board  
525 Washington Street  
Wellesley, MA 02482

Dear Mrs. Robinson:

On February 9, 2017 DVS received West Suburban Veterans' Services District reapplication for continued operation of a veterans' services district for the Towns of Needham, Wellesley, Weston and Wayland. The Department of Veterans' Services (DVS) has completed its sufficiency review of your reapplication for formation and establishment of a veterans' services district. The application alters the current staffing arrangements from the previous request. The Towns of Needham, Wellesley, and Weston hereby are granted conditional approval for a period of one year commencing on the date hereof to operate the West Suburban Veterans' Services District under the terms presented in your reapplication and in compliance with all applicable laws, regulations, and directives of DVS.

Although conditional approval is granted for the West Suburban Veterans' Services District, the district does not fully comply with the staffing recommendations set forth in DVS's Directive, *A Guide for Establishing Veterans' Services Districts under Chapter 115*. Pursuant to the authority vested in the DVS Secretary under sections 2 and 14 of chapter 115 of the general laws, we recommend that a district with a population of 67,515 should employ a full-time Director, a full-time veterans' agent, and a full-time clerical staff member.

During the conditional approval period, the West Suburban Veterans' Services District must demonstrate to DVS the district's ability to adhere to all legal requirements, meet DVS's uniform standards, and demonstrate that sufficient veterans' benefits and services are being provided adequately to veterans and their eligible dependents residing in the Towns of Needham, Wellesley and Weston. If it is determined by DVS that the West Suburban Veterans' Services District is being operated under terms other than those presented in your application or is being operated not in compliance with any applicable law, regulation, or directive of DVS, the Secretary, at his discretion, revoke this conditional approval and deem the district dissolved.

Mar 31,2017

Department of Veterans' Services  
Attn.: Blythe C. Robinson, Chair  
West Suburban Veterans' Services District Board  
March 10, 2017  
Page Two

This conditional approval is effective for one year from the date hereof, and shall expire on June 30, 2018. If you wish to continue to operate the West Suburban Veterans' Services District after this expiration date, then you must make re-application for continued veterans' services district status not later than 30 days prior to the end of each constituent municipality's fiscal year, and every two years thereafter.

We look forward to serving our veterans and their eligible dependents with you. Please feel free to contact me if you have any additional questions concerning veterans' benefits.

Very truly yours,



Evan Makrinikolas  
Compliance Director  
Department of Veterans' Services

\* TOWN OF NEEDHAM \* TOWN OF WAYLAND \* TOWN OF WELLESLEY \* TOWN OF WESTON \*

## WEST SUBURBAN VETERANS' SERVICES DISTRICT

CENTRAL OFFICE: WELLESLEY TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

SARADA KALPEE  
DIRECTOR OF VETERANS' SERVICES  
SKALPEE@WESTSUBURBANVETERANS.COM

TELEPHONE: (781) 488-7509  
FACSIMILE: (781) 488-7474

STANLEY W. SPEAR, JR.  
DEPUTY DIRECTOR  
SSPEAR@WESTSUBURBANVETERANS.COM

Date: February 9th, 2017

Francisco Urena  
Secretary of Veterans' Services  
600 Washington Street, 7<sup>th</sup> Floor  
Boston, MA 02111

Dear Secretary Urena:

We are hereby requesting that you consider the renewal of the West Suburban Veterans' Services District (WSVD), which has been in existence since March 18, 2010 and includes the towns of Needham, Wellesley, Weston and Wayland.

The population of Veterans in the district as of the 2016 census is as follows: Needham - 1,006, Wellesley - 800, Weston - 399, and Wayland - 461, for a total of 2,666 Veterans.

The Board of Directors of the District consists of:

Needham: Christopher Coleman, Assistant Town Manager  
Wayland: John Senchyshyn, Assistant Town Administrator  
Wellesley: Blythe Robinson, Executive Director/Governmental Services, Chair  
Weston: Donna VanderClock, Town Manager

The current staffing of the District is comprised of three full time positions; Director of Veterans Services, Deputy Director and Administrative Assistant. However, based on the number of Veterans within the four towns, the small number of clients receiving CH 115 benefits, and the needs of the District, we are requesting that the full-time staffing of the District be changed to provide for a Director and Administrative Assistant that would both work to provide the high level of service we expect for our Veterans and their families. We believe that based on the advice and recommendation from our Director, our population of Veterans, and the small number of Chapter 115 claims filed over the years, this staffing plan will continue to allow the District to provide the level of services that the veterans and their families in our District have grown to expect while ensuring that the

Director can continue to have office hours in each of the four communities and the District can be served with administrative support in the District office each day.

The current site office hours of operation for the Director are as follows:

Monday: 10-5 – Needham Town Hall / Wellesley Town Hall

Tuesday: 9-4 -- Wayland Town Hall

Wednesday: 9-4 – Weston Town Hall and Weston Council On Aging

Thursday: 10-6 – Needham Council On Aging and Needham Town Hall

Friday: 9-5 – Wellesley Town Hall.

The full time Administrative Assistant would continue to be based at the Wellesley Town Hall and have knowledge of CH 115 and capable of answering questions from walk-ins. That person would also have the following responsibilities: ensure databases remain up-to-date with changes, perform related clerical and office support duties as required, prepare financial and/or regulatory records and reports; maintain the WSVD website and the WSVD social media sites, and other duties as needed. The Administrative Assistant would serve as the principal source of administrative support for the Veterans Director, including extensive typing, writing minutes of meetings, memoranda, etc., placing phone calls, performing ombudsman tasks and answering inquiries about a variety of activities of the Veterans' Office.

The Director completes home visits and appointments as requested, in addition to staffing office hours in each town. The Director and the Administrative Assistant will be in constant communication via telephone, cell phone, e-mail and face-to-face interactions. Should the Director be in another location conducting a site visit or working directly with veterans, the Administrative Assistant will continue to provide services to the District and contact the Director as needed.

This requested change for the District's staffing will still provide the high level of veterans' services offered through strong Administrative Support and the flexibility for the Director to bring on certified assistance when or if needed.

Thank you for your consideration of this request.

Sincerely,



Blythe C. Robinson, Chair  
West Suburban Veterans District Executive Board

TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

MARJORIE R. FREIMAN, CHAIR  
ELLEN F. GIBBS, VICE CHAIR  
JACK MORGAN  
THOMAS H. ULFELDER  
BETH SULLIVAN WOODS

FACSIMILE: (781) 239-1043  
TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

**SELECTMEN'S MEETING  
*TENTATIVE AGENDA***  
Wellesley Middle School Library  
**6:30 P.M. Tuesday, April 4, 2017**

1. 6:30 Citizen Speak
2. 6:35 Discuss endorsement of ATM Articles
3. 6:45 Discuss Community Compact Application

Next Meeting Dates: Wednesday, April 12, Annual Town Meeting  
Monday, April 4, 2017, Annual Town Meeting



## TUESDAY, APRIL 4TH

1. Citizen Speak
2. Discuss Endorsement of ATM Articles

David Himmelberger has received a 6-7 vote from Advisory on his Trash Article under Article 42. The final version is before you, and he is asking for a few minutes to briefly discuss the changes.

3. Discuss Community Compact Application

At the last meeting the Board debated additional best practice topics to choose for the State program besides development of a communications plan. The other suggestions included:

- Financial policies & procedures
- Digitizing public records
- Citizen engagement transaction plan
- Employee Benefits
- Co-Creation Plan

Of the list proposed, I recommend that we consider a project of digitizing public records. I have spoken to both HR and Finance about policies and procedures, and both have documents in process that are fairly far along and the department heads don't believe they need outside assistance to complete them. I think further citizen/communication ideas are good ones and we should consider at some point, but I think beginning with the project we've already selected will be the most useful to Wellesley.

I also spoke to Kathy Nagle about digitizing records and she was very enthusiastic about this. With the new public records law and the fact that her office has never been charged with maintaining all permanent files on town business (minutes being the most significant), embarking on a system that will help us organize and keep in a format that is easily accessible is a good thing.

### Community Compact

**MOVED** that the Board authorize the Executive Director to add the following best practice areas to the Town's application for the State Community Compact Program: digitizing public records.

### Community Compact

**MOVED** that the Board authorize the Executive Director to add the following best practice areas to the Town's application for the State Community Compact Program:  
and \_\_\_\_\_.

