



Massachusetts School Building Authority

Timothy P. Cahill
Chairman, State Treasurer

Katherine P. Craven
Executive Director

Tuesday, September 11, 200

Superintendent Mark Masterson
Maynard Public Schools
12 Bancroft Street
Maynard, MA 01754

Dear Superintendent Masterson:

As you know, the Massachusetts School Building Authority (MSBA) has received many Statements of Interest (SOI) from many different communities for the new program of school construction grants that will begin after July 1, 2007. The MSBA's priorities in approving grant funds will be based on the need and urgency of your facilities' problems as compared to those of other Massachusetts school districts which will be competing for the MSBA's limited amount of funding.

As part of our new approach to prioritizing the SOIs received, the MSBA will conduct a Facilities and Maintenance Assessment (the "Assessment") of the schools in your district as part of the evaluation process for the Statement of Interest submitted for each of the following school(s):

200801740010 Green Meadow
200801740505 Maynard High

The results of this Assessment will be instrumental in verifying the deficiencies identified in your Statement of Interest and for the MSBA's 7-member Board of Directors to determine which facilities will receive funding in the new program. The Board's ability to compare applications for the new program will depend, in part, on the results of this Assessment.

The goal of the Assessment is to verify and affirm the information and conditions expressed in the Statement of Interest submitted for the above school(s), to confirm and/or update the information previously collected on all schools in your district as part of the Needs Survey conducted by the MSBA in 2006, and to assess the district's maintenance programs.

A critical part of the Assessment will be the analysis of the energy use and cost of your district's facilities. The results of these analyses will be used to evaluate your buildings' performances, compare your buildings to each other within the district and compare them to other Massachusetts K-12 schools.

Prior to scheduling the Assessment teams' visit to your facilities, there is some information and documentation that we request you submit, in an effort to conduct the Assessment as efficiently as possible and to minimize on-site disruption. Additionally, there is other information and documentation we request you gather and make available for review by the Assessment teams during their site visit. Please see the attached documents for more details about submitting this information.

No grants will be made to districts that refuse to comply with the new rules and regulations governing the disbursement of funds by the MSBA, so it is very important for any district interested in receiving funding to respond in a timely way to any information requests made by the MSBA.

Once the required information has been received by the MSBA, your designated contact person will be contacted to arrange the details of the site visits. Please feel free to contact Joseph Buckley, P.E., Chief Engineer at (617) 720-4466 if you have any questions about the Facilities and Maintenance Assessment.

We look forward to working with you in successfully completing the Assessment. Thank you in advance for your participation in this essential effort.

Sincerely,

A handwritten signature in blue ink that reads "Katherine P. Craven". The signature is fluid and cursive.

Katherine P. Craven
Executive Director

CC: Chair, Board of Selectmen Robert Nadeau
Representative Patricia Walrath
Senator Pamela P. Resor
Town Administrator John Curran

Information and documentation required to be sent to the MSBA prior to scheduling the Assessment:

1. Please establish a single point of contact with whom the Assessment team can communicate to schedule and coordinate site visits and information requests.
2. A listing of your district’s facilities collected as part of the Needs Survey is as follows:

<i>School Name</i>	<i>Bldg No.</i>	<i>Building Name</i>	<i>Building Use</i>	<i>Grades</i>
Fowler School	1	Fowler Inter.	Comp. School Building	4,5,6,7,8
Green Meadow	1	Green Meadow	Comp. School Building	PK,K,1,2,3
Maynard High	1	Maynard H.S.	Comp. School Building	9,10,11,12

Please review this information and verify that the information is accurate and identify any buildings that are currently under the district’s control or were under the district’s control within the last 10 years that are not listed above.

3. Scaled drawings of each school building and site.
4. Any and all official citations or other documentation issued by state or local building officials in the last five years in response to their determination of violations of codes, regulations or ordinances. Include specific descriptions of the cited violation, description of any corrective actions required by officials and actions the district undertook in response to the citation(s).
5. Under the federal Americans with Disabilities Act, public building owners were required to evaluate programs offered by the users of public buildings to identify potential architectural barriers and formulate a transition plan by 1995 to implement the removal of architectural barriers to these programs. Please provide documentation relative to the program evaluation conducted by your community and/or school district and transition plan that resulted.
6. The assessed valuation of each building associated with the Statement(s) of Interest listed above (not including the land) as recorded in the assessor’s office of the municipality in which the buildings are located and the date of the assessment.
7. The itemized annual district maintenance spending for the previous three school years in accordance with the attached table.
8. A description of the maintenance management and tracking systems currently in place.
9. A schedule of maintenance requests (work orders) for the most recent twelve months completed as follows:

Work Order Type	No. of Work Orders	Avg. Response Time	Avg. Closeout Time
Emergency			
Scheduled Preventative Maintenance			
General Maintenance			
Total			

10. The number and types of any maintenance contracts currently in effect and the terms of those contracts.
11. A schedule of maintenance staff describing the number of active staff and their respective job classification as well as the number and classification of vacant maintenance positions and the length of their vacancy.
12. Descriptions of maintenance training programs.
13. The most recent 36 consecutive months of utility bills (electric, natural gas, fuel oil, propane) for each building in the district. The information must include the monthly usage (e.g. KWH, KW demand, gallons, CCF, etc.) as well as the delivery and supply costs.

In addition to the above, please have the following available for review at the district by the Assessment team:

1. All maintenance manuals.
2. All applicable equipment warranties.
3. Full-time equivalent staff totals for each school in the district.
4. A count of the number of instructional computers (computers used directly by the students) for each school in the district.
5. Site acreage information for each school in the district.
6. The team will need a securable room available to them in each school, such as a conference room, to use as their base of operations with electric outlets to enable them to recharge their computers and camera equipment.

7. Please have district staff available to provide facility information relative to:
 - a. Base school information such as year built (original building plus any building additions.)
 - b. Information relative to the building program (i.e. what each room is currently used for.)
 - c. Information relative to the building envelope, roof, interior finishes, electrical and mechanical systems.

Maintenance Spending

Please provide the following information as provided to the Massachusetts Department of Education Schedule 1 of your **End of Year Pupil and Financial Report** for the last three school years.

	FY 2004	FY 2005	FY 2006	
Custodial Services (4110)				
Professional Salaries (01)				Includes salaries and expenses for custodians, janitors and truck drivers
Clerical Salaries (02)				
Other Salaries (03)				
Contracted Services (04)				
Supplies and Materials (05)				
Other Expenses (06)				
Subtotal	\$0	\$0	\$0	

Maintenance of Grounds (4210)				
Professional Salaries (01)				Includes salaries and expenses for grounds keepers, equipment operators and aides
Clerical Salaries (02)				
Other Salaries (03)				
Contracted Services (04)				
Supplies and Materials (05)				
Other Expenses (06)				
Subtotal	\$0	\$0	\$0	

Maintenance of Buildings (4220)				
Professional Salaries (01)				Includes salaries and expenses for building maintenance personnel, engineers, licensed tradespeople, painters, etc.
Clerical Salaries (02)				
Other Salaries (03)				
Contracted Services (04)				
Supplies and Materials (05)				
Other Expenses (06)				
Subtotal	\$0	\$0	\$0	

Maintenance of Equipment (4230)				
Professional Salaries (01)				Includes salaries and expenses for repair personnel, supplies, materials and tools, equipment parts, and replacement equipment and furnishings.
Clerical Salaries (02)				
Other Salaries (03)				
Contracted Services (04)				
Supplies and Materials (05)				
Other Expenses (06)				
Subtotal	\$0	\$0	\$0	

Maintenance Spending (continued)

Extraordinary Maintenance (4300)

Contracted Services (04)			
Supplies and Materials (05)			
Other Expenses (06)			
Subtotal	\$0	\$0	\$0

As defined in DOE Regulations s. 10.02. DO NOT report employees salaries in this category.

Employee Benefits & Insurance (5100, 5200)

Employer Retirement Contributions (5100)			
Insurance for Active Employees (5200)			
Insurance for Retired School Employees (5250)			
Other Non Employee Insurance (5260)			
Subtotal	\$0	\$0	\$0

Employee benefit expenses for CUSTODIAL & MAINTENANCE PERSONNEL ONLY

Total Non-Utility Maintenance	\$0	\$0	\$0
--------------------------------------	-----	-----	-----