

The Maynard Public Schools are committed to high academic standards that encourage students, teachers, and community members to achieve their personal best through lifelong learning.



MAYNARD PUBLIC SCHOOLS
12 Bancroft Street
Maynard, Massachusetts 01754
Mark R. Masterson, Ed.D.
Superintendent of Schools
978-897-2222

May 14, 2008

Pamela Gray-Bennett, Executive Director
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730

Dear Pam:

On behalf of the Maynard School Committee, the District Facilities Committee and myself, we all wish to thank you for your obvious care and concern for Maynard students and for your personal efforts to guide us in our struggle with our facilities challenges to meet NEASC standards.

This letter documents our progress to date and planned improvements for next year based on various warrant articles that will be presented to Maynard voters at our May town meeting. The letter also presents the facilities improvements that will be addressed through our work with MSBA.

In brief, we recognize that Maynard High School (MHS) has deficiencies in its facilities. Table 1 lists the various facilities-related deficiencies identified by NEASC throughout the years, which are classified as relating to health safety or infrastructure. A number of the deficiencies have either already been addressed or will be addressed through a warrant articles to be voted on at Town Meeting. The remaining issues will either be monitored in the short-term, and if conditions worsen, will be addressed in the short-term, or will be addressed in the long-term through our work with the MSBA. A summary of the justification for addressing these issues in the long-term rather than short-term are provided in Table 1.

We recognize that there will likely be a generation of students that go through MHS before a long-term plan is implemented, and therefore improvements have been made, and additional improvements are planned. In brief, improvements made last year include a new boiler and upgrades to the Media Center - including expansion of the current space, installation of a wireless network throughout the school, addition of laptops, an increase in the library collection

by 40 percent, and the addition of 8 smart boards (with 4 more to be added this summer) and overhead projectors. Appendix A contains the Warrant articles approved last year for improvements at MHS. A warrant article will be voted on at town meeting in May, 2008 to improve the science labs, including the addition of computers, chemistry lab ventilation, microscopes, probes, sensors, smart boards, software, and training for teachers. The warrant article is included as Appendix B and described in the body of this report.

As can be seen in Table 1, the major health/safety issues and areas with a high and direct impact on learning have been addressed or are being addressed through the warrant article.

There are a number of issues that will be addressed through the MSBA process, all of which have less of a direct impact on learning, but are none the less important to improve the conditions for teaching and learning. Per the April 9 letter, enclosed in Appendix C, MSBA moved Maynard High School to the category of 'feasibility planning'. Maynard is now engaged with MSBA to develop a long-term resolution to the MHS facilities issues. As of this writing it is too early in the process for us to know what or when resolutions to the High School's needs will be addressed; BUT we have begun the only process that can ultimately resolve the substantial facilities problems of the High School.

The remainder of this letter presents an analysis of each of the issues identified by NEASC. These issues were identified following a directed visit. *Each of these issues* is addressed in this report, and viewed through three lenses, Health/Safety, Infrastructure, and Impact on Teaching & Learning. Progress to date and future plans are also identified.

Science Labs

MHS has four classrooms dedicated to science instruction, two for physics & chemistry, and two for life sciences.

Issues Identified by NEASC

Health/Safety Issues

- No gas shut offs

Infrastructure Issues

- Outdated technology
- No dedicated water system
- Outdated design
- Paucity of current or new science equipment
- Half the sinks and gas jets inoperable in Chemistry lab

Progress to Date

- Gas shut-offs identified, tested and demonstrated to teachers.
- Replaced old desks in biology lab (Rooms 201 and 202)
- Repair/replaced all plumbing at students and teacher demonstration stations
- Replaced student lab top desks in Physics classroom/lab (Room 206)
- Updated equipment installed, including electric safety switches throughout the labs, faucets, and handles for the plumbing and gas

- New hardware installed for securing lab tools (Rooms 203 and 206)

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

We recognize the labs are currently inadequate for a number of reasons that affect both teaching and learning. As described below, the proposed equipment investments, accompanied by professional development will radically improve the quality of instruction. With the planned enhancements of the science classrooms, students will have access to the best of contemporary visuals and data online as part of their daily instruction and have access to the day's lesson via the net from their homes. These improvements are included in the warrant article for May town meeting.

Short-Term Plan

Health/Safety

The only known remaining health/safety issue is that many of the chemicals now stored in a *locked* closet appear dated, poorly labeled and of questionable use. The Assistant Superintendent has contacted an outside firm to review, remove and properly dispose of inappropriate and/or dated chemicals, as well as to update the storage facility. This project will be completed before opening of school in August, 2008.

Infrastructure

A warrant article will be presented at town meeting to fund the following improvements in the science labs:

- 20 Computers
- Chemistry lab ventilation
- Interactive White Boards with projectors, speakers, wiring, for each science room
- 10 Digital Microscopes
- 20 Probes and Sensors
- Professional Development
- Software

The remaining science infrastructure issues are building-wide wiring and plumbing issues. No further significant, short-term science equipment or lab renovations are necessary or envisioned.

Media Center

At the time of the site visit the entire library was a classroom size space.

Issues Identified by NEASC

Health/Safety

- None

Infrastructure

- Technology, Hardware, Software
- Inadequate Library Space
- Inadequate Print Collection
- Library media program not fully integrated into the curriculum.
- Library storage space

Progress to Date

- Hired a full-time librarian
- Purchased 4 laptop carts and 15 laptops to facilitate teachers' computer use in classroom.
- Repainted primary space; local artist added a colorful mural to the wall.
- Increased space by using adjacent TV studio for storage; culled old collection; re-opened original storage area as open shelving; created more user friendly space design.
- All new furniture
- Added more than 2000 new volumes (40% increase); several text and multi-media data bases. Now meets Mass. School Library Standards.
- Replaced 9 dated computes; added 14 new computers.
- Installed wireless network to allow internet access to library & external resources for all classrooms.
- Added screen and ceiling mounted projector.

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

The upgrades to the library are a significant step forward for improving teaching and learning. The internet access throughout the schools and the 'smart-board' additions will radically improve the quantity and quality of information resources available in classrooms. The library has become what a school library should be, a core part of the academic program. Such technology, accompanied by professional development, will significantly enhance the quality of teaching and learning.

Short-Term Plan

Infrastructure

The remaining library infrastructure concerns, primarily space, are building-wide issues. No further significant, short-term enhancements are necessary or envisioned.

Technology

Issues Identified by NEASC

Health & Safety

- None

Infrastructure

- Increase technology throughout the building
- Absence of computers in many classrooms, including mathematics rooms.

Progress to Date:

- All teachers received new computers
- Old computers in the two existing computer labs were all replaced
- An additional computer lab was created
- Trained teachers to use Geo Sketchpad program in geometry (for math)
- Created cognitive tutor program in Algebra
- The facility has been 'wired' to allow access to the internet from all classrooms.
- As this is being written smart boards (Science & Media center, above), complete with overhead projectors are being installed in a total of 11 classrooms.

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

- Combined with this April's and this summer's professional development, these technology advances will significantly enhance teaching and learning.

Short-Term Plan

No further short-term improvements are envisioned

Classrooms/Systems

Issues Identified by NEASC

Health & Safety:

- Intercom/bell system in need of repair or replacement – does not work in music room or cafeteria
- Unsecured entrances
- Faulty locks on many classrooms

Infrastructure:

- Classrooms in need of upgrading
- Furniture in need of replacement – use of original desks.
- Lack of storage space throughout school, including AV storage area
- Cluttered classrooms – books and materials stacked on windowsill and unit ventilators
- Rows of desks original to building stacked in hallway and waiting to be refurbished

Progress to Date

- Principal organized a “clean-out” of old materials and equipment.
- Stored desks have been refurbished or removed.
- Some furniture has been replaced.
- Initiated in depth professional development training for ‘smart-boards’ this April continuing through summer, 2008

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

Currently, the biggest area of concern is on the security of the school, which is being addressed through a warrant article this year. The current classrooms are adequate.

Short-Term Plan

A video security system for the front door has been warranted for this spring's Town Meeting and will be installed in the next school year.

Guidance Space

The guidance area consists of a general reception/resource area staffed by a secretary, two counselors' offices, and, across the hall a glassed in conference room, often the locale for college admissions meetings.

Issues Identified by NEASC

Health & Safety

- None

Infrastructure

- Limited guidance space

Progress to Date

- A new adjustment counselor position was created this year; her office is located a few steps down the hall from the guidance space
- While the current guidance area is small, each counselor has a private office for seeing students individually

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

The conference room in the hall does not provide privacy. As described below, a short-term plan to improve the privacy of this space will allow for improved service to students and families.

Short-Term Plan

Infrastructure

Blinds will be added to glass in conference area across the hall to improve privacy so that parents, teachers and students can meet less publicly than is currently possible.

Gym

The gym and surrounding locker and weight rooms are original infrastructure.

Issues Identified by NEASC

Health & Safety

- Inadequate and dirty locker rooms, filled with old sneakers, trash and unused clothing
- Bleachers in need of repair/replacement
- Inadequate locker rooms, not ADA compliant

Infrastructure

- Gym ceiling needing repair/replacement
- Concerns with gym floor

Progress to Date

- During the spring and summer of '06 cleaning, organizing and general cosmetic improvements along with plumbing updates, specifically, new sinks and a new water cooler.
- Upgraded the ventilation system.

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

The historical cleaning standard for the locker rooms has been substandard. Inadequate infrastructure, damaged lockers and inadequate cleaning have promoted a climate where students leave trash & clothing on the floors.

Short-Term Plan

Health and Safety

- As part of this report, the Superintendent of Schools toured the gym and locker areas with the custodians, then later with the Athletic Director and the Head women's coach/PE teacher. This summer will see a bleach/spray-wash of the locker rooms, the removal of some

accumulated and unused equipment, and a charge to the new Principal to improve the general upkeep of the athletic areas.

- The bleachers will this summer, as is the standard practice, be inspected by an outside firm to establish that they are safe.

Infrastructure

- No further significant, short-term enhancements are necessary or envisioned, pending renovation or reconstruction of the entire facility.

Music Room

MHS has one room dedicated to music, and the teacher makes use of the adjacent auditorium stage for practices and for all performances.

Issues Identified by NEASC

Health/Safety

- Lack of handicapped access to music room/not ADA accessible

Infrastructure

- Music Storage

Progress to Date

- None

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

Currently no disabled HS student is prevented from participation in the music program as a result of the four steps down into the music classroom. Clearly that may not always be the case. Should a disabled student desire to participate in the music program, some alternative music space will have to be considered.

Short-Term Plan

Health/Safety

This ADA issue must be resolved as part of the MSBA build/renovate process. We will continue to monitor the situation and consider alternatives if a student with disabilities is unable to participate in the music program due to ADA compliance issues.

Infrastructure

Monies for repair/replacement of musical instruments have been warranted for the 2008-09 school year. The District Facilities Committee will consider some short-term methods of addressing the storage problem in next year's budget planning cycle. No further significant, short-term enhancements are necessary or envisioned.

Cafeteria/Kitchen

Issues Identified by NEASC

Health & Safety

- None

Infrastructure

- Cafeteria in need of upgrading
- Kitchen equipment a concern, inadequate kitchen space

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

The current cafeteria and kitchen are adequate, but in need of updating. No further significant, short-term enhancements are necessary nor envisioned.

Theater

The auditorium/theatre is original infrastructure with a new ceiling/roof replaced after a fire in the early 90's.

Issues Identified by NEASC

Health & Safety

- None

Infrastructure

- Inadequate stage lighting

Progress to Date

- Lighting repaired in 2007

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

This spring the music department staged an excellent production of Beauty & the Beast, and the theater has served our students.

Short-Term Plan

No further significant, short-term enhancements are necessary nor envisioned.

Special Education

Issues Identified by NEASC

Infrastructure

- Special education in need of bathrooms

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

While it would be ideal to have a dedicated bathroom for special education, this is not possible given the current configuration of the school.

Short-Term Plan

No further significant, short-term enhancements are necessary nor envisioned.

Heating, Ventilation and Plumbing

MHS has a central water heating plant serving unit ventilators which provide heating and ventilation. Exhaust fans supplement the unit ventilators in providing ventilation to the classrooms and support spaces.

Issues Identified by NEASC

Health/Safety

- Inadequate ventilation
- Lavatory plumbing outdated, “tired”

Infrastructure

- Original boilers nearing/past end of expected service life
- Apparent heating distribution problems
- Apparent inadequate service hot water (showers and taps) capacity
- Chimney in need of repair

Progress to Date

- Repaired/replaced classroom thermostats
- Many controls and equipment upgraded through a utility-sponsored energy efficiency program
- Repair work to several exhaust fans and univents throughout the building restored proper functioning
- Removed oil tank
- Replaced one of original boilers with gas fired sectional boiler. Work included boiler piping and associated primary loop piping
- Converted to gas
- Installation of blinds to assist in the control of overheating in WAVM studio space which supports activities that form an important and unique offering to the students and community.

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

Repair and maintenance to ventilation equipment has restored functional ventilation performance.

Removal of the old oil tank eliminated a significant potential hazard and costly liability for the school system as well as for the town (the school campus is within a Zone 2 well head protection district).

Replacement of one of the original boilers with a modern gas-fired sectional boiler represents an important safeguard to learning conditions in the school and addressed the very real risk that the facility completely lose heating capacity. The new heating equipment will protect against the school having to close for no-heat. It also protects against the potential disastrous effects of a freeze-up in the building. The new equipment is likely to yield operational energy savings coupled with improved performance.

Short-Term Plan

- Repair and tune up of malfunctioning unit ventilators.
- Perform an evaluation of the heating distribution system including the existing original heating loop circulating pump.

Exterior Enclosure and Windows

Issues Identified by NEASC

Health/Safety

- Roof Leaks

Infrastructure

- Faded exterior paint
- Cracks in door frames and window frames
- Missing hardware on windows
- Windows in apparent need of replacement

Progress to Date

- \$50,000 invested in roof repairs in 2007

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

With the exception of roof leaks, which have been addressed, the building enclosure issues noted are not expected to directly impact teaching and learning. These issues do impact students, staff and visitors overall impressions and feelings about the school. The windows, because of the type (single pane, aluminum frame) and configuration (largely replacing solid wall construction for much of the building) employed in the construction of the building, represent a huge burden in terms of heating and cooling. Windows will also impact thermal comfort within classroom and support spaces.

Short-Term Plan

Monitor. If significant deficiencies are identified, they will be addressed.

Interior

Issues Identified by NEASC

Health/Safety

- Worn stair treads

Infrastructure

- Outdated electrical wiring
- Clocks missing in some rooms
- Open holes in some walls
- Window shades that are frayed
- Presence of some worn floor tiles

Progress to Date

- None

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

The issues outlined have limited direct impact on teaching and learning. The current electrical service is adequate for handling the additional equipment that a modern classroom requires to provide an appropriate learning environment.

Short-Term Plan

Health/Safety

Repair of the stair treads will be addressed through the District Facilities Committee prioritization of near-term capital improvements. While there is current wearing, it does not pose a health risk. We will continue to monitor and, if warranted, repair.

Infrastructure

Remaining issues will also be addressed through the District Facilities Committee prioritization of near-term capital improvements. We will continue to monitor and, if warranted, repair.

Parking Areas

The current parking area is generally sufficient for staff and students. When parking near the high school is full, there is additional parking at the Crowe Park parking lot, which is on the school complex and is reasonably close to the high school.

Issues Identified by NEASC

Health/Safety

- None

Infrastructure

- Concrete pavement in the main parking area is in poor condition
- Parking concerns

Progress to date

- None

Current Impact NEASC Identified Deficiency on Services, Teaching, and Learning

- None

Short-Term Plan

Infrastructure

No significant short-term improvements are necessary nor envisioned.

Building Management

The high school facilities are currently managed by the business manager, superintendent and principal.

Issues Identified by NEASC

Infrastructure

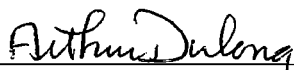
- Inadequate funding for large-range plans for building and site management
- Inadequate budgetary support for building and site management

Progress to date


- The town funded a study by Tappe to investigate current infrastructure.
- Last year, the town passed an override to address the library and technology issues and heating issues, as described in this report
- The District Facilities Committee has been formed to assist in managing the facilities. Each meeting begins with a discussion of safety issues at the school. Each year, the building inspector and Fire Chief inspect the school for safety issues.
- Each year the gym is inspected for safety by an outside consultant.

Short-Term Plan

The School Committee and Town are currently investigating the potential hire an employee that would be responsible for building maintenance, but no resolution has been reached.




Arthur DuLong, Interim Principal
Maynard High School



Dr. Mark R. Masterson, Superintendent of Schools
Maynard Public Schools



Jerry Culbert
District Facilities Committee, Chairman



Michael Wadron, Maynard Education Association
Maynard Public Schools

TABLE 1

Facilities Issues Identified by NEASC								
Item	Source of Issue	Health and Safety Issue	Infrastructure Issue	Addressed	Addressed through FY 09 Warrant Article	Continue to Monitor, May Address in ST	Addressed in LT Plan	Justification for Not Dealing with in Short-Term
Science Classrooms								
No Gas Shutoff	1/31/06	X		X				
No Dedicated Water System	1/31/06	X	X				X	Major safety issues have been addressed, further improvements would have limited direct impact on learning
Inadequate and Outdated Technology	1/31/06		X		X			
Outdated Design of Science Rooms	1/31/06		X				X	Issues with highest impact on learning to be addressed in FY 09 Warrant, future improvements limited by current building configuration
Paucity of Current or New Science Equipment	1/31/06		X		X			
Half the sinks and gas jets operable in Chemistry Lab	1/31/06		X	Partial				Major safety issues have been addressed, there are building wide plumbing issues that are limited by current building configuration
Inadequate computers in science classrooms	Conversation		X		X			
<i>Additional Improvements Not Identified by NEASC</i> : Replaced desks, new hardware for securing lab equipment, updated equipment installed, including electric safety switches, faucets and handles								
Media Center								
Technology, Hardware, Software	1/31/06		X	Partial	X			
Inadequate Library Space	1/31/06, 3/29/07		X	Partial			X	Improvements have been made in the existing building
Inadequate Print Collection	1/31/06		X	X				
Fully integrate library media program into the curriculum	1/31/06		X	Partial	X			
Library storage space	Conversation		X	Partial			X	Improvements have been made in the existing building
<i>Additional Improvements Not Identified by NEASC</i> : Repainted, new furniture								
Technology								
Increase Technology throughout the building	1/31/06		X	Partial	X			
Absence of Computers in Many Classrooms, including mathematics rooms	1/31/06		X	Partial	X			

Maynard School System
Facility Advisory Committee

Item	Source of Issue	Health and Safety Issue	Infrastructure Issue	Addressed	Addressed through FY 09 Warrant Article	Continue to Monitor, May Address in ST	Addressed in LT Plan	Justification for Not Dealing with in Short-Term
Classrooms/Systems								
Classrooms in need of upgrading	Conversation						X	Class rooms currently operable
Intercom/bell system in need of repair or replacement - Does not work in music room or cafeteria	1/31/06		X					Currently operable in the majority of school/Limited direct impact on safety and education
Furniture in need of replacement - use of original desks	Conversation		X	Partial				
Unsecured entrances	Conversation	X			X			
Lack of storage space throughout school, including AV storage area	1/31/06		X			X		Limited impact on learning
Cluttered Classrooms - books and materials stacked on windowsills and unit ventilators	1/31/06		X	Partial		X		
Rows of desks original to building stacked in hallway and waiting to be refurbished	1/31/06		X	X				
Faulty Locks on Many Classrooms	1/31/06		X	Partial		X		
Guidance Space								
Limited Guidance Space	1/31/06		X		Partial			
Gym								
Inadequate and dirty locker rooms, filled with old sneakers, trash, and unused clothing	1/31/06		X	Partial				
Gym ceiling needing repair/replacement	Conversation		X				X	Ceiling currently operable - no leaks
Inadequate Locker Rooms, Not ADA compliant	Conversation		X	Partial			X	Limited direct impact on learning
Bleachers in need of repair/replacement	Conversation		X					Inspected each year - no current safety issues
Concerns with gym floor	Conversation		X					Gym floor in decent shape
<i>Additional Planned Improvements Not Identified by NEASC</i> : Upgrades to ventilation system								
Music Room								
Music Space	1/31/06		X				X	Limited direct impact on learning
Music Storage Issue	Conversation		X			X		Limited direct impact on learning
Lack of handicapped access to music room/not ADA accessible	Conversation	X	X			X		Limited direct impact on learning
<i>Additional Planned Improvements Not Identified by NEASC</i> : Warrant article includes monies for repair/replacement of musical instruments								

Maynard School System
Facility Advisory Committee

Item	Source of Issue	Health and Safety Issue	Infrastructure Issue	Addressed	Addressed through FY 09 Warrant Article	Continue to Monitor, May Address in ST	Addressed in LT Plan	Justification for Not Dealing with in Short-Term
Cafeteria/Kitchen								
Cafeteria in need of upgrading	Conversation		X				X	Cafeteria currently operable/Limited direct impact on learning
Kitchen equipment a concern, inadequate kitchen space	Conversation		X				X	Kitchen currently operable/Limited direct impact on learning
Theater								
Inadequate stage lighting	Conversation		X	Partial			X	Theater currently operable/Limited direct impact on learning
Special Education								
Special education in need of bathrooms	Conversation						X	Current system operable; limits due to space constraints
Heating/Ventilation/Plumbing								
Original Boiler	1/31/06	X	X	X				
Ventilation	3/29/07		X	Partial			X	Immediate concerns addressed
Plumbing and heating concerns	Conversation		X	Partial			X	Limited direct impact on learning
Chimney	Conversation	X					X	Limited direct impact on learning
Concerns with bathroom plumbing	Conversation		X					Limited direct impact on learning
Exterior/Windows								
Faded exterior paint	1/31/06		X				X	Limited direct impact on learning
Cracks in door frames and window frames	1/31/06		X				X	Limited direct impact on learning
Roof leaks	Conversation		X	X		X		
Missing Hardware on Windows	1/31/06		X			X		Limited direct impact on learning
Windows in need of repair/replacement/cracks around window frames	Conversation		X				X	Limited direct impact on learning

Maynard School System
Facility Advisory Committee

Item	Source of Issue	Health and Safety Issue	Infrastructure Issue	Addressed	Addressed through FY 09 Warrant Article	Continue to Monitor, May Address in ST	Addressed in LT Plan	Justification for Not Dealing with in Short-Term
Interior								
Electrical concerns - outdated wiring, clocks missing in some rooms, open hole exposed	Conversation		X				X	Current system provides sufficient electricity; limited impact on learning
Worn stair treads	Conversation	X	X			X		Limited direct impact on learning and health safety issue
Window shades frayed	Conversation		X			X		Limited direct impact on learning
Presence of some worn floor tiles	Conversation		X			X		Limited direct impact on learning and health safety issue
Parking Areas								
Paving concerns	Conversation		X				X	Limited direct impact on learning
Parking Areas	1/31/06		X				X	Limited direct impact on learning
Building Management								
Inadequate Finding for Large-Range Plans	1/31/06						X	Town has supported a number of improvements; Addressing through MSBA process
Inadequate budgetary support for building and site management	Conversation		X		X		X	Future maintenance will be addresses in MSBA planning process

Council on Aging: For the purpose of operating the Council on Aging's van service, receipts totaling no more than \$7,000 in Fiscal Year 2008 from van rider user fees, said funds to be expended by the Council on Aging;

To do or act thereon.

SPONSORED BY: Board of Selectmen
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

FinCom Comments: Authorization of the revolving funds allows the department heads to spend departmental receipts, up to the amounts authorized, to support the programs that generate the revenue. Receipts collected in excess of the amount authorized revert to the General Fund.

ARTICLE 13: CAPITAL OUTLAY

To see if the Town will vote to raise and appropriate from free cash the sum of \$55,700.00 to fund the following capital items for Town departments:

Department	Project Title	Estimated Cost
Town Hall	Cover of asbestos VAC on first floor of Town Hall	14,200.00
Fire	Cargo Trailer	6,500.00
Public Works	Forestry Badger Chipper	30,000.00
Public Works	Highway Division Replace remaining garage doors	5,000.00
Totals		\$ 55,700.00

To do or act thereon.

SPONSORED BY: Capital Planning Committee
 APPROPRIATION: \$55,700.00
 FINCOM RECOMMENDATION: At Town Meeting

Fincom Comments: The Capital Planning Committee has reviewed the list of capital items, using standard criteria to prioritize items for funding. This warrant funds four top priority items in Fiscal Year 2008.

✓ **ARTICLE 14: NEW POLICE STATION, FIRE AND SCHOOL FACILITIES REPAIR BOND AUTHORIZATION**

To see if the Town will vote to appropriate \$4.1 million to fund designing, constructing, equipping and furnishing a new police station at the Old Maynard Public Library Building, 197 Main Street, and conducting necessary repairs to the Public Safety Building at 1 Summer Street and to include all necessary equipment and personal property related thereto and to pay any and all costs, expenses, fees and charges relating thereto, including but not limited to engineers, architects, design consultants, and legal fees and that the Town Administrator is authorized to take any other action necessary to carry out this project, including but not limited to, executing and implementing any and all contracts, agreements or other documents reasonably related to carrying out this project and applying for and accepting any governmental or private monies; and to appropriate \$720,000.00 to

fund the replacement of three boilers and associated components at the Maynard High School and the Green Meadow Elementary School and to fund repairs and upgrades to the Green Meadow Elementary School; and that the School Building Committee and or the Superintendent of Schools is authorized to take any other action necessary to carry out this project, including but not limited to, executing and implementing any and all contracts, agreements or other documents reasonably related to carrying out this project and applying for and accepting any governmental or private monies; and

further that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$4.82 million under Chapter 44 of the General Laws or any other enabling authority;

provided however this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2 1/2) amounts required to pay the principal of and interest on the borrowing authorized under this article, or to do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: \$4,820,000.00
FINCOM RECOMMENDATION: At Town Meeting

ARTICLE 15: SOLID WASTE CONTRACT

To see if the Town will vote to authorize the Town Administrator, with the approval of the Board of Health and the Board of Selectmen, to contract on behalf of the Town on solid waste issues; and

further to see if the Town will vote to authorize the Town Administrator, with the approval of the Board of Health and the Board of Selectmen, to enter into a 3 year contract with Northside Carting of North Andover, MA, for the collection of solid waste and recycling in the Town of Maynard. Said contract includes the possibility of (2) two one year extension years, extendable on terms agreeable to both parties;

To do or act thereon.

SPONSORED BY: Board of Health
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments: For the past 25 years the Board of Health has entered into contract with waste haulers on behalf of the Town of Maynard. This article is to formalize this arrangement for the present and all subsequent contracts. Additionally, Chapter 30B of the procurement clause allows for a negotiated 3 year contract for the collection of solid waste and/or recyclables. However, Town meeting approval is required of contracts that potentially exceed this 3 year time period.

FinCom Comments: The purpose of this article is to grant the Board of Health authority to extend the waste pick up contract past three years if it is in the best interest of Maynard. The Finance Committee recommends that this authority be granted.

ARTICLE 16: COMMUNITY PRESERVATION FUNDS

To see if the town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative and operating expenses, community preservation projects and other expenses in fiscal year 2008, with each item to be considered a separate appropriation, in accordance with the requirements of Massachusetts General Laws Chapter 44B as follows:

<u>Appropriations:</u>	
From FY2008 estimated revenues for Committee Administrative and Operating Expenses	14,000
<u>Reserves:</u>	
From FY2008 estimated revenues for Historic Preservation	32,000
From FY2008 estimated revenues for Open Space	32,000
From FY2008 estimated revenues for Community Housing	32,000
From FY2008 estimated revenues for Budgeted Reserve	32,000

To do or act thereon.

SPONSORED BY: Community Preservation Committee
APPROPRIATION: \$142,000.00
FINCOM RECOMMENDATION: At Town Meeting

Comments: This article appears on the town warrant as an annual requirement of the Community Preservation Act (CPA), M.G.L. 44B, Section 6. CPA funds must either be reserved or appropriated at each annual Town Meeting.

The Community Preservation Act requires that communities spend, or set aside for future spending, a minimum of 10% of annual CPA receipts on open space (excluding recreational purposes), historic preservation, and community housing. The remaining 70% of funds may be allocated to any one or a combination of the three main uses, including public recreational purposes, at the discretion of the Community Preservation Committee and subject to the approval of Town Meeting. Funds not allocated to one of the reserved funds remain in the general CPA fund. Up to 5% of annual CPA funds may be spent on the operating and administrative expenses of the Community Preservation Committee, including but not limited to clerical assistance, property surveys, appraisals, attorneys' fees, and other professional services, recording fees, printing and all other necessary and proper expenses incurred in Fiscal Year 2008. Funds that are set aside in designated accounts by vote of Town Meeting shall remain in those designated accounts within the Community Preservation Fund and be spent in that year or later years.

ARTICLE 17: MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) MATCH STUDY AND ENGINEERING SURVEY

To see if the Town will vote to raise and appropriate from free cash the sum of \$20,000.00 to partially fund a feasibility study of the Maynard High School facilities to be conducted, and partially funded by the Massachusetts School Building Authority (MSBA), contingent upon receiving approval from the MSBA to proceed with the project; and to raise and appropriate \$12,000.00 from free cash to conduct a geotechnical land survey of the Maynard High School properties for future capital planning purposes;

To do or act thereon.

SPONSORED BY: School Committee
APPROPRIATION: \$32,000.00
FINCOM RECOMMENDATION: At Town Meeting

Fincom Comments: The New England Association of School and Colleges (NEASC), an accreditation agency, has placed the Maynard High School on probation. NEASC has identified significant deficiencies within and relative to the building that must be addressed if the school is to retain accreditation. Several articles in this warrant appropriate funds to address the most immediate and pressing issues. At the same time, the School Committee is reviewing longer term plans to solutions. The Town has submitted a letter of intent to the Massachusetts School Building Authority (MSBA), a state agency that provides grant funding for potential local school projects. MSBA has indicated that it will begin reviewing project proposals and making grant awards in the summer of 2007. Additional studies including an assessment of Maynard's long-term facilities needs and a land survey could be required as part of the MSBA review process. This appropriation provides funding for those studies, should it be necessary. This project is contingent on MSBA requesting a study or studies, and will not be expended if such a request is not made. The proposed funding source is free cash.

✓ **ARTICLE 18: SCHOOL REPAIRS, UPGRADES AND REMEDIATION**

To see if the town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$244,000.00, or any other sum, to fund the removal and backfilling of the underground oil storage tanks at Maynard High School and Green Meadow Elementary School, repair of the Maynard High School roof and the upgrading of the Maynard High School Library including but not limited to furnishings and equipment;

To do or act thereon.

SPONSORED BY: School Committee
APPROPRIATION: \$244,000.00
FINCOM RECOMMENDATION: At Town Meeting

Fincom Comments: The funds appropriated by this article will fund expansion of the Maynard High School library, repairs to the High School Roof and the removal of two underground oil storage tanks from school property. The New England Association of School and Colleges (NEASC) has identified the library at Maynard High School as deficient due to the size of the facility, the age and size of the library collection, and available technology within the library facility. The budget for the library expansion is \$150,000. Proposed funding is a combination of overlay surplus and unspent funds from the Fowler School borrowing. The budget for repair of the High School roof is \$50,000; proposed funding is free cash. The two oil tanks are at least 40 years old and have reached the end of their useful lives. The Town runs the risk of a costly remediation should one of the tanks develop a leak and release oil to the soil or groundwater. The budget for the tank removals is \$44,000, 50% from free cash and 50% from overlay surplus.

ARTICLE 19: GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) ACTUARY STUDY

To see if the Town will vote to raise and appropriate from free cash the sum of \$12,000.00 to fund an actuary study to meet state GASB requirements;

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: \$12,000.00
FINCOM RECOMMENDATION: Recommends



Maynard Town Meeting



Annual Town Meeting -- May 21, 2007

Annual Town Meeting Information Clearinghouse

- [Town Meeting Warrant](#) (23 pages, PDF, 1.2MB)
- [Public Safety Building Committee Web Site](#)
- [Budget Subcommittee Letter #1 - April 24th](#)
- [Public Safety Building Committee Letter #1 - April 24th](#)

Please note that we anticipate receiving reports and other background materials from various town groups and committees.

Special Town Meeting - May 22nd

Special Town Meeting is scheduled for Tuesday, May 22 at 7pm.

[Click here to view the Special Town Meeting Warrant.](#)

[Go to the Town Hall Index](#)

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the voters of said Maynard, to assemble in Fowler School Auditorium, 3 Tiger Drive in said Town, on Monday, May 21, 2007 at 7:00 p.m. then and there to act upon the following articles:

Article	Title	Vote (yea/no)
1	Town Report Acceptance	Approved
2	FY '08 Salary Administration Plan	Approved
3	Authorize Treasurer to Borrow in Anticipation of Taxes	294 / 9
4	MAGIC	Approved
5	FY '08 Operating Budget	Approved
6	Fund Water Quality Testing O.A.R.	Approved
7	Water and Sewer Enterprise Budgets	Approved
8	Sewer Enterprise Stabilization Fund	Approved *
9	Water Enterprise Stabilization Fund	Approved *
10	Perpetual Care Fund	Approved
11	Finance Committee Reserve Fund	Approved
12	Reauthorize Revolving Funds	Approved
13	Capital Outlay	Approved
14	New Police Station, Fire and School Facilities Repair Bond Authorization	332 / 16 *
15	Solid Waste Contract	Approved
16	Community Preservation Funds	Approved
17	Massachusetts School Building Authority Match Study and Engineering Survey	Approved
18	School Repairs, Upgrades and Remediation	Approved



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

SPECIAL TOWN MEETING

To the Constable of the Town of Maynard, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the voters of said Maynard, to assemble **IN FOWLER MIDDLE SCHOOL AUDITORIUM, THREE TIGER DRIVE IN SAID town**, on Tuesday, May 20, 2008 at 7:00 P.M. then and there to act on the following articles:

SPECIAL NOTICE TO VOTERS

On Monday May 12, 2008 at 7:00 p.m., a meeting will be held at the Maynard Town Hall in the Michael J. Gianotis Room to discuss with any citizen who desires further information, as to the Articles in the Warrant to which the Finance Committee has made a recommendation. Explanation and discussion concerning these matters may be helpful in the interest of saving time at the Special Town Meeting. Your participation is welcomed.

ARTICLE 13: SEWER SYSTEM IMPROVEMENTS APPROPRIATION

To see if the Town will vote to appropriate from Sewer Enterprise certified free cash for FY2007 the sum of \$90,000 to fund improvements to sewer lift stations;

To do or act thereon.

SPONSORED BY: Board of Selectmen
 APPROPRIATION: \$90,000
 FINCOM RECOMMENDATION: At Town Meeting

Sponsor Comments: These improvements include new pumps and upgrades to the following lift stations: Mockingbird Lane, Wood Lane, Old Marlborough Road, Assabet Street and Tobin Drive.

ARTICLE 14: CAPITAL OUTLAY

To see if the Town will vote to and appropriate from available funds the sum of \$339,107.00 to fund the following capital items for Town Departments.

Department	Project Title	Estimated Cost
School Department	MHS Science Labs	\$75,000.00
Department of Public Works	Sidewalk Plow	\$90,000.00
Town Building	New Phone System	\$25,000.00
Fire Department	Turn out Gear	\$12,600.00
School Department	Security Cameras	\$30,300.00
Town Buildings	Replacement Windows	\$55,307.00
School Department	Sundry Projects	\$50,900.00
Totals:		\$339,107.00

To do or act thereon.

SPONSORED BY: Board of Selectmen
 APPROPRIATION: \$339,107
 FINCOM RECOMMENDATION: At Town Meeting

Sponsor Comments: The capital items listed above were prioritized through a capital planning process conducted by the Capital Planning Committee.

Massachusetts School Building Authority

Timothy P. Cahill
Chairman, State Treasurer

Katherine P. Craven
Executive Director

April 9, 2008

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

More discussions to follow!

Re: Maynard High School Project

Dear Superintendent Masterson:

I am pleased to report that the Board of the Massachusetts School Building Authority ("MSBA") voted to invite your school district to collaborate with the MSBA in conducting a Feasibility Study on the above referenced school. Conducting a Feasibility Study is the next phase in the MSBA's process. During this phase, the school district and the MSBA will collaborate to find the right-sized, most fiscally responsible and educationally appropriate solution to the facility's problems. I do want to emphasize that this invitation to collaborate on a Feasibility Study is not approval of a project, but is strictly an invitation to your school district to work with MSBA to explore potential solutions to the problems that have been identified.

The Board's decision to move the above referenced school to the Feasibility Study phase is the culmination of months of due diligence and analysis by the MSBA to determine which school facilities across the Commonwealth are in most need of capital investment. The MSBA received 423 Statements of Interest (SOIs) from 162 different school districts. Based on lessons learned from the Waiting List, the MSBA then asked each district that submitted multiple SOIs to prioritize one SOI.

The MSBA has been focusing on the 162 district priorities, analyzing the SOI, visiting schools to assess overcrowding, conducting facility assessments and senior studies with teams of architects and engineers, reviewing enrollment trends and forecasts, reviewing educational programs, and meeting with local officials, to help determine which school facilities are in most need of attention.

Through the MSBA's due diligence process, it was determined that the above referenced school met some or all of the criteria of having the neediest facility conditions and/or overcrowding contributing to poor educational environments. Accordingly, the Board voted to invite your district to collaborate with the MSBA on a Feasibility Study.

The Feasibility Study, which will be conducted pursuant to the MSBA's regulations, will involve the MSBA collaborating with the district to begin to explore potential solutions to the problems identified in the SOI. Solutions to be explored may include non-construction options such as re-districting, regionalization, or re-programming of existing spaces. Regionalization will be one of the options studied during the analysis of alternatives for the Maynard High School. Again, this authorization for a Feasibility Study is *not* approval of a project, and moving forward in the process requires collaboration with the MSBA. Communities that "get ahead" of the MSBA, without MSBA approval, will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute and regulations, which require MSBA collaboration and approval at each step of the process.

Please contact the MSBA soon to discuss the next steps of the process in more detail. I look forward to continuing to work with you as the MSBA's new grant program progresses. As always, feel free to contact me or Ralph Wallace of my staff at (617) 720-4466 should you have any questions.

Sincerely,



Katherine Craven
Executive Director

Cc: Representative Patricia Walrath
Senator Pamela Resor