

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
April 8, 2020
Go to Meeting
2:00 p.m.**

Members Present

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Pellegrino, Superintendent of Schools; Acting Mayor Elizabeth Kazinskas, City of Gardner; Wayne Anderson, Director of Facilities; Steve Hemman, Special Projects Assistant to the Superintendent; April Yu, Business Administrator; Dr. Catherine Goguen, Chief Academic Officer; David Fredette, Principal (Elm Street School); Christina Thomas, Teacher (Waterford Street School); Ronald Cormier, City Council; Joyce West, Director of Pupil Personnel Service; Earl Martin, Principal (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Robert Hankinson Gardner Citizen & Former Engineer; Alan Minkus, OPM; Tim Alix, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Kristian Whitsett, Architect, Jones-Whitsett Architects.

Also Present

Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Regrets

Chief Richard Ares, Gardner Fire Department; Chief Richard Braks, Gardner Police Department; Joshua Cormier, Purchasing Director, City of Gardner.

Call to order

Superintendent Pellegrino called the meeting to order at 2:10 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on March 25, 2020 at 2:11 P.M.

Seconded by Ms. Jennifer Pelavin.

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #2020014, dated March 20, 2020; in the amount of \$395,252.00

Ms. April Yu moved to approve Invoice #2020014 from Colliers International.

Seconded by Mr. David Fredette

Vote - so voted.

Motion to **change** Colliers bill to Jones –Whitsett Architects, Invoice # 2020014, in the amount of \$395,252.00

- Jones-Whitsett Architects, Invoice #2020014, dated March 20, 2020; in the amount of \$395,252.00

Dr. Catherine Goguen moved to approve Invoice #2020014 from Jones-Whitsett Architects.

Seconded by Ms. Joyce West

Vote - so voted.

Report from OPM

Updates:

Mr. Minkus, informed committee we are still tracking on time, 60% construction cost estimate reconciliation is scheduled. School Building vote for the 60% package will be on April 8, 2020.

Then we will submit the 60% package to MSBA on April 9, 2020.

Dr. Catherine Goguen moved to approve 60% Construction Document Package to MSBA \$70,834,600

Seconded by Ms. Jennifer Pelavin

Vote - so voted.

Mr. Alex informed the committee we needed to start the process of a Pre-Qualification Committee, made up of representative from Chair of Building Committee., School Committee and City Council. To select Sub-contractors and General Contractors to be viewed and scored before allowing to put in bid.

Superintendent Pellegrino, Ms. Pelavin and Acting Mayor, Elizabeth Kazinskas volunteered to be officially on the committee. They will be joined by, a representative from the Design & OPM team. This committee will attend 3-4 meetings to discuss process and scoring of each Sub-contractor & Contractors to bid on the project. To see if they qualify to bid.

Report from Architects

Updates:

Mr. Whitsett brought to the committee's attention that the Charmian of the SBC, signed forms, to MA DEPE, MA Army Corp. of Engineers, for wetland permitting that will be done on the site.

Mr. Whitsett explained to the committee the estimated construction cost over time, we are tracking at a 60% level, we reconciled numbers where we are standing. We are in a good position to keep moving forward.

The Architects reviewed and discussed the need to go over and review the priority of "Add Alternates" eight, at this time that we need to list in exact order, he does not need the complete list at this time but needs an idea on where we will stand. Here is what the committee came up with at this time, we will review at a later date,

Recommended Order:

- Oak Knoll Playfield
- Add A/C in Cafeteria
- Poured in Place Rubber ILO Wood Fiber
- Natural Playground Equipment Increase
- Additional Scope at Summit Garden
- Add Radiant Heating – C Wing
- Additional Plantings
- Concrete Unit Pavers ILO Asphalt/ Concrete

Mr. Whitsett addressed the committee of the MSBA Must Do's, before the 90% submission.

- **School Name:** Superintendent Pellegrino said there should be a process. It will go on the next School Committee Agenda for discussion. Dr. Goguen said, there is a policy in place that the School Committee will need to review first. We will add it to the agenda for the next SBC meeting to update.
- **SBC: To vote on exact order of Alternates**

- **Proprietary Items:** Superintendent Pellegrino noted we would add this to our next School Committee agenda as well to Vote.
"The School Committee votes to list the following items for the proposed Elementary School as proprietary:

- Network Hardware:
- Wireless Internet Access: Extreme Networks
- Access Control & Video Management: Genetec

These proprietary specifications are in the best interest of the public because they will allow the new school to function with other City and District buildings and existing I/T systems."

Mr. Robert Swartz moved to approve the three Proprietary Items with the SBC.

Seconded by Dr. Catherine Goguen

Vote - so voted.

- **Independent Structural Engineer Review**
MSBA requires Plan to reach out to three Structural Engineers to get three different quotes.
- **Logo at Center floor in Gym:** Superintendent Pellegrino addressed the committee that we already have the Wildcat logo. Architects will reach out to district for art work.

Mr. Whitsett reviewed the Door Hardware with the committee, that was highly recommended. Doors will be locked from the outside at all times, never locks from inside classroom. classrooms, between classroom doors, faculty bathrooms and student bathrooms' will use locksets, No lock - passage function only in Pre- K/Kinder Bathrooms. Teachers will have fobs and keys on them at all times. Select Doors will be programmed, and set up with generators and fire alarms.

Site plan updates:

Mr. Whitsett updated everyone on the goal of connecting the new school to the Middle School with a fiber optic cable and ductbank. This cost likely to decrease as we are now planning on using existing conduit from the High School track to the Middle School.

No other outreach efforts have been conducted.

Old Business

New Business

Meeting dates for future Building Committee meetings; June 17, 2020 And will be a "Go To Meeting" at 2:00 PM

MSBA – Gardner Project Scope and Budget Agreement

Next Meeting

The next meeting is a "Go-To-Meeting" scheduled for Wed, May 20, 2020 2:00 PM - 3:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/331452149>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3412
- One-touch: tel:+18722403412,,331452149#

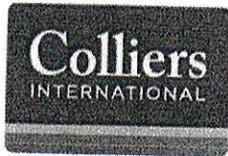
Access Code: 331-452-149

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Ronald Cormier and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 3:40 p.m.



PROJECT LEADERS

INVOICE

Invoice Number	005718
Date:	Mar-31-2020
Due Date:	Apr-30-2020
Terms:	Net 30 Days

CUSTOMER	PROJECT
Gardner MA City of 95 Pleasant Street Room 217 Gardner MA 01440 United States of America	Gardner MA City of - Waterford Elementary School PO Number: Amendment

DESCRIPTION	TASK	QTY	RATE	INVOICE AMOUNT
SRPM: Alix, Timothy	Design Development - 0102-0400	34.00	167.00	5,678.00
PROJACCT: Nguyen, Thao	Design Development - 0102-0400	1.00	125.00	125.00
PM: Palumbo, Philip	Construction Contract Documents - 0102-0500	4.00	157.00	628.00
DIRECTOR: Minkus, Alan	Construction Contract Documents - 0102-0500	43.00	211.00	9,073.00
CONSTREP: Dunn, Matthew	Construction Contract Documents - 0102-0500	21.33	146.00	3,114.18
MGDIRETOR: Naughton, Joe	Construction Contract Documents - 0102-0500	7.00	270.00	1,890.00
PROJACCT: Nguyen, Thao	Construction Contract Documents - 0102-0500	3.50	125.00	437.50
MGDIRETOR: Naughton, Joe	COVID-19 Supplemental Effort	3.00	270.00	810.00

Description of Services:

- 1) Prepare and submit MSBA monthly OPM report for February 2020 period
- 2) Coordinate with Owner and Designer on continued design developments
- 3) Conduct design review of 60% Construction Document Estimate set
- 4) Receive, review, and process project invoices
- 5) Maintain project financials

<p><i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i></p>	Sales Total:	21,755.68
	Tax Total:	0.00
	Total (USD):	21,755.68

MAIL PAYMENTS TO:	EFT/ACH INFO:	DOMESTIC WIRE INFO:
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Colliers Project Leaders USA NE, LLC
135 New Rd
Madison, CT 06443
860-395-0055

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 011103093

Colliers Project Leaders USA NE, LLC
TD Bank
Acct #: 424-4045773
Routing #: 031101265



PROJECT LEADERS

Contract Summary

Project Name	Task	ProPay Accl #	Contract Amount	Previously Billed	Current Billing	Remaining Balance
Gardner MA City of - Waterford Elementary School	Feasibility Study/Schematic Design	0001-0000	\$200,000	\$200,000		\$0
	Design Development	0102-0400	\$106,000	\$22,196	\$21,756	\$62,049
	Construction Contract Documents	0102-0500	\$242,700			\$242,700
	Bidding	0102-0600	\$122,200			\$122,200
	Construction Administration	0102-0700	\$1,525,500			\$1,525,500
	Closeout	0102-0800	\$286,400			\$286,400
	DD/CD Estimators	0102-1100	\$66,800	\$34,700		\$32,100
	Total			\$2,549,600	\$256,896	\$21,756

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
		Balance Forward						\$327.25	
04/20		C9789 Credit for order 0000436714 on 3/16/2020						(\$327.25)	
04/29	04/29 100440130-04292020	MSBA Prequalification Jennifer Dymek	Gardner News	3.00 x 5.5000	16.5	1	\$192.50	\$3,176.25	
		PREVIOUS AMOUNT OWED:						\$327.25	
		NEW CHARGES THIS PERIOD:						\$3,176.25	
		CASH THIS PERIOD:						\$0.00	
		DEBIT ADJUSTMENTS THIS PERIOD:						\$0.00	
		CREDIT ADJUSTMENTS THIS PERIOD:						(\$327.25)	

**IMPORTANT ! PLEASE MAKE NOTE OF OUR NEW PAYMENT REMITTANCE ADDRESS.
TO ENSURE PROMPT POSTING OF YOUR PAYMENT, IT IS IMPORTANT THAT YOU USE THIS NEW ADDRESS.**

INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN THE TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	Over 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE	
	\$3,176.25		\$0.00	\$0.00	\$0.00	\$0.00		\$3,176.25	
SALES REPRESENTATIVE #		ADVERTISER INFORMATION							
Debbie Bilodeau 978-632-8000		1	BILLING PERIOD	2	BILLED ACCOUNT NUMBER	3	ADVERTISER/CLIENT NUMBER	4	ADVERTISER/CLIENT NAME
			03/30/2020 - 05/03/2020		1000010802		1000010802		GARDNER PURCHASING DEPARTMENT

MAKE CHECKS PAYABLE TO

GateHouse New England
PO Box 116653
Atlanta, GA 30368-6653

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



Boylstereparent
Loomister Champion
The Gardner News
The Grafton News
The Landmark
The Millbury-Sutton Chronicle
Worcester Magazine
Worcester Telegram and Gazette

1	BILLING PERIOD	2	ADVERTISER/CLIENT NAME						
	03/30/2020 - 05/03/2020		GARDNER PURCHASING DEPARTMENT						
23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	TERMS OF PAYMENT						
	\$3,176.25	\$0.00	Due Upon Receipt						
21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	Over 90 DAYS				
	\$3,176.25		\$0.00	\$0.00	\$0.00				
4	PAGE #	5	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	34	STATEMENT NUMBER
	1		05/03/2020		1000010802		1000010802		0000132097

ADVERTISING INVOICE and STATEMENT

1 BILLING ACCOUNT NAME AND ADDRESS

2 REMITTANCE ADDRESS

GateHouse New England
PO Box 116653
Atlanta, GA 30368-6653



GARDNER PURCHASING DEPARTMENT
115 PLEASANT ST RM 217
GARDNER MA 01440-2610



50000013209710000108020003176257

DRAFT

Colliers Project Leaders NE, LLC Alan Minkus Progress Report as of Date 4/30/2020

District Name	Gardner	MSBA ID	201601030020
School Name	Waterford Street	Project Name	
OPM Firm Name	Colliers Project Leaders NE, LLC	School Building Committee Representative	Steve Hemman
Project Director	Alan Minkus	Total Project Budget (ProPay)	\$89,558,570
Designer Firm Name	Jones Whitsett Architects, Inc.	Encumbered (Reporting Period)	\$0
Principal	Margo Jones	Encumbered (to Date)	\$9,944,533
General Contractor Firm Name		Total Project Invoices Received (to Date)	\$3,119,112
General Contractor Contact Name		Project Completion Percentage	3%

OPM Colliers Project Leaders NE, LLC Progress Report as of Date 4/30/2020

Contract Summary		Payment Summary	
Original Contract Amount	\$200,000	Total Contract Amount	\$2,549,600
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$276,592
Value of Contract Amendments (to Date)	\$2,349,600	Invoices Received (Reporting Period)	\$39,255
Total Contract Amount	\$2,549,600	Contract Amount Remaining	\$2,233,753
Contract Amendments as Percentage of Original Contract Amount	1,175.0%		
OPM Activities (Reporting Period)	1) Prepare and submit MSBA monthly OPM report for March 2020 period 2) Coordinate with Owner and Designer on continued design developments 3) Coordinate 60% estimate reconciliation meeting, April 1, 2020 4) Attend and present at School Building Committee meeting, April 8, 2020 5) Submit 60% Construction Document package to the MSBA 6) Receive, review, and process project invoices 7) Maintain project financials		
Project Budget Status	On Budget		
Potential Issues	None at this time		

DESIGNER Jones Whitsett Architects, Inc. Progress Report as of Date 4/30/2020

Contract Summary		Payment Summary	
Original Contract Amount	\$430,000	Total Contract Amount	\$7,093,700
Contract Amendments (to Date)	1	Invoices Paid (to Date)	\$2,262,518
Value of Contract Amendments (to Date)	\$6,663,700	Invoices Received (Reporting Period)	\$366,503
Total Contract Amount	\$7,093,700	Contract Amount Remaining	\$4,464,679
Contract Amendments as Percentage of Original Contract Amount	1,550.0%		
MBE/WBE Requirements			
MBE Requirement	6%		
MBE Actual	53%		
WBE Requirement	0%		
WBE Actual	0%		

RFIs and Submittals

RFIs Issued (Reporting Period)	0
Total RFIs Issued (to Date)	0
Remaining Open RFIs – Past 30 Days	0
Notes	
Remaining Open RFIs – Past 60 Days	0
Notes	
Remaining Open RFIs – Past 90 Days	0
Notes	
Submittals Received (Reporting Period)	0
Total Submittals Received (to Date)	0
Submittals Reviewed (Reporting Period)	0
Total Submittals Reviewed (to Date)	0
Comments (Remaining Open Submittals)	

Phase	Design Development	Phase Scheduled Completion Date	11/5/2020
Designer Activities (Reporting Period)	1. The design team has been meeting with user groups to further develop building Space issues 2. Complete 60% submission Documents to MSBA 3. Present to Building Committee on latest design updates 4. Participate in 60% estimate reconciliation meeting		
30 Day Look Ahead	The design team will be working towards the 90% estimate milestone in the next 30 days		
Commissioning Consultant	Fitzmeyer & Tocci Associates, Inc.		
Commissioning Consultant Status	The Commissioning agent has reviewed the 60% estimate set		

GENERAL CONTRACTOR

Progress Report as of Date 4/30/2020

Contract Summary

Original Contract Amount	
Change Orders (to Date)	
Value of Change Orders (to Date)	
Total Contract Amount	
Contract Type	
Change Orders as Percentage of Original Contract Amount	0.0%
Pending Change Orders	
Change Order Status	

Payment Summary

Total Contract Amount
Invoices Paid (to Date)
Invoices Received (Reporting Period)
Contract Amount Remaining

Schedule Assessment

Notice to Proceed Date		MBE Requirement
Physical Progress		MBE Actual
Substantial Completion Date (Original)		WBE Requirement
Substantial Completion Date (Revised)		WBE Actual
Construction Progress (Reporting Period)		
30 Day Look Ahead		
Overall Schedule Assessment		
Problems Identified (Schedule or Construction)		
Quality Control		
Safety Compliance		
Number of Claims (to Date)		
Value of Claims (to Date)		
Comments		
Recorded Manpower (Reporting Period)		
Commissioning Consultant		
Commissioning Consultant Status		

Certification

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Timothy Alix

Print Name



Signature

May 8, 2020

Date

GARDNER - Waterford School
Project Budget vs. Actual Spent to Date
 May 4, 2020

	A	B	C	D	E	F*	G*
	PFA Project Budget 8/21/19	Invoices to Date	Encumbered to Date "Contracted"	Invoices this Period	Encumbered this Period	MSBA Eligible Project Costs to Date	Calculated MSBA Reimbursement
I. Feasibility Study Agreement							
1 OPM Feasibility Study	200,000	200,000	200,000	0	0		
2 A&E Feasibility Study	430,000	430,000	430,000	0	0	184,071	145,324
3 Env. & Site	70,000	76,991	80,456	0	0	430,000	339,485
4 Other (see below)	50,000	15,000	15,000	0	0	70,000	55,265
Feasibility Study Agreement Subtotal	750,000	721,991	725,456	0	0	699,071	581,917
II. Administration							
A Legal Fees	20,000			0	0		
B. Owner's Project Manager						0	0
1 Design Development	106,000	78,647	106,000	21,755	0		
2 Construction Contract Documents	242,700		242,700	0	0		
3 Bidding	122,200		122,200	0	0		
4 Construction Contract Administration	1,525,500		1,525,500	0	0		
5 Closeout	286,400		286,400	0	0		
6 Extra Services				0	0		
7 Reimbursable & Other Services				0	0		
8 Cost Estimates	66,800	37,200	66,800	17,500	0		
C Advertising	3,000			0	0		
D Permitting				0	0		
E Owner's Insurance	35,000			0	0		
F Other Administrative Costs	100,000			0	0		
Administration Subtotal	2,507,600	115,847	2,349,600	39,255	0	0	0
IV. Architecture and Engineering							
A Basic Services							
1 Design Development	1,466,014	1,466,014	1,466,014	0	0		
2 Construction Contract Documents	2,199,021	733,007	2,199,021	366,503	0		
3 Bidding	333,185		333,185	0	0		
4 Construction Contract Administration	2,532,206		2,532,206	0	0		
5 Closeout	133,274		133,274	0	0		
6 Other Basic Services				0	0		
B Reimbursable Services							
1 Construction Testing	35,000			0	0		
2 Printing (over minimum)	10,000			0	0		
3 Other Reimbursable Costs	100,000	990	990	0	0		
4 Hazardous Materials	50,000			0	0		
5 Geotech & Geo-Env.	130,000	29,871	44,275	28,749	0		
6 Site Survey	50,000	30,030	30,030	0	0		
7 Wetlands	50,000	21,362	130,482	0	0		
8 Traffic Studies	100,000			0	0		
Architecture & Engineering Subtotal	7,188,700	2,281,274	6,869,477	395,252	0	0	0
V. CM at Risk Pre-Construction Services							
A Pre-Construction Services				0	0	0	0
VI. Site Acquisition							
Site Acquisition Subtotal	115,000	0	0	0	0	0	0
VII. Construction Costs							
Total Construction Budget	70,937,000	0	0	0	0		
Change Orders from contingency		Included	Included	Included	Included		
Total Construction Budget	70,937,000	0	0	0	0	0	0
VII. Alternates							
A				0	0	0	0
Alternates Subtotal	0	0	0	0	0	0	0
VII.. Miscellaneous Project Costs							
A Utility Company Fees	100,000			0	0	0	0
B Testing Services	100,000			0	0	0	0
C Swing Space/Modulars				0	0	0	0
D Other Project Costs	40,000			0	0	0	0
Total Misc. Project Costs	240,000	0	0	0	0	0	0
IX. Furnishings and Equipment							
A Furnishings	1,250,000			0	0	0	0
B Equipment				0	0	0	0
C Computer Equipment	1,250,000			0	0	0	0
FF&E Subtotal	2,500,000	0	0	0	0	0	0
X. Owner's Contingency							
A Construction Contingency	3,546,850			0	0	n/a	0
B Owner's Contingency	1,773,425			0	0	n/a	0
Total Project Budget	89,558,575	3,119,112	9,944,533	434,507	0	699,071	551,917

* Note - Values in Columns F & G do not include ineligible costs, vendor invoices not yet submitted to the MSBA, and may not include recently submitted MSBA payment requests.

CITY OF GARDNER
APPLICATION FOR APPROVAL OF DEFINITIVE SITE PLAN REVIEW

The Applicant shall file two completed copies of this application-- **First:** Bring both copies to the Planning Board to determine fee approval, and after determination, file one copy with the City Clerk. The copy submitted to the City Clerk must be accompanied by approved fee of \$750.00 plus \$50 per dwelling unit and \$0.25 per square foot of gross floor area of non-residential building space. A copy of the required plan need not be filed with the City Clerk. The application filed with the Planning Board must be accompanied by the original Definitive Development Plan and Eight (8) copies of this plan as required by Subsection 675-1010 of the Zoning Code.

TO: Gardner Planning Board
115 Pleasant Street, Room 201
Gardner, MA 01440
CC: City Clerk

DATE: May 7, 2020

The undersigned herewith submits the accompanying plans for review and approval as required in Subsection 675-1010 of the Zoning Code.

1. Name of Owner(s) City of Gardner
Mailing Address 70 Waterford Street
Name and Address of Applicant
(If different from Owner) c/o Mark Pellegrino, Superintendent of Schools
 2. Location and address of proposed development
Pearl Street
 3. Deed of property recorded in Worcester District Registry of Deeds, Book _____, Page _____
Plan recorded in Worcester District Registry of Deeds, Plan Book _____, Page _____
* See note at bottom of page
 4. Applicability of Site Plan Review /refer to Section 1010 (B) and relevant Special Permits
Site Plan Review for new elementary school; waiver to Dimensional Requirement under Article VI - max building height
 5. Name of Engineer/Surveyor Fuss & O'Neill, Inc. c/o Eric M. Bernardin, P.E.
Address and Telephone # 1550 Main St., Suite 400, Springfield, MA 01103
(413) 452-0445 x4430
- Mark Pellegrino
Signature(s) of Owner(s)
Mark J. Pellegrino 5/8/2020
Print Name Date
- _____
Signature(s) of Applicant

Print Name Date

Note: Property parcels are recorded in the Worcester Registry of Deeds as follows (Book/Page): 2027/289; 2027/298; 2701/9; 4454/247; 5422/190; 5534/255; 60413/376



Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

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[\(https://www.massschoolbuildings.org/\)](https://www.massschoolbuildings.org/)

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Message for Districts

April 17, 2020

To respond to the impact of the ongoing coronavirus (COVID-19) pandemic, the MSBA office has been temporarily closed since March 17, 2020 until further notice. However, the MSBA remains committed to our partnership with districts and we continue to accept reimbursement requests, contracts and other documents electronically so we can continue to support project approvals and reimburse districts throughout this pandemic. In addition, the MSBA is taking multiple steps to assist districts. We are holding Board, Subcommittee, Panel and other MSBA meetings remotely so the MSBA process can continue to move forward. Additionally, the MSBA is working with districts to provide flexibility with extensions and MSBA deliverables. Several districts with projects in the MSBA's capital pipeline have contacted the MSBA with concerns related to the effect that the current pandemic is having on projects. Each district and each project is facing its own challenges depending on what phase the project is in, as well as each district's decisions on implementing COVID-19 guidelines. Some of the major concerns that we have heard are regarding MSBA deadlines, project schedules, and potential budget increases.

The MSBA Board of Directors sets the grant amount and reimbursement rate that a district can receive at the time of project approval and we cannot later increase that amount in order to remain in line with our annual funding cap limitation. As a matter of policy, the MSBA does not reimburse for change orders due to schedule delays or accelerated costs, and we have caps on change orders that are set at the time of project approval. We have done our programmatic planning and based our capital pipeline invitations according to this process and based on the annual funding cap limitation that we have. To change our processes or make exceptions would have a profound impact on our future program and impact the ability to continue with other projects in our pipeline.

Of note, the National Council on School Facilities has advised members to keep track of any additional facilities expenses related to the current health crisis. The MSBA concurs with this advice, as it is unclear at this time whether any of these expenses may be eligible to be reimbursed by funding to be allocated to the Commonwealth through the CARES Act. The MSBA appreciates our continued partnership with districts across the Commonwealth. We stand ready to assist districts as we navigate this unprecedented time together.

We recommend that districts work with their project teams and local counsel to review their project contracts and documents to identify any avenues of budgetary relief. Additionally, the MSBA suggests that districts work with their local governmental leaders and local counsel to determine whether there may be some type of assistance through the Coronavirus Aid, Relief, and Economic Security Act (the CARES Act).

* MSBA
APPLICATIONS

[\(https://systems.massschoolbuildings.org/\)](https://systems.massschoolbuildings.org/)

Enrollment Projection
(<https://systems.massschoolbuildings.org/>)

Maintenance and Capital Planning
(<https://systems.massschoolbuildings.org/>)

OPM Report
(<https://systems.massschoolbuildings.org/>)

Pro-Pay Reimbursements
(<https://systems.massschoolbuildings.org/>)

NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the committee a procedure to follow in recommending names for school buildings to the school building committee. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

[Adopted: December 8, 1998]

[Reviewed: January 2003]

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