



*Comprehensive 5 Year Capital Plan
School Committee Presentation
February 1, 2023*

Prepared and Presented by:

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Capital Plan - Overview

The School Committee and Superintendent Harvey requested that I complete an assessment of the District's capital needs and present my findings in the form of a 5 Year Comprehensive Capital Plan during the FY24 Budget Cycle.

The primary objective of this initiative was to identify the necessary repairs, upgrades, and equipment needed to improve the overall physical condition of our buildings & grounds, enhance the student, staff & community experience while on campus, and extend the useful life of our facilities. The secondary objective was to then develop a preliminary budget, timeline and financing plan for each Project.

My findings are summarized in this presentation. Supporting documentation can be found in the materials provided to each of you which will also be posted on-line following this meeting.



Capital Plan – Overview

The assessment began in earnest back in May 2022 and has been a top priority for the past 10 months. The Scope of the assessment is “comprehensive” by design and includes the following areas:

- Paving & Sidewalks
- Athletic Facilities
- Lighting
- Plumbing
- Electrical
- Flooring
- Food Service Equipment
- WWTF
- Paint
- Roofing
- HVAC
- IT
- Audio/Visual
- Communications
- Life Safety
- Security
- Equipment
- Doors, Windows & Hardware



Capital Plan – Overview

The fact that a Districtwide Capital Plan did not already exist at the onset of this initiative, coupled with the depth and breadth of the Scope, has made this initiative both challenging and incredibly time consuming.

I would especially like to acknowledge the hard work and commitment of Keith Starosciak and Vinny Ruocco. I would also like to thank Laurie Zywiak, John Daileanes, and Doug Batchelder for their contributions as well as the contributions of the dozens of Vendors that were called upon over the past 10 months who provided their time, expertise, and thoughtful input.



Capital Plan

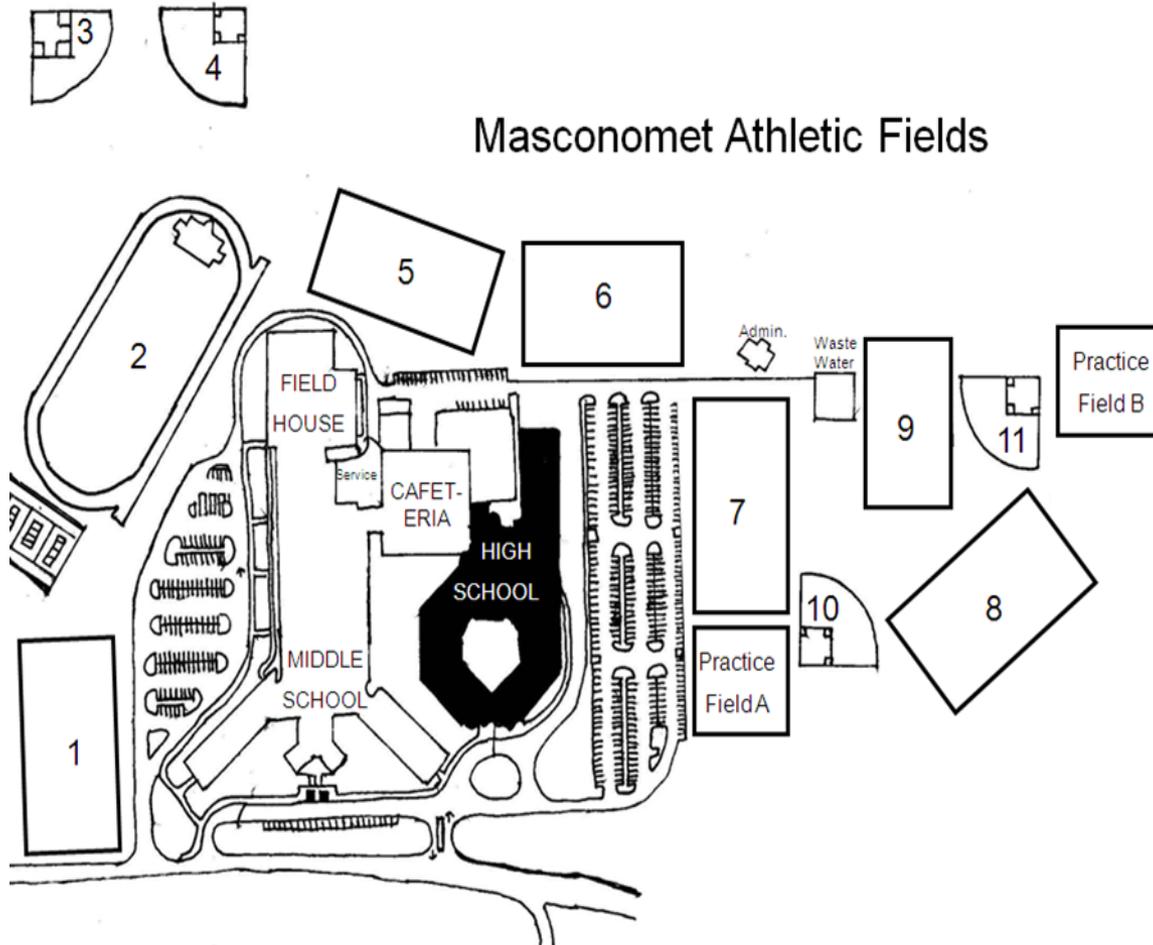
Background - Buildings

- Middle School Building: 1958, renovated 2001
- High School and Additions: 2001
 - Total MS/HS School Building Area 371,329 SF
- Waste Water Treatment Facility: 2001
 - Total Building Area 4,300 SF
- Administration Building: 1972
 - Total Building Area 5,004 SF



Capital Plan

Background – Grounds & Athletic Facilities



- Total Site Area: ~ 93 acres (Boxford/Topsfield) including:
- Common Area: ~ 5 acres
- Athletic Fields: ~19 acres

- 7 Athletic Fields
- 2 Practice Fields
- 2 Baseball Fields
- 2 Softball Fields
- 4 Tennis Courts
- 6 Lane Track
- Concession/Press Box
- Field House
- Wrestling Room
- Weight Room
- Gymnasium



Capital Plan

Background – Capital Expenditures (past 17 Years)

Project Name	17 Yr Totals
Irrigation System	\$150,500
Waste Water Treatment Plant	286,309
Roof Repair	69,733
Doors & Security	53,317
Library Conversion	58,420
Technology (LMS/SIS)	116,306
Lighting Retrofit	115,510
MS Lighting	17,440
Tech Infrasctructure	207,692
High School Elevator	35,850
MS Hot Water Tank	24,800
Parking Lot Lighting	22,637
FY18 Safety & Security	663,883
Exterior Entry	41,400
HVAC & Generator	80,338
Preservation & Safety	516,565
Hot Water Heater	23,817
Security Camera	19,916
HVAC Repairs	50,000
Snow Removal Equipment	104,261
Wood Shop	15,208
Parking Lot Repairs	60,000
Total:	\$2,733,902



Capital Plan

What's in the 5 Year Plan?

- A listing of the individual Projects that met our stated Objective and fell within our defined Scope are included in the Planning Summary. For presentation purposes, the Planning Summary has been condensed by Major Category as follows:
 - Grounds Athletics
 - Grounds General
 - Facilities General
 - Facilities Roof & HVAC
 - IT, Audio, Visual & Communications
 - Equipment
 - Waste Water Treatment Facility (WWTF)
 - Food Service



Capital Plan

What's in the 5 Year Plan?

- For each individual Project included in the Planning Summary, the following information has been included:
 - Proposed Funding Source (e.g. Stabilization Fund, Debt Exclusion, Private Funding)
 - MGL Procurement Requirement (e.g. c 149, c 7c, c. 30B, c. 30 39M)
 - Costs Estimates
 - Proposed Timing (FY) based on several factors including funding, procurement, resource capacity, etc.
 - Additional Comments/Notes



Capital Plan

Important Issues to Note

- In October 2022, the MSBA BoD voted to pause the Accelerated Repair Program (ARP). Since that time, there has been no indication from the MSBA when (if) the ARP Program will resume. Therefore, the ARP has not been included as a potential Funding Source in our Plan.
- Our Estimates should only serve as a guideline for planning purposes. Projects will need to be procured in compliance with applicable MA Procurement Laws. Some Projects will require Engineering and Architectural Services. Final costs may vary.
- Insurance Underwriters have earmarked specific Projects to prioritize given recent unfavorable claims history, including the installation of Lightning Protection and Surge Protection Systems.
- There are several Additional Areas that require evaluation (see attached List).



Capital Plan

Summary Plan by Major Category

Major Category	FY23	FY24	FY25	FY26	FY27	FY28	Totals
Grounds - Athletics	\$313,100	\$650,050	\$7,931,786	\$1,887,026	\$19,100	\$19,100	\$10,820,162
Grounds - General	0	0	225,000	0	0	0	225,000
Facilities - General	28,278	279,200	46,400	955,625	579,525	1,098,500	2,987,528
Facilities - Roof & HVAC	0	1,241,559	17,446,828	7,711,961	3,304,378	92,682	29,797,408
IT, Audio, Visual & Communications	59,000	153,000	290,200	201,800	435,250	360,000	1,499,250
Equipment	114,513	0	0	94,120	0	0	208,633
Waste Water Treatment Facility (WWTF)	15,000	62,220	34,004	34,004	34,004	34,004	213,236
Food Service	0	62,438	293,600	6,100	3,800	23,000	388,938
Totals:	\$529,891	\$2,448,467	\$26,267,818	\$10,890,636	\$4,376,057	\$1,627,286	\$46,140,155
Grand Total:	\$46,140,155						

Note: Given the various “stages” of the Plan, my recommendation would be to consider using Bond Anticipation Notes (BANs) and then issue permanent financing (e.g., FY26).

A BAN is a short-term interest-bearing security issued in advance of a larger, future bond issue.



Capital Plan

Debt Service Expense – Pro Forma

MASCO Loan Amortization Schedule (Estimated)

Loan Information	
Loan Amount	46,000,000
Annual Interest Rate	7.50%
Term of Loan in Years	30
First Payment Date	7/1/2025
Payment Frequency	Annual
Compound Period	Annual
Payment Type	End of Period
Rounding	On

Summary	
Rate (per period)	7.500%
Total Payments	116,846,305
Total Interest	70,846,305
Est. Interest Savings	-

Annual Payment 3,894,876.85

Note: For illustration purposes only.



Capital Plan

Additional Areas to be Evaluated

- WWTF Rotating Biological Column (RBC) repairs
- Interior Painting
- Replace Stairway Risers & Treads
- Replace shades & blinds in classrooms, offices, etc.
- Replace Bathroom Partitions
- Exterior doors, hardware, and frames



Capital Plan Considerations - OPM

- See M.G.L. c 149, §44A ½

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section44A1~2>

- M.G.L. c 149, §44A ½ , **requires** public awarding authorities to engage the services on an Owner’s Project Manager on all building projects estimated to cost \$1.5 million or more. The law requires that the Owner’s Project Manager (OPM) be hired before the project designer, meet required minimal qualification standards, and be selected through a “qualifications based” selection process.

Note: The Plan combines the Roofing Project with the HVAC Project into a single Project with an estimated construction cost of ~\$24.8M to be completed in a “phased” manner over several years, thereby triggering the OPM requirement. Based on my experience, OPM fees typically run at ~5% of construction cost.



Capital Plan

Considerations - Accessibility

- See 521 CMR 3.00 Massachusetts Architectural Access Board
<https://www.mass.gov/regulations/521-CMR-300-jurisdiction>
- If the work performed amounts to less than 30% of the full and fair cash value of the building (TBD) and
 - If the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR or
 - If the work costs \$100,000 or more, then the work being performed is required to comply with 521 CMR. In addition, an accessible public entrance, toilet room, telephone, & drinking fountain shall also be provided in compliance with 521 CMR.
- If the work performed amounts to 30% or more of the full and fair cash value of the building the entire building is required to comply with 521 CMR.

Note: The District should seek advice from the appropriate Professional Services provider(s) to ensure compliance here.



Capital Plan – Next Steps

- Review, discuss & prioritize the Plan Recommendation
- Discuss financing options and timing
- Adopt a Final Plan including financing approach(es)
- Communicate with Stakeholders
- Coordinate SC Vote(s) to Authorize Debt with the Towns
 - see M.G.L. c 71, §16(d)
- Continuously update the Plan to include additional Areas being evaluated and any other new Projects
- Procure each Project in compliance with applicable MA Procurement Laws
- Manage each Project closely; monitoring the work and budgets
- Make the Process Transparent (e.g., Website, dashboard)