



via email and Federal Express

October 15, 2018

Ms. Jennifer Flynn
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Re: Annie E. Fales Elementary School – Preferred Schematic Report
District Response to MSBA Comments on Preferred Schematic Report

Dear Ms. Flynn:

The District is in receipt of the Massachusetts School Building Authority's correspondence dated October 1, 2018 which provided comments on the District's Preferred Schematic Report (PSR). The District with support from the project team has reviewed the comments and has prepared the attached correspondence and supporting documentation.

Please note that the original certified minutes from August 23, 2018 are provided as an attachment to the hard copy of this correspondence only as they are already included in the PSR document in section 3.3F-43 through 45.

Should you have any questions, please don't hesitate to contact me.

Very truly yours,
The Vertex Companies, Inc.

Jon K. Lemieux, PE, CCM
Owner's Project Manager for the Westborough Public School District

Cc: S. Doret (Westborough)
A. Bock (Westborough)
M. Stannard (Westborough)
J. Nugent (HMFH)
C. Lin (HMFH)
A. Yoder (HMFH)



WESTBOROUGH PUBLIC SCHOOLS

45 WEST MAIN STREET • WESTBOROUGH, MASSACHUSETTS 01581-6152
TELEPHONE (508) 836-7700 • FAX (508) 836-7704

October 15, 2018

Dear Ms. Flynn:

Below is the town of Westborough's response to the Massachusetts School Building Authority review and comments for the Module 3 Feasibility Study Preferred Schematic Report Submission for the Annie E. Fales Elementary School project.

Required Responses

3.3.3 Final Evaluation of Alternatives

2. *MSBA Comment: Provide further detail in the schematic design documents that clearly describes and illustrates the separation, safety provisions, and possible construction laydown areas that will be applied during construction on the occupied site for the preferred solution.*

District's Response: Please see Attachment A for site plan showing the site access and laydown areas. Further detail will be provided as part of the Schematic Design submission.

10. *MSBA Comment: Please note that a preliminary design pricing table was not provided with the original submittal and was subsequently received by MSBA on September 26, 2018. This pricing table is a critical component of the PSR submission and is required in order for MSBA to complete its review of the material. The Owner's Project Manager must ensure that this information is accurate and is included in all PSR submissions prior to transmitting to MSBA. Please acknowledge.*

District's Response: Comment acknowledged. Table was forwarded to the MSBA and receipt was acknowledged. An additional copy of the table is attached for record.

3.3.4 Preferred Solution

- 2a. *MSBA Comment: Core Academic SPED: The targeted number of students per classroom does not match the number of classrooms being provided. Explain the need for the additional classrooms labeled SPED for each grade level.*

District's Response: All general classrooms at the Fales School are full inclusion, with each room accommodating some students with IEPs and/or English Language Learners, as well as their supporting teachers and para-professionals. Class sizes are kept to 18-19 students in support of this model. A total of 21 classrooms with 19 students each are needed for the 400 student population. The Space Summary denotes 5 kindergarten classrooms, 13 general classrooms, and 3 general classrooms within the Special Education section of the Space Summary, equaling 21

classrooms. Both the District and the Designer are unsure of the best way to fill out the form when all students are accommodated in general, inclusionary classrooms.

Small Group Rooms: Further describe and provide scheduling for these spaces.

Targeted, small group instruction is a critical component of the District's educational approach. Small Group rooms provide the quiet, distraction free setting for students to concentrate on the task at hand, confer with one another, and problem solve across a variety of subject matters. Unlike the Small Group rooms included in the Special Education section, which are dedicated to specific topics and occupied continuously by one or more instructor, the General Education Small Group Rooms are available to grade level teachers. Grades 1 through 3 each have a Small Group room that is within that grade's neighborhood. Proximity and visibility allow teachers to use Small Group rooms in conjunction with their classroom teaching with minimal disruption as activities shift. Visibility from classrooms provides a set of eye's on the room to ensure that children are safe and on-task.

Special Education: Decreased by 320 sf. For the Schematic Design submittal, include the DESE submittal and approval. This is a prerequisite for the Project Funding Agreement with the MSBA.

As noted above, it is not clear how to identify Special Education classrooms with the inclusion model used by the District. Three general classrooms are noted here, however all general classrooms house IEP and ELL students. The District looks for advise from the MSBA on how best to organize the proposed spaces.

Beyond the general classrooms, the program includes two substantially separate classrooms, spaces for pull-out instruction and counseling. The District will submit the Special Education space program to the DESE for approval during Module 4.

Dining/ Food Service: Increased by 150 sf and over MSBA allowance by 300 sf. Work to find further efficiencies.

The Staff Dining within Dining /Food Service is sized to accommodate the 54 full-time and 13 par-time educators employed at Fales. The district conducts 2 lunch periods of twenty minutes and the staff lunch room serves 25 to 30 teachers during this time. The area metric used for dining is 20 sf per occupant, as noted in the Comments column of the MSBA Guidelines. With a conservative occupancy of 25 teachers, a room of 500 sf is needed. The District acknowledges that the 300 sf beyond the MSBA guidelines for Dining / Food Service space is allowed but will not be eligible for reimbursement.

Medical: Over MSBA allowance by 60 sf. Work to find further efficiencies.

The Nurses Suite includes two handicap accessible toilet rooms, one more than the MSBA guidelines allow. The District feels two rooms are necessary to quickly and hygienically serve multiple sick students. Additionally, these rooms include change stations and clothing lockers to support the many young students with toileting needs. The District acknowledges that the 60 sf beyond the MSBA guidelines for Medical space is allowed but will not be eligible for reimbursement.

Net Floor Area: over MSBA allowance by 3,150 sf, increased by 1,105 sf.

Increases to the Net Floor Area are related to the issues noted above.

Gross Floor Area: over MSBA allowance by 4,725 sf, increased by 1,65 sf

Increases to the Gross Floor Area are directly related to the increased Net Floor Area. The Designer will look for ways to decrease the overall building square footage while maintaining the District's educational vision and goals.

4. *MSBA Comment: In response to these review comments provide interior circulation diagrams that illustrate how students will:*

- *transition into the school from the drop off areas;*
- *transition from the classrooms to the cafeteria; and*
- *exit the school at time of dismissal.*

Also, provide the same information for an individual that is physically challenged as the intent is to understand how students will be traveling through the building on a daily basis.

Additionally, if the building is intended to be used by the community, provide a narrative that describes how the building:

- *will be used by the community;*
- *will be secured and monitored; and*
- *how the community will enter the building.*

Please describe how the District intends to secure entrances of the proposed building for student and visitor access.

District's Response: Please see Attachments B and C for circulation diagrams.

The cafeteria and gym are intended to be used for community uses including community meetings, celebrations and recreational sports leagues. Both the cafeteria and gym are located on the lowest level with the main public entrance allowing this level to be securely locked off from the upper level academic spaces and providing a simple arrangement for afterschool programs and community use.

- 5b. *MSBA Comment: Provide additional information that describes how the District intends to utilize the two proposed separate parent pick-up and drop-off locations in response to these review comments.*

Also, the information provided includes a site plan for a 'Community Path Re-Routed'. Please provide additional information that describes the scope, use, and security of this path through the site and confirm that the scope of this work is included in the cost estimates.

District's Response: For parent pick-up and drop-off there are two options. The lower level main entrance allows parents to park and walk their child to the main entrance. The upper level entrance will accommodate a vehicular drop-off queue where staff will meet the child at the sidewalk drop off zone and escort them to the upper entrance. For pick-up both entrances

would function as they did for drop-off with staff bringing children to the upper pick-up areas as their parent arrives.

During school hours outside of pick-up and drop-off all visitors would enter the building through the lower level main entrance. The upper entrance would be locked with access only by card reader system for specialist arriving and leaving.

The existing community path that runs along the west edge of site is a bituminous asphalt pavement path the connects Eli Whitney Street to a cul de sac at the end of Old Colony Drive. This path provides a shorter route to walk from the neighborhoods to the north and south of the school's site than walking around the block. Part of the path will need to be re-routed to allow space for the upper drop-off/emergency vehicle loop. The community path's location at the edge of the site along with vegetation will provide a clear separation from areas of the site being used for school uses.

- 5e. *MSBA Comment: Provide an updated site plan that indicates any easements and environmental buffers in response to these review comments.*

District's Response: Please see Attachment D for updated Site Plan with note indicating that there are no easements or environmental buffers.

- 5h. *MSBA Comment: The information provided indicates proposed utilities will run under the existing school building. As part of the schematic design submission, provide additional information that describes how utility installation will be coordinated during construction with the existing building in use.*

District's Response: The Architect is reviewing the proposed utilities layout and will work with consultants during Schematic Design to run provide a layout that eliminates running new utilities under the existing building.

- 5j. *MSBA Comment: In response to these review comments provide an updated site plan that includes a north arrow.*

District's Response: Please see Attachment E for Site Plan with north arrow.

- 6c. *MSBA Comment: The information provided indicates that the Town of Westborough's Capital Budget includes "\$45 million minus MSBA reimbursement". It should be noted that the MSBA reimbursement has not been determined. Please acknowledge.*

District's Response: As has been the case with previous MSBA funding, the District will raise the entire amount of the project through a vote to Borrow. The town will create short term borrowing to accomplish the project and roll over the entire borrowed amount into long term bonds when the project is complete. It is our belief that the town will be able to raise the amount necessary with resort to a debt override.

- 6e. *MSBA Comment: Provide the District's not-to-exceed Total Project Budget in response to these review comments.*

District's Response: The District's not-to-exceed Total Project Budget is \$45 million.

- 6g. *MSBA Comment: Provide the estimated impact to local property tax in response to these review comments.*

District's Response: The town raised over 77.5 million to build the Mill Pond School and renovated the High School at the same time. Long term 20 year notes were issued in 2002 for those projects. Those notes are being paid off annually until 2022. As a result, we believe that the required \$45 million needed will have little or no impact on the current Tax rate.

- 6h. *MSBA Comment: Provide a completed MSBA Budget Statement spreadsheet in response to these review comments.*

District's Response: An additional copy of the MSBA Budget Statement is attached.

- 7a. *MSBA Comment: Provide an updated project schedule in response to these review comments that includes the timeline associated with filing a Project Notification Form (PNF) with the Massachusetts Historical Commission (MHC) and obtaining MHC approval prior to construction bids. The District should keep the MSBA informed of any decisions and/or proposed actions and should confirm that the proposed project is in conformance with Massachusetts General Law 950, CRM 71.00.*

District's Response: Please find attached the updated project schedule.

3.3.5 Local Actions and Approvals

1. *MSBA Comment: Provide a certified copy of the SBC meeting minutes with vote language and vote results.*

District's Response: Original copies of the certified meeting minutes are attached to hardcopy submission.