

# Massachusetts School Building Authority

## DRAFT Maintenance and Capital Planning Record

The Maintenance and Capital Planning Record is one of the pre-requisite documents required during the application process that the Massachusetts School Building Authority (MSBA) has established for the new grant program for school construction and renovation projects. This report was generated by the MSBA's online Maintenance and Capital Planning System. It contains information entered by representatives selected by the school district regarding district maintenance and capital planning budgets and practices.

For more information on the terms used in this report, the new grant program, or the Massachusetts School Building Authority, please see the MSBA website at <http://www.massschoolbuildings.org>. Information about the Maintenance and Capital Planning System can be found in the User Guide located in the Policies and Guidelines section.

This Maintenance and Capital Planning Report (MCP Report) contains the following sections:

- | Staffing
- | Capital Program
- | Maintenance Planning
- | Capital Budget
- | Facilities Condition Index
- | Attachments
- | Environment
- | Submission
- | Maintenance Budget

Attachments are described by their file name and the date that they were uploaded and have not been reproduced within this report. Enter the Maintenance and Capital Planning System to print each attachment uploaded by the district in its entirety.

District:	Middleborough
Submission Date:	
Project(s) for which this maintenance and capital planning information was submitted:	Middleborough High - 201401820505
Comments:	

**Disclaimer:** A Maintenance and Capital Planning Record is NOT an application for funding. Submission of the Maintenance and Capital Record in no way commits the MSBA to accept an application, approve an application, provide a grant, or any other type of funding, or places any other obligation or requirement on the MSBA.

## Staffing

1.	Is school facility maintenance performed by the municipality or the school district?	School District
2.	Are vendors used for any aspect of school facility maintenance?	Yes
	Vendor Details	<p>Fire Alarm System, Annual</p> <p>HVAC, Seasonal</p> <p>Pest Management, Annual</p> <p>Security System, Annual</p> <p>Other, Fire Sprinkler system, Annual</p> <p>Other, Kitchen Hood Ansul System, Annual</p> <p>Other, Emergency Generator Service, Annual</p> <p>Other, Snow Removal, Seasonal</p> <p>Elevators, Annual</p>
3.	Full Time Equivalent: the number of FTE custodial and maintenance staff positions for the years displayed.	<p>2015: 3 Maintenance FTE's</p> <p>2014: 3 Maintenance FTE's</p> <p>2013: 3 Maintenance FTE's</p>
4.	Is there a Director of Facilities for the district?	Yes
5.	Does the district have defined job descriptions for custodial and maintenance staff roles?	Yes
	Attachment: Job Descriptions	<a href="#">Combined Job Descriptions.pdf</a> , Date Uploaded: 6/25/2015
6.	Is there a system of performance evaluations of the district's custodial and maintenance staff?	Yes
7.	Is training required and/or provided for the district's custodial and maintenance staff?	Yes
	If "Yes," please describe:	In the 2014-2015 School Year, the School District contracted with LIKARR Maintenance Systems to provide custodians with professional development, cleaning procedures that focused on floor care, bathroom sanitizing, MSDS and working safely - OSHA. Each school has a head custodian that is able to now train any new staff in their building using the Train the Trainer model.

## Maintenance Planning

1.	Is there a written Maintenance Plan for the district that details minimum custodial and maintenance standards and which governs day to day operations?	Yes
	Attachment: Maintenance Plan	<a href="#">Custodian and Head Custodian.pdf</a> , Date Uploaded: 6/29/2015
	Does the Maintenance Plan include standards and benchmarks for maintenance?	Yes
	Please describe how the standards and benchmarks are established and monitored, OR note the page number in your uploaded Maintenance Plan that contains this information.	The Head Custodian for each building meets regularly with their Pincipal to review expectations. Any changes, updates or recommendations that come out of their weekly meetings are then communicated by the Head Custodian to their staff. The Head Custodian and Principal walk the building to plan for upcoming capital needs. These needs are then reported to Central Administration to be reviewed and included into the Capital Plan. When new equipment is purchased, the vendor provides training for all staff. The District has an Emergency Response Team (DERT) that includes the custodians in each building. This Team has mapped out the protocols for safety and emergencies in every building in the district. A copy of the Staff Crisis Manual is attached.
2.	Is there a preventative or predictive maintenance plan for the district's facilities?	Yes
	Attachment: Preventative or Predictive Maintenance Plan	<a href="#">3 Yr. Preventive Maintenance Plan.pdf</a> , Date Uploaded: 6/29/2015
	Or, if it is included in the district's Maintenance Plan, please provide the page number in that document where this information can be found.	
3.	Does the district have a work order system?	Yes
	Please describe the work order system and how it addresses planned and unplanned maintenance.	SchoolDude Facility Maintenance has been in place for four years. Principals and Head Custodians will notify maintenance staff of any needs or concerns they have about their buildings using the SchoolDude Work Order System. The orders are reviewed throughout the day by the maintenance staff, prioritized and assigned to the appropriate staff member.
	Attachment: Work Order	<a href="#">SchoolDude.pdf</a> , Date Uploaded: 6/25/2015

## Facilities Condition Index

1.	Does the district conduct periodic inspections of school facilities to ascertain their condition?	Yes
	If "Yes," please describe what is inspected, who conducts the inspections, and how they are documented.	All school buildings are serviced by in-house skilled maintenance staff. The buildings are constantly being evaluated for repairs and upkeep. MIIA does an annual walk through each building to assess risk. Boilers are opened and inspected annually by Boiler Vendor (BOSCO or Aalanco), Fire Alarm, Fire Sprinkler, Ansul Fire System and Fire Extinguishers are inspected annually by Simplex-Grinnell, Kitchen Hoods are inspected annually by Simplex-Grinnell, Fire Alarm Panel is inspected annually by Simplex-Grinnell. Elevators are inspected annually by the State and maintained monthly by Atlantic Elevator. Waste Removal is contracted through Allied/Republic, Emergency Generators - South Shore Generator, Security Alarm - Watch 24/Signet/Simplex-Grinnell. HVAC - When in-house maintenance worker can't perform the service then Specialized Heating and Air Conditioning is called in, Grease Trap - Bay State Sewage Disposal.
2.	Does the district have a Facilities Condition Index? A Facilities Condition Index (FCI) keeps track of school systems, identifies major system components, and tracks information about those components, including their expected useful life, age, and condition. For example, an FCI would track information not just about the HVAC system as a whole, but about each boiler.	No
	If the district does not have a bona fide FCI, does the district have another method for collecting facility data related to condition, cost of maintenance, and repairs?	Yes
	If "Yes," please describe.	We currently have a 3 Year Preventive Maintenance Plan, a copy of which is attached. We also track energy costs as a way to determine efficiency of equipment.
3.	Please describe how the district analyzes facility condition information and how that analysis impacts decisions on the budget, capital improvements, staff performance, etc.	During annual maintenance of the major systems there is communication with the district about potential system breakdowns due to what is observed by the inspector. A 5 year Capital Plan is in place throughout the Town and these items are added to the list in order of priority.
4.	Does the district have an existing protocol for commissioning/re-commissioning or retro-commissioning of any of its facilities or does the district have any plans to perform any commissioning activities (do not include any MSBA funded commissioning or re/retro-commissioning)?	Yes
	If "Yes," identify the school(s) and year(s) of re- or retro-commissioning:	The District has a process of re-commissioning school building that are no longer serviceable for its K-12 use, for example the Flora Clark Administration Building which houses the Superintendent's Office and the Business Office was originally a two room school house. The Lincoln D. Lynch Building has been renovated and is now rented to Massasoit Community College. This building was originally used by the District as a Kindergarten building, also the School Street School which is rented to READS Collaborative also was a Kindergarten building. Both of these programs were combined and moved to the Memorial Early Childhood Center. The Memorial Early Childhood Center was the original Middleborough High School and then became the Memorial Junior High School. This building was renovated in partnership with MSBA.

## Environment

1.	Does the district routinely monitor air quality and air changes in its facilities?	No
2.	Does the district implement practices in the EPA's Tools for Schools program?	No
	If "No," does the district have a reason that it doesn't use the Tools for Schools?	The new Superintendent is familiar with this program and will be instituting Tools for Schools or a similar program in the FY2016 School Year
3.	Does the district have a protocol to eliminate toxic chemicals and use 'green' products for cleaning and repairs?	Yes
	If "Yes," please describe:	None of our cleaning products are toxic. Any products purchased now are done so with a thought towards the environment both inside our school buildings and outside, for example ice melt.
4.	Best practices for building operators typically include regular inspecting, testing, balancing, and cleaning of HVAC components in order to make them operate more efficiently and improve air quality. Does the district have a protocol for doing this?	Yes
	If "Yes," please describe:	The past practice for these systems has been replacing filters quarterly and cleaning univent coils and housing during the summer months. We recently hired a licensed HVAC maintenance worker that will be responsible for all components of the HVAC system. The SchoolDude workorder system has a module for Preventive Maintenance. The HVAC maintenance worker will have the task of creating the written protocol for these systems.
5.	Does the district monitor energy consumption and spending?	Yes
	If "Yes," please describe:	An Energy Consultant had been monitoring and recording consumption and spending for the past eight years using EnergyCap software. These duties are now the responsibility of the maintenance department. Having the maintenance staff be mindful of the data while monitoring the systems will allow for immediate response should there be any drastic changes in the data. Also, the Business Office staff compiles the monthly costs using an Excel spreadsheet. Having these monitoring systems in place have been an early warning that we have had problems with a boiler.
6.	Does the district implement energy conservation measures and/or has the district made improvements to its facilities that result in energy savings?	Yes
	If "Yes," please describe:	Reminders to staff of proper classroom practices where energy is concerned, i.e., always shutting down computers, monitors and lights as well as pulling down window shades.  Each school building has an active recycling program for bottles and cans. There is a paper retriever located at each school building as well as one for textiles.  Replacement windows at one elementary school and currently in the process of replacing 2 older hot water heaters with 2 energy efficient hot water heaters in the middle school.

## Maintenance Budget

1.	Does the person in charge of facility maintenance have a role in establishing the maintenance budget?	Yes																																																												
	Please describe:	Each administrator submits a budget to the budget sub-committee in the fall/early winter requesting their needs for the following year.																																																												
<p>The following section requests information regarding the history of budget requests made to and allocated by the school committee as well as actual and projected district expenditures. The budget categories mirror those used to report to the DESE. The following DESE cost categories are used in the budget details captured in this section.</p>																																																														
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2011	882,795	414,240	589,634	84,948	626,916	11,627	175,844	0	230,064	58,238	3,074,306
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**Expended Budget (District-Entered):** This information was entered by the district as it was not yet available through the DESE.

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2014	943,020	319,306	541,591	86,521	558,718	5,656	98,891	0	455,758	57,925	3,067,386

6. If there is a variance of 20% or greater between consecutive years in the district's total expended amounts please provide details on the reason for the difference.

7. Projected Budget:

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2018	1,060,470	365,754	545,972	10,129	446,295	10,404	70,467	0	308,818	63,898	2,882,207
2017	1,020,069	358,583	535,267	74,725	437,544	10,200	69,086	0	302,763	62,645	2,870,882
2016	980,460	351,552	524,772	48,750	428,965	10,000	67,732	0	296,827	61,417	2,770,475

8. What does the district believe that the appropriate amount of spending on operations and maintenance should be to allow for the routine maintenance of the district's facilities and to achieve a sound preventative and predictive maintenance program? Please provide both an absolute value and a percentage of the total district budget.

Providing safe and healthy school buildings is a priority of the District and the Town of Middleborough. In 2012 the Town of Middleborough began to invest money in Capital Projects throughout the school and town buildings. This process has been vital to the school in replacing older systems with more energy efficient systems, including windows, boilers, burners and general building projects. Replacing these older systems saves time, maintenance and energy. The Middleborough School Department employs three licensed tradesmen, a Plumber, Electrician and HVAC. Having this skilled labor on staff cuts down on the amount of work that needs to be contracted out to private vendors, thus saving time and money. In Fiscal Year 2014 the funds expended on maintenance throughout the district, not including custodial accounts, utility accounts or technology accounts was 2% of the total amount expended in FY2014.

9. Please provide any other comments on your budget history and forecast that would help the MSBA understand variances or the district's budgeting process.

With the continued support of the Capital Planning Committee's recommended funding for capital projects, the District is better able to focus the annual budget on operational expenses; and having three skilled maintenance workers on staff allows for the maintenance budget to be used in a more efficient and effective manner.

10. The DESE has not provided us with your Total District Expenditures for the most recent completed fiscal year. Please provide us with this information.

Total District Expenditures for 2014: \$27,245,391

## Capital Program

1.	Does the district have a practice of capital planning?	Yes
2.	Does the district have a long-term future capital plan of at least five to ten years?	Yes
3.	Is the maintenance staff involved in the planning and design of capital projects?	Yes
	Please describe:	All school buildings are serviced by in-house skilled maintenance staff. The buildings are constantly being evaluated for repairs and upkeep. Several times during the year we meet with maintenance staff to review summer projects as well as any projects that need to be done during school vacation weeks. At these meetings, there is always conversation about the capital needs at each school building. This process works effectively for us, because we are always working with an updated list of capital needs when the Capital Planning Committee schedules their meetings to review the school's needs.
4.	Does the district have an established line item for a capital reserve account, stabilization fund, or some type of segregated account of local funds reserved to fund capital projects for school facilities?	Yes
	Please describe:	The School District currently rents out two school buildings that were formerly used as Kindergarten buildings. One is rented to Massasoit Community College and the other to READS Collaborative. The rental income is deposited into a Revolving Account that is under the jurisdiction of the School Committee. The funds are used for the upkeep of these properties as well as any renovation projects needed in our school buildings, and purchasing maintenance and custodial equipment for our staff. The FY15 ending balance for this Revolving Account is \$327,172.89. Listed below is the amount spent from the account for equipment and renovations at our five active school houses over the past 5 years
Please provide the dollar amount in the account (or the amount used from the stabilization account) for each of the last five years. In the Uses column, provide a short description of what the fund was used for in that year.		
FY	Dedicated Local Fund Amount	Uses
2015	192,475	Building renovations, custodial equipment & PD
2014	104,391	Truckw/plow, building renovations & equipment
2013	159,718	Security Cameras, roof repairs, school signs
2012	108,503	kubota, trailer, playground fencing
2011	69,434	HVAC repair, playground structure, window shades

## Capital Budget

### Capital Budget History

The following is a list of all tax overrides, capital exclusions, and debt exclusions sought by the district and any of its associated municipalities and schools as provided by the Massachusetts Department of Revenue.

The Department of Revenue reports no Override, Capital Exclusion, or Debt Exclusion votes for this district in the last ten years.

1.	Please provide any comments, corrections, or additions to the information listed above.	The School Department on its own has not sought any Overrides, Capital Exclusions or Debt Exclusions. The Town has put forward projects in the past 10 years, but they have not passed. Attached please find documentation from the Town Clerk's Office regarding Overrides and Debt Exclusions.
2.	Please describe any capital projects that were deferred due to funding constraints.	The Town of Middleborough and the Capital Planning Committee have been very responsive to the needs of the schools. Given that our window of opportunity to complete only a certain number of projects in the summer months and during school breaks, the flow of capital funding has worked out well for us. Attached please find a memo outlining the Capital Projects that have been completed or in progress since FY2012.

### Capital Improvement Plan and Budget

1.	<p>Please upload a document or documents that list, by year and by item, your anticipated district, municipal, and school capital spending for the next five years. Your attachment(s) can be in any format, but must include the following information:</p> <ul style="list-style-type: none"> <li>  Fiscal year of expected implementation for each item</li> <li>  Whether each item is for the entire district, an individual municipality( and which), or a school ( and which)</li> <li>  Description of scope or need for work</li> <li>  Estimated Cost</li> <li>  Funding mechanism(override or debt exclusion, if known)</li> <li>  Term of debt (if known)</li> </ul>	
	Attachment(s)	<a href="#">Debt Statement.pdf</a> , Date Uploaded: 7/15/2015 <a href="#">Overrides and Debt Exclusions.pdf</a> , Date Uploaded: 7/15/2015 <a href="#">Capital Requests and Articles.pdf</a> , Date Uploaded: 6/29/2015 <a href="#">Articles Status Update 7.2015.pdf</a> , Date Uploaded: 7/20/2015
2.	Please provide any information the district has about the availability of non-public funds for school facility purposes.	In addition to the five active school buildings, Middleborough Public Schools oversees two other buildings that are rented, one to READS Collaborative and the other to Massasoit Community College. The funds are deposited into a Facility Rental Revolving Account. The rental funds are used for upkeep of the two buildings, as well as any facility needs in our active five school buildings.
3.	Please provide information from the Treasurer, Finance Committee, and/or Capital Planning Committee regarding the current outstanding debt and future bonding capacity inside the debt limit for the municipality/municipalities.	Current outstanding debt \$30,295,754. Of that \$15,525,630 is debt subject to the debt limit. Remaining borrowing capacity under the debt limit as of 4/27/2015 is \$100,167,990. Debt Statement attached.

## Attachments

The following is the list of attachments that the district provided to the MSBA as a part of this MCP Record.	
Job Descriptions	<a href="#">Combined Job Descriptions.pdf</a> , Date Uploaded: 6/25/2015
Maintenance Plan	<a href="#">Custodian and Head Custodian.pdf</a> , Date Uploaded: 6/29/2015
Preventative Maintenance Plan	<a href="#">3 Yr. Preventive Maintenance Plan.pdf</a> , Date Uploaded: 6/29/2015
Sample Work Order	<a href="#">SchoolDude.pdf</a> , Date Uploaded: 6/25/2015
Facilities Condition Index	
Capital Plan Budget	<a href="#">Debt Statement.pdf</a> , Date Uploaded: 7/15/2015 <a href="#">Overrides and Debt Exclusions.pdf</a> , Date Uploaded: 7/15/2015 <a href="#">Capital Requests and Articles.pdf</a> , Date Uploaded: 6/29/2015 <a href="#">Articles Status Update 7.2015.pdf</a> , Date Uploaded: 7/20/2015
Supplemental Document(s)	<a href="#">Staff Crisis Manual.pdf</a> , Date Uploaded: 7/21/2015 <a href="#">Changes to Official s Info.pdf</a> , Date Uploaded: 7/20/2015

**Submission**

This section will remain blank until a record is submitted. When submitting, the district representatives are required to affirm the following:	
€	The district has reviewed all of the information entered in the MCP system and the documents attached and affirms that the answers are responsive to the questions and accurately and completely represent the maintenance procedures, budgeting history, capital planning process, expenditure history, and planned budget of the district.
€	The district acknowledges that by submitting this form electronically it is providing the MSBA with the final, definitive version of the district's maintenance and capital planning information as of this date, and that this information will be used to determine the district's eligibility for reimbursement and potential incentive points.
	Submission comments or notes:
	Submission date: