

TOWN OF GILL

M A S S A C H U S E T T S



www.gillmass.org

SELECTBOARD & FINANCE COMMITTEE MEETING MINUTES

February 12, 2018

Called to Order: The Selectboard and Finance Committee were called to order at 6:00 PM.

Selectboard Members Present: Randy Crochier, John Ward, Greg Snedeker Members Absent: None

Finance Committee Members Present: Claire Chang, Sandy Brown, Timmie Smith, Tupper Brown
Members Absent: Ronnie LaChance

Others Present: Ray Purington, Administrative Assistant; Joanne Blier, Jane Oakes

GMRSD Capital Requests: Joanne Blier, Director of Business & Operations for the GMRSD, presented overviews of three capital requests the District is making for FY19.

- Gill Elementary School Roof – the District has applied on behalf of the Town to the Massachusetts School Building Authority for funding for a roof replacement project. The project was not funded last year due to insufficient funds for MSBA to fulfill all requests. If the project is accepted by the MSBA this year, a feasibility study will then need to be performed. Blier suggested putting funds for the feasibility study in FY19's budget in case the project is approved by the MSBA.

The total cost of the roof replacement project is estimated to be \$600,000 - \$1 million, with an MSBA reimbursement of roughly 75%. Blier cautioned, however, that the estimate is based on old data, and construction costs do increase. There was a discussion of replacing the roof with a standing seam metal roof instead of asphalt shingles. It is likely the MSBA would not reimburse for any of the incremental cost of the metal roof, but this would not be known with certainty until after the project is initially accepted by the MSBA and the feasibility study is completed.

It was pointed out the MSBA will require the Town to state it intends to keep the building open and operating as a school for the next 20 years.

- Gill Elementary School Entry Doors – The District is requesting \$20,000 from the Town to install a second set of double doors at the main entrance of the school. Currently, visitors to the school are buzzed in through the outer doors by someone in the main office, and there is limited ability to observe the visitor prior to granting access to the building. This has been raised as a security concern by State Police during school lock down drills.

With a second set of doors, visitors would enter the building but would not be buzzed through the interior double doors until they have talked with the receptionist through a secure window. The extra doors would also serve to create an air lock of sorts, helping with energy efficiency in the winter by keeping cold air out and heated air inside the building.

There were questions about where the existing heating vents are located in the entry hallway. Other questions included whether the same result could be achieved by constructing an exterior addition for a vestibule, and what the depth of the vestibule (interior or exterior) would need to be in order to comply with ADA requirements.

- Building Management System at High School – The current control system for the High School's HVAC is no longer supported by the vendor, and repair parts are difficult to find. A complete system replacement would cost \$150,000 - \$180,000. The District is requesting \$80,000 to replace the computer, software, and

some of the failed controllers and actuators. The cost is split between Gill and Montague, with \$8,000 as Gill's share. There was a desire to have Jim Huber, Facilities Manager for the District, meet with the Capital Improvement Planning Committee to answer questions about the project.

Joanne Blier and Jane Oakes left the meeting at 7:10 PM.

Finance Committee Reorganization: Tupper made a motion, seconded by Sandy, to elect Claire Chang as Chair of the Finance Committee. The motion was approved on a vote of 4 in favor and 0 opposed. Tupper volunteered to serve as the Finance Committee's representative to the Personnel Committee. There were no objections and the appointment was made by consensus.

Preliminary Revenue Estimate for FY19: The initial estimate of revenue for FY19 is \$3,699,034, up from \$3,428,173. Most of the increase is from growth in the levy limit. State aid is projected to decrease, and local receipts are expected to be flat from FY18.

Meeting Schedule: Budget meetings were scheduled for 2/26, 3/12, 3/15, 3/21, 3/26, 4/9, 4/19, 4/23, and 4/25. The deadline for petitioned warrant articles is April 2nd, and the Selectboard will sign the warrant for Annual Town Meeting on April 25th.

Liquor License Approval: The ABCC has approved the new beer & wine convenience store license for 23 French King Highway LLC – aka Gill Mobil – aka The Mill. Greg made a motion, seconded by John, to sign and issue the liquor license for 23 French King Highway LLC. The vote was unanimous in the affirmative.

The Finance Committee and Selectboard adjourned their meetings at 8:00 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Signed copy on file. Approved on 07/23/2018

Greg Snedeker, Selectboard Clerk

Adopted by the Finance Committee in lieu of separate Finance Committee minutes on _____.

What is the Accelerated Repair Program?

The MSBA Accelerated Repair Program is intended for facilities in which the scope of a potential project is limited to the replacement or repair of roofs, windows/doors, and/or boilers. Repair projects are designed to materially extend the useful life of the school and preserve an asset that is otherwise capable of supporting the required educational program. The Program focuses on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. In order to maximize the impact of this Program, districts are required to use pre-selected consultants. In addition, districts are required to appropriate funding quickly in order to adhere to an accelerated project schedule.

How are Accelerated Repair Projects Funded?

- Project costs are shared between MSBA and local School Districts/Towns
- MSBA reimburses their portion of the project as funds are expended.

How will the Town/District fund the project?

- The Town will need to determine if they wish to fund project directly or through the district. Based on this determination, an individual from that organization would be the lead contact with MSBA submitting documentation as necessary.
 - The town (or District) would need to fund the "construction" of the project submitting for MSBA reimbursements throughout the process.
 - Upon completion of the project the Town would borrow funds and finance the project directly, or the District would borrow funds and assess the Town annually for the life of the bond. The capital assessments would probably begin in FY22.

Prior SOI Submitted

- We submitted a SOI in February, 2017 which was denied by MSBA indicating that they had to limit the number of invitations due to the large number of applications they received. They typically approve 45-50 projects annually but received over 70 proposals last year. As referenced in the State of Interest Process Overview, if limiting the number of invitations, the MSBA should consider among other factors: the degree of the disrepair of the systems to be replaced and the frequency with which issues associated with the disrepair arise. And so, for the FY17 accelerated repair program those two factors were evaluated and they determined that only systems of 30 years or more would be considered for invitation. Since the Gill Elementary Roof was approximately 20 years, the application to the MSBA program was denied.

What is the projected project approval and completion timeline for a Gill Elementary Roof Project?

- Accelerated repair SOI application must be submitted by February 16, 2018
- MSBA Approval summer 2018
- Hire Owner's Project Manager and Designer for Feasibility Study and Schematic Design prep – Fall, 2018
 - This phase is reimbursable, however, the timing of the reimbursement crosses fiscal years
 - Cost of Sheffield Window Project Feasibility/Schematic Design phase was \$27,500.
- MSBA Schematic Design approval -- Spring, 2019
- Town meeting MSBA Vote – Spring, 2019
- Begin Construction document phase – summer, 2019
- Bid – Fall, 2019
- Construction – Spring, Summer, 2020
- Project close out – Fall, 2020
- Financing of project with first payment Summer, 2021

What is the estimated MSBA Reimbursement Rate for Gill-Montague?

- The District has received a 76% reimbursement rate for the Sheffield Roof Project. The rate is re-set annually based on income/property/poverty levels in the district. I don't expect it will be significantly different for a new Project this year.

What have comparable Schools paid for MSBA Project Roof Replacements?

- Comparable Schools are less than 30K square feet with a recent roof replacements
- Range of \$400K - \$900K

How would MSBA handle changing the type of roofing material used?

- Decisions made on a case by case basis
- If there is a significant difference in the cost to install a standing seam metal roof in place of an asphalt roof, MSBA may cap the reimbursement and not reimburse for their share of the entire project. For instance, if an asphalt roof is estimated to cost \$600K and a standing seam metal roof closer to \$1M, they would probably cap the cost somewhere in between those two amounts but he did not indicate exactly where that cap would be. If the difference between the two roof types is not too great then it is possible that MSBA could reimburse their entire share.
- The best time to determine this would be during the feasibility phase. During that stage, you could request the architect/OPM put together price estimates for both roof types. Those estimates would go to the MSBA for approval and budget setting before the bidding phase. Evan said that insulation would be covered to get us to proper code requirements.

GILL CAPITAL PROJECT REQUEST FORM

1. Date: January 9, 2018 2. Dept, Board, Committee Proposing Article: Gill-Montague RSD

PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS

3. Project Title:

Roof Replacement Gill Elementary School

4. Project Description:

Apply to MSBA for Gill-Elementary School Roof replacement. MSBA application would be submitted during winter of 2018, but roof would not be installed until summer 2020 based on timeline of MSBA programs.

5. Proposed Wording of Article: To see if the Town shall vote to...Specific MSBA Vote language attached.

6. Cost & Recommended Sources of Funding: (*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY _____	_____	<u>We would have to determine how funding would be handled. Would the Town of Gill borrow money for this project or would the District borrow money and assess the town over a number of years?</u>
		<u>MSBA would pay a portion and the remainder would be covered by the Town of Gill</u>
FY _____	_____	_____
FY _____	_____	_____
Six Year Total	_____	_____
After 6 th Year	_____	_____

(If figures are adjusted for inflation, what % did you use? _____)

7. Departmental Priority: _____

8. Justification and Useful Life:

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS
 "A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

PART 2 - CAPITAL PROJECT (excluding equipment)

9. Project Location:

10. Purpose of Form: () Add a new item to the capital program () Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

Direct Operating Cost	Indirect Operating Costs
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

Cost comparisons for Potential MSBA Project for Gill Roof

	Auburn Roof*	West Bridgewater Roof*	Gill Elementary	*Auburn and West Bridgewater Feasibility Study, OPM and Architect costs are estimates based on Sheffield Project knowledge	Sheffield Windows
Year Built	1948	1958	1958		
Grade Levels	K-2	PK-K	K-6		
Enrollment	270	128	117		
Square Footage	25,000	28,000	22,000		
Feasibility Study	\$ 30,000	\$ 30,000	\$ 30,000	Estimate based on Sheffield Project	\$ 27,500
Construction	\$ 578,000	\$ 638,000	\$ 506,000	Gill estimate based on avg cost per square foot of two sample roof projects	\$ 925,000
OPM 4%-5% construction cost estimate	\$ 23,120	\$ 25,520	\$ 20,240	Sheffield window construction bid came in over feasibility study cost estimate so Architect/OPM cost are not exact percentages	\$ 37,000
Architect 10% construction cost estimate	\$ 57,800	\$ 63,800	\$ 50,600		\$ 88,000
Total Cost	\$ 688,920	\$ 757,320	\$ 606,840		\$1,077,500
Est Reimb \$	\$ 516,690	\$ 567,990	\$ 455,130	Assuming 75% reimbursement rate	\$ 777,500
Net cost to District	\$ 172,230	\$ 189,330	\$ 151,710		\$ 300,000
Construction cost per sq ft	\$ 23.12	\$ 22.79	\$ 23.00		

Received from Ray: Brian Devriese, Architect estimates for 22,000 square foot roof:

Asphalt Shingles \$150-\$300 per square (\$200K)
 Standing Seam Metal \$650-\$1,000 per square (\$400K)
 (square = 100 Sq Ft)

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2018 Statement of Interest

Thank you for submitting your FY 2018 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to mail all required supporting documentation, which is described below.

VOTES: Each SOI must be submitted with the proper vote documentation. This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
 - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
 - Regional School Districts do not need to submit a vote of the municipal body.
 - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3: If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects Priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Gill-MontagueDistrict Contact Joanne Blier TEL: (413) 863-3251Name of School Gill ElemSubmission Date 1/26/2018

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI 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 on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

**LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR
(E.g., Mayor, Town Manager, Board of Selectmen)**

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
Michael Sullivan	Valeria Smith	Michael Sullivan
Superintendent		
		
(signature)	(signature)	(signature)
Date	Date	Date
1/24/2018 8:21:43 PM	1/25/2018 1:25:56 PM	1/24/2018 8:19:35 PM

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Gill-MontagueDistrict Contact Joanne Blier TEL: (413) 863-3251Name of School Gill ElemSubmission Date 1/26/2018

Note

The following Priorities have been included in the Statement of Interest:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of existing severe overcrowding.
3. Prevention of the loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. Short term enrollment growth.
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

Potential Project Scope: Accelerated Repair
Roof

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: 2018 Gill Elem

Is this part of a larger facilities plan? NO

If "YES", please provide the following:

Facilities Plan Date:

Planning Firm:

Please provide a brief summary of the plan including its goals and how the school facility that is the

subject of this SOI fits into that plan:

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 14 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 15 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? NO

Does the District have related report(s)/document(s) that detail its facilities, student configurations at each facility, and District operational budget information, both current and proposed? YES

If "YES", please provide title, author, and date of report in area below.

Michael Sullivan, Superintendent of Schools Budget Reports/documents January 2018 The district creates a capital and maintenance plan annually as part of the budget process. In addition, student enrollment is tracked and projected for each year.

Please include a hard copy of these report(s)/document(s).

Is there overcrowding at the school facility? NO

If "YES", please describe in detail, including specific examples of the overcrowding.

Has the district had any recent teacher layoffs or reductions? YES

If "YES", how many teaching positions were affected? 2

At which schools in the district? Turners Falls High School

Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

We reduced the number of sections that Physical Education is offered and reduced our Psychologist from a 1.0 FTE to a 0.6 FTE at the secondary Level.

Has the district had any recent staff layoffs or reductions? NO

If "YES", how many staff positions were affected? 0

At which schools in the district?

Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

PE staff was reduced by 1.0 FTE but the Athletic Director picked up teaching additional blocks of PE. There were some sections of PE reduced as a result of the staff reduction. The curriculum work is being handled primarily by the Superintendent. An elementary Assistant Principal is now the Title I Director; a job duty previously held by the Curriculum Director.

Please provide a description of the local budget approval process for a potential capital project with theMSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

In the most recent budget year there were no programs eliminated during the FY18 budget process.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Gill Elementary School was built in 1955 with an addition in 1985. There was a roof replacement in 1995.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

18320

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Gill Elementary School is occupied by approximately 134 students and 18 staff members from 7:45 am until 4:30 pm Monday through Friday during the school year. There are no known conditions that would impact a potential project at this site.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

The Gill Elementary School is located at 48 Boyle Rd in Gill, MA 01354

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The school consists of a single story, brick faced building with aluminum frame, double pane windows and a sloped asphalt shingled roof. The building has a pitched roof with attic space, except in the gymnasium, which has a vaulted/cathedral ceiling that appears to match the pitch of the roof line. The main classroom areas have an unheated, passively vented attic space. The floor is insulated with 12" of blown cellulose insulation over 6" paper faced fiberglass batts fastened to the attic floor joists. In places the fiberglass attachment has failed, opening significant gaps to the conditioned space below and there has been no sealing around ventilation and soil pipe penetrations causing significant air leakage from the conditioned space into the attic area. This causes the attic air to become heated resulting in ice damming issues especially on the east side of the building. There is a passive damper at the south gable end to increase ventilation to the attic which may actually contribute to ice dams

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO

Year of Last Major Repair or Replacement:(YYYY) 1955

Description of Last Major Repair or Replacement:

No major repair of exterior walls

Roof Section A

Is the District seeking replacement of the Roof Section? YES

Area of Section (square feet) 18604

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe))

The school currently has a shingled roof, but the town is interested in potentially replacing it with a standing seam metal roof depending on the cost.

Age of Section (number of years since the Roof was installed or replaced) 23

Description of repairs, if applicable, in the last three years. Include year of repair:
Replacement of shingles as needed.

Window Section A

Is the District seeking replacement of the Windows Section? NO

Windows in Section (count) 86

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))

aluminum frame double pane windows

Age of Section (number of years since the Windows were installed or replaced) 23

Description of repairs, if applicable, in the last three years. Include year of repair:

none

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

The Gill Elementary School's boiler was replaced in 2014 through a performance contract. HVAC is steam and original to the building. The school has 400 amp service into the building through the boiler room. The main electrical service panels and shut off switches date back to the original building, and parts are no longer available. Some of the secondary panels have been upgraded.

Boiler Section 1

Is the District seeking replacement of the Boiler? NO

Is there more than one boiler room in the School? NO

What percentage of the School is heated by the Boiler? 100

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)

heating oil

Age of Boiler (number of years since the Boiler was installed or replaced) 7

Description of repairs, if applicable, in the last three years. Include year of repair:

Replaced a capacitor because the blower motor was not running consistently and wouldn't start up properly.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1955

Description of Last Major Repair or Replacement:

none

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? NO

Year of Last Major Repair or Replacement:(YYYY) 1955

Description of Last Major Repair or Replacement:

none

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

The flooring throughout the building is original to building and in need of replacement. lighting was upgraded as part of a performance contract in 2014

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

The Gill Elementary Schools serves students in Grades K through Grade 6.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

There are 10 classrooms with an average classroom size of 800 square feet. The library and computer lab share space. The multi-purpose room of 2400 square feet serves as the cafeteria, gym and auditorium.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The Gill Elementary School does not have an overcrowding issue, although more space would be helpful in managing the day to day educational needs of our students.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The district has a long range capital plan to address major repairs that may be necessary in the future such as roof, floors, electrical upgrades etc. Preventative and regular maintenance is handled by a combination of internal staff and outside contractors. Annual inspections are done with the building inspector. Preventative maintenance includes cleaning and filter replacement on HVAC univents, nozzle and filter replacement on boiler and annual roof checks, etc.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

The Gill Elementary School roof was replaced in 1995 and has been monitored regularly over the past several years. Shingles are beginning to get brittle and reaching the end of their useful life.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Shingles have been replaced as necessary to avoid leaks and to maintain the integrity of the roof structure.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Roof integrity is critical to the building's integrity. We want to get in front of the deterioration of the roof so that it can be replaced before leaks become the norm.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

Replacing the roof, updating attic insulation and sealing vents will stop heat loss and stop ice dams from building up in the valleys.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional?:
YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):

Jablonski/Devriese Architects
Brian Devriese, Architect
29 Elliot Street
Springfield, MA 01105
413-747-5285

The date of the inspection: 11/22/2016

A summary of the findings (maximum of 5000 characters):

A site review of the roof at the school was conducted on the morning of Tuesday November 2, 2016. The condition of the shingles seems much the same as in 2012. Some shingles have been replaced in a few places but overall the appearance is good. The moss and lichen continue to loosen the mineral surface from the shingle tabs in a number of places. This accelerates the deterioration and shortens the expected life of the roof. There are a few feet of cap shingles that have blown off the ridge vent on the northwest gable end of the roof. These need to be replaced to avoid leaks from windblown rain or melting snow. The custodian is not aware of any active leaks. It seems that there is no urgency to replacing the roof however it is at its expected service life (20-25 years) and will have to be replaced within the next few years.

The existing shingles will need to be stripped off to allow for installation of flashings and underlayments and to avoid imposing an additional dead load to the structure. Stripping allows inspection of the condition of the roof sheathing and will insure a longer life for the new shingles. If a metal roof is an option the existing roof will need to be stripped to avoid adding dead load to a roof that was designed when the code required design snow and wind loads were less than they are in the newer editions of the building code.

REQUIRED FORM OF VOTE TO SUBMIT AN SOI

REQUIRED VOTES

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen OR the Board of Selectmen/equivalent governing body AND the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, prior to the closing date, the _____ *[City Council Board of Aldermen Board of Selectmen/Equivalent Governing Body/School Committee]* of _____ *[City/Town]*, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated _____ for the _____ *[Name of School]* located at _____ *[Address]* which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

_____ *[Insert a description of the priority(ies) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority].* and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

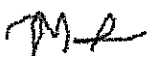

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	School Committee Chair	Superintendent of Schools
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Michael Sullivan	Valeria Smith	Michael Sullivan
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Superintendent


(signature)

(signature)

(signature)

Date

Date

Date

1/24/2018 8:21:43 PM

1/25/2018 1:25:56 PM

1/24/2018 8:19:35 PM

* Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

GILL CAPITAL PROJECT REQUEST FORM

1. Date: January 9, 2018 2. Dept, Board, Committee Proposing Article: Gill-Montague RSD

PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS

3. Project Title:

Install double door entrance system at Gill Elementary School

4. Project Description: Installing a second set of double doors in the foyer of the Gill Elementary School would serve multiple purposes. First, it would provide a secure area for visitors to enter the building and then be buzzed through after speaking to the main office as well as allowing the main office to visually see who is entering the building. It would also provide a second set of doors to allow for less heat escape in the winter months. This double door entry would require a window to be installed from the office to the enclosed foyer or a camera so the office personnel can see the visitor before buzzing them in.

5. Proposed Wording of Article: To see if the Town shall vote to...

To see if the town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$20,000, or any other amount, for the purpose of installing a second set of security doors and window and/or buzzer/camera system to the main office at Gill Elementary School, or to pass any vote or votes in relation thereto.

6. Cost & Recommended Sources of Funding: (*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY19	\$20,000	Taxation or other available town funds
FY		
FY		
FY		
Six Year Total		
After 6 th Year		

(If figures are adjusted for inflation, what % did you use? _____)

7. Departmental Priority: 2

8. Justification and Useful Life: Currently the entryway allows access to the building once the individuals are buzzed in from the outside of the building with little to no view of who is entering the building. An internal security entrance with a larger screen or window would allow the office better visual of the individual seeking to gain entrance. A window would provide the more secure entrance allowing the office to sign in the visitor in the secure area prior to buzzing them into the building. In addition, the double door entry way would provide an additional barrier to the outside temperatures potentially saving energy.

PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS

"A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."

PART 2 - CAPITAL PROJECT (excluding equipment)

9. Project Location:

10. Purpose of Form: () Add a new item to the capital program () Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

Gill wall ESTIMATE: copy

Greenfield Glass Co., Inc To : Gill /Mont schools Att : Jim Huber Date : 12/7/17
52 River st

Greenfield MA, 01301 Job : Gill Elementary school (Added interior entrance)
Phone : 413-774-5277 Fax : 413-774-5523
E-mail : daniel @ greenfieldglass.com

Bid proposal -

Pricing for Greenfield Glass to fabricate and install (1) 10'wide x 9'2"high interior vestibule frame with a 6'0"x 7'0" pair of doors in the middle and fixed 1/4" framing for the rest of the area in the sidelights and transoms . The new frame would be Kawneer 450 1 3/4"x 4 1/2" framing in there std #40 bronze anodized finish to except 1/4" clear safety glass and 1/4" bronze panel were needed . The new doors would be Kawneer 500 wide style doors with von duprin 99 rim panic locking hardware locking into a removable mullion bar with an electric release on the same side as the existing exterior doors and LCN 40 series door closers . No Mag locks or any final wiring is included in this price this work would need to be done by others .

10,450 \$ Total Installed (Pricing based on matching similar to the existing exterior frame)

(Pricing is valid for 45 days incase of material cost increases)

Thanks
Dan Maloney
Greenfield Glass Co., Inc

Please initial and return original to Selectboard's Office. Thank you.
 Routing: CIPC Selectboard Finance Comm.

GILL CAPITAL PROJECT REQUEST FORM

1. Date: January 9, 2018 2. Dept, Board, Committee Proposing Article: Gill-Montague RSD

PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS

3. Project Title:

Upgrade of BMS at High School

4. Project Description: Electronic Control Servers that operate automation controls for heat and AC of the Secondary Building need to be replaced. The existing UNC controllers are outdated and are no longer supported by the vendor. If one fails, we lose the ability to control temperature in the building. Other vendors have provided quotes of \$150K to \$180K for a total replacement of the computer software, hardware that operates the system including actuators, computer, motorized valve and air dampers and communication with the rooftop units. We are looking to upgrade the existing system which would not require us to replace all existing controllers until they fail rather than replacing them all at this time. The new automation servers will also enable us to send out alarms in the form of emails or text messages should there be an issue with the system which is not currently an option. We are requesting funds to replace the new automation servers along with some of the currently failed controllers, actuators and motorized valve and air dampers.

5. Proposed Wording of Article: To see if the Town shall vote to...

To see if the town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of (approximately 10% of \$80,000), or any other amount, for the purpose of upgrading the electronic control servers that operate the automation controls for heat and AC of the secondary building and currently failed controllers, actuators and motorized valve and air dampers or to pass any vote or votes in relation thereto.

6. Cost & Recommended Sources of Funding: (*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY19	~ \$8,000	Taxation or other available town funds
FY		
FY		
FY		
Six Year Total		
After 6 th Year		

(If figures are adjusted for inflation, what % did you use? _____)

7. Departmental Priority: 1

8. Justification and Useful Life: While the current system works, it is no longer supported by the vendor. Should it fail, we will not be able to control heating and ventilation in the secondary building.

PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS

"A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."

PART 2 - CAPITAL PROJECT (excluding equipment)

9. Project Location:

10. Purpose of Form: () Add a new item to the capital program () Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel - Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)



BUILDING AUTOMATION ALLIANCE

inside@

December 20, 2017

Jim Huber
Turners Falls High School
35 Crocker Ave.
Turners Falls, Ma. 01376

Re: Upgrade of BMS from Tridium to Schneider Electric Smart Struxure IA Updated

Dear Jim,

It was good speaking with you recently. Per our discussion, find below a quotation to upgrade your existing R2 Tridium to Smart Struxure IA. We have been informed by Tridium (software Co.) that they will no longer be supporting the R2 product. Please find attached a Tridium document that we received. The new product does not rely on JAVA to serve up the graphics, it uses HTML 5. With Smart Struxure, you will be able to continue using the existing controllers until they fail. The Smart Struxure Automation Servers will give you the ability to move forward to new controllers that will interface seamlessly, like Bac/Net, Lon, Mod Buss.

These new automation servers along with Enterprise Server will give you the ability to send out alarms in the form of e-mails or text message to phones. Currently you do not have that ability.

Scope of Work:

- SNE Building Systems will provide and install 2 new Automation Servers equipped with power supplies to replace both existing UNC controllers.
 - We will provide and install Enterprise Network Server software to manage the new Automation Servers in the field. We will provide a PC with Windows 7. We will provide programming of the new Enterprise Server Software.
 - We will provide 1 day of training on the system for your authorized operating personnel.
 - We will provide new programming and graphics to support the Upgraded System.
 - We will modify the existing as-built temperature control prints to include the newly installed equipment.
- A. Turners Falls HS to supply static public IP addresses or static public IP address to Automation Server and Enterprise Network Server Computer.
- B. The quoted pricing does not include any repairs to the Network 8000 system.

The cost of the work shall be: \$ 64,480.00 (Sixty-Four-Thousand-Four-Hundred-Eighty-Dollars).

Note: Due to the high demand of conversions of the obsolete UNC's, please note completion would be 90 days after receipt of a purchase order.

Jim, should you have any questions, please let me know.

Regards,

Joe Rosinski
Senior Account Executive
SNE Building Systems

Page 2 of 2

SNE BUILDING SYSTEMS, INC.
Federal Tax ID #06-116-3000
29 Kripes Road • P.O. Box 575 • East Granby, CT 06026 • Tel. # (860)653-5095 • Fax# (860)653-5328
CT # S-1 395976 www.SNEBuildingSystems.com CT # E-1 186115