

# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

November 6, 2020

Mr. Dennis Sheehan  
Stoneham Town Administrator  
Stoneham Town Hall  
35 Central Street, Second Floor  
Stoneham, MA 02180

Re: Town of Stoneham, Stoneham High School

Dear Mr. Flanagan:

The Massachusetts School Building Authority (the “MSBA”) is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Stoneham High School project in the Town of Stoneham, received by the MSBA on October 6, 2020.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Jennifer Flynn (Jennifer.Flynn@MassSchoolBuildings.org), through the Owner’s Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Christina Forde (Christina.Forde@massschoolbuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti  
Director of Capital Planning

Attachments: Attachment ‘A’ – Module 3 Preliminary Design Program Review Comments  
Space Summary Guideline Revision Recommendations Memo

Cc: Legislative Delegation  
Raymie Parker, Chair, Stoneham Select Board  
Nicole Nial, Chair, Stoneham School Committee  
John Macero, Superintendent, Stoneham Public Schools  
Joel G. Seeley, Owner’s Project Manager, Symmes Maini & McKee Associates, Inc.  
Robert Brown, Perkins+Will  
Brooke Trivas, Perkins+Will  
File: 10.2 Letters (Region 3)

**ATTACHMENT A**  
**MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS**

**District:** Town of Stoneham  
**School:** Stoneham High School  
**Owner’s Project Manager:** SMMA  
**Designer Firm:** Perkins +Will Architects  
**Submittal Due Date:** November 3, 2020  
**Submittal Received Date:** October 6, 2020  
**Review Date:** October 6-November 3, 2020  
**Reviewed by:** M. Esdale, C. Forde, C. Alles, J. Jumpe

**MSBA REVIEW COMMENTS**

The following comments<sup>1</sup> on the Preliminary Design Program (“PDP”) submittal are issued pursuant to a review of the project submittal document for the proposed project presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines.

**3.1 PRELIMINARY DESIGN PROGRAM**

Overview of the Preliminary Design Program Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1 Introduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Educational Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Initial Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Site Development Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 Preliminary Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Local Actions and Approvals Certification(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Appendices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

### 3.1.1 INTRODUCTION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Summary of the Facility Deficiencies and Current S.O.I.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Date of invitation to conduct a Feasibility Study and MSBA Board Action Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Executed Design Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Narrative of the Capital Budget Statement and Target Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Directory with contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Updated Project Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

*No review comments for this section.*

### 3.1.2 EDUCATIONAL PROGRAM

Provide a summary and description of the existing educational program, and the new or expanded educational vision, specifications, process, teaching philosophy statement, as well as the District's curriculum goals and objectives of the program. Include description of the following items:

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Grade and School Configuration Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class Size Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	School Scheduling Method	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Teaching Methodology and Structure				
	a) Administrative and Academic Organization/Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Curriculum Delivery Methods and Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	c) English Language Arts/Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Social Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) World Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Academic Support Programming Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Student Guidance and Support Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Teacher Planning and Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Pre-kindergarten	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8	Lunch Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Technology Instruction Policies and Program Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Media Center/Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Performing Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Physical Education Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Special Education Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Vocation and Technology Programs				
	a) Non-Chapter 74 Programming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Chapter 74 Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Transportation Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Functional and Spatial Relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Security and Visual Access Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

4b) *In response to these review comments, please describe the District’s curriculum delivery methods and practices.*

9) *The MSBA suggests the District consider providing assisted listening technology in each classroom, as well as general use throughout educational spaces within the proposed project for hearing impaired accessibility. Please acknowledge.*

18) *In response to these review comments, please confirm that first responding emergency representatives will be consulted in the planning process and associated requirements will be incorporated into the preferred schematic.*

*Please note additional comments may be forthcoming.*

**3.1.3 INITIAL SPACE SUMMARY**

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District’s response required</i>	Not Provided; <i>District’s response required</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
1	Space summary; one per approved design enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Floor plans of the existing facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Narrative description of reasons for all variances (if any) between proposed net and gross areas as compared to MSBA guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

1) *The MSBA has performed a preliminary review of the new construction space summary for 695 students in grades 9-12 and offers the following:*

- **Core Academic** – The proposed square footage for this category exceeds the MSBA guidelines by 8,500 nsf. Per the information provided, the following spaces will be proposed in order for the District to deliver its educational program:

<i>Anticipated Core Academic Spaces</i>	<b>Grades 9-12 for 695 students</b>		
	<i>Proposed No. Rooms</i>	<i>MSBA Guidelines No. Rooms</i>	<i>Variance</i>
<i>Classroom - General</i>	23	23	0
<i>Collaboration Space per Neighborhood</i>	6	0	+6
<i>Teacher Planning</i>	23	23	0
<i>Small Group Seminar (20-30 seats)</i>	2	2	0
<i>Science Classroom / Lab</i>	6	6	0
<i>Prep Room</i>	6	6	0
<i>Central Chemical Storage Room</i>	1	1	0
<i>Department Head Planning Area (max 8)</i>	1	0	+1
<i>Book Storage</i>	1	0	+1
<i>Interdisciplinary Project and Performance Room</i>	1	0	+1
<i>Health Classroom</i>	1	0	+1
<i>Huddle Rooms for Quiet Space</i>	6	0	+6

The following spaces are variations to the MSBA guidelines:

- **Classroom – General** – The District is proposing (23) 900 nsf General Classrooms totaling 20,700 nsf, which exceeds the MSBA guidelines by 1,150 nsf. Based on the information provided the MSBA accepts this variation to the guidelines. No further preliminary comments.
- **Teacher Planning** – The District is proposing (23) 100 nsf Teacher Planning areas totaling 2,300 nsf, which meets the MSBA guidelines. In response to these review comments, please provide information that describes the proposed location and adjacencies of the (23) Teacher Planning areas.
- **Collaboration Space per Neighborhood** – The District is proposing (6) 500 nsf Collaboration Space per Neighborhood totaling 3,000 nsf in excess of the MSBA guidelines. Based on the information, and the proposed size of the General Classrooms compared to the square foot range allowed in the MSBA guidelines, the MSBA may participate in a portion of the overall proposed square footage associated with the Collaboration Space per Neighborhood. In response to these review comments, please provide additional information that demonstrates how these spaces will be scheduled, staffed, and supervised.
- **Department Head Planning Area** – The District is proposing (1) 700 nsf Department Head Planning Area in excess of the MSBA guidelines. The information provided states: “The school’s vision for the future is to have one central Department Head Planning Area of 700 sf to promote interdisciplinary collaboration between department heads. This would also eliminate the needs for any Department Offices.” Please relocate this area to the ‘Administration and Guidance’ category. Additionally, note

*any square footage exceeding MSBA guidelines in the 'Administration and Guidance' category will be considered ineligible for reimbursement. Please acknowledge.*

- **Book Storage** – *The District is proposing (1) 500 nsf Book Storage area in excess of the MSBA guidelines. The information provided states: "A book storage area is needed near the Department Head Planning Area." Please relocate this area to the 'Administration and Guidance' category or include it as part of the grossing area of the proposed building if it can be provided for within the MSBA's upper limit of 1.50. Additionally, note any square footage exceeding MSBA guidelines in the 'Administration and Guidance' category will be considered ineligible for reimbursement. Please acknowledge.*
- **Interdisciplinary Project and Performance Room** – *The District is proposing (1) 2,000 nsf Interdisciplinary Project and Performance Room in excess of the MSBA guidelines. The information provided indicates this space is intended "to support student performance, guest speakers, seminars, interdisciplinary collaborative activities and presentation and showcasing of student work". In response to these review comments, please provide additional information that demonstrates how this space will be scheduled, staffed, and supervised. Additionally, please relocate this space to the 'Vocations and Technology' category.*
- **Health Classroom** – *The District is proposing (1) 850 nsf Health Classroom in excess of the MSBA guidelines. Based on the information provided the MSBA accepts this variation to the guidelines. No further preliminary comments.*
- **Huddle Rooms for Quiet Space** – *The District is proposing (6) 50 nsf Huddle Rooms for Quiet Space totaling 300 nsf in excess of the MSBA guidelines. The information provided states: "The District identified need for teachers to have an opportunity to have an heads-down space, outside of the common planning area which tend to be noisy due to collaborative discussions. These huddle rooms/quiet rooms will satisfy the important need to ensure there diverse types of spaces for all personal." Please relocate these spaces to the 'Administration and Guidance' category. Additionally, note any square footage exceeding MSBA guidelines in the 'Administration and Guidance' category will be considered ineligible for reimbursement. Please acknowledge.*
- **Special Education** – *The proposed square footage for this category exceeds the MSBA guidelines by 700 nsf. Please relocate the following spaces:*
  - *(4) 150 nsf Offices (School Adjustment Counselor, School Psychologist, SPED Transition Coordinator, and SPED Office), totaling 600 nsf to the 'Administration and Guidance' category. Additionally, note any square footage exceeding MSBA guidelines in the 'Administration and Guidance' category will be considered ineligible for reimbursement. Please acknowledge.*
  - *(1) 900 nsf ESL Services space to the 'Core Academic' category. Please note that based on the information provided the MSBA accepts this variation to the guidelines. No further preliminary comments.*

*Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education ("DESE"). The District should provide the required information required with the Schematic Design submittal. Formal approval of*

*the District's proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA. Please acknowledge.*

- **Art & Music / Vocations & Technology** – *The combined proposed square footage for these categories exceeds the MSBA guidelines by 645 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*
- **Health & Physical Education** – *The proposed square footage for this category exceeds the MSBA guidelines by 8,008 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*

*Please refer to the attached memo regarding the MSBA's policy on physical education square footage in excess of the MSBA guidelines. The policy states: "The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan." Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot ("gsf") in excess of the guidelines for these areas.*

- **Media Center** – *The proposed square footage for the category exceeds the MSBA guidelines by 400 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*
- **Auditorium/Drama** – *The proposed square footage for this category exceeds the MSBA guidelines by 2,393 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*

*Please refer to the attached memo regarding the MSBA's policy on auditorium square footage in excess of the MSBA guidelines. The policy states: "The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot ("nsf") (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf." Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot (gsf) in excess of the guidelines for these areas.*

- **Dining & Food Service** – *The proposed square footage for this category exceeds the MSBA guidelines by 285 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that*

*square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*

- **Medical** – *The proposed square footage for this category exceeds the MSBA guidelines by 180 nsf. Please relocate the (2) 60 nsf Mothers Rooms totaling 120 nsf to the ‘Non-Programmed Spaces’ category. Currently, incorporating this square footage into the ‘Non-Programmed Spaces’ category results in a grossing factor of 1.50. Additionally, the MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*
- **Administration & Guidance** – *The proposed square footage for this category aligns with the MSBA guidelines. No further preliminary comments.*
- **Custodial & Maintenance** – *The proposed square footage for this category exceeds the MSBA guidelines by 500 nsf. The MSBA encourages the District and its consultants to continue to seek opportunities to increase efficiencies and align with MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*
- **Other** – *The District is proposing 14,575 square feet for this category which exceeds the MSBA guidelines. The following spaces are proposed:*
  - **School Store** – *The District is proposing (1) 600 nsf School Store in excess of the MSBA guidelines. Please note that square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.*
  - **Pre-School Program (13,975 nsf):**
    - *(8) 1,200 nsf Pre-School Classrooms with toilets/changing (15 students)*
    - *(2) 175 nsf (totaling 350 nsf) Observation Areas: Childcare Development Pathway*
    - *(1) 400 nsf Pre-School OT/PT*
    - *(1) 150 nsf Pre-School Director Office*
    - *(2) 250 nsf (totaling 500 nsf) Pre-School Speech/Language*
    - *(1) 350 nsf Pre-School Conference Room*
    - *(1) 275 nsf Reception Area with Secretary*
    - *(1) 300 nsf Teacher Work Room/ Collaboration*
    - *(1) 600 nsf Student Lunch Room*
    - *(1) 150 nsf Social Worker Office*
    - *(1) 150 nsf BCBA Office*
    - *(1) 350 nsf Nurse*

- (1) 350 nsf Conference Room – In response to these review comments, please clarify the use of this conference room and how it differs from the proposed (1) 350 nsf Pre School Conference Room identified above.
- (1) 450 nsf Sensory Room

The MSBA’s participation will be limited to Pre-School classrooms only, and potentially Pre-School spaces dedicated for special education, provided that the District submit additional information that further describes the proposed number of students, daily/weekly schedule, special education program, and space utilization impact on the schools in which these programs are currently housed. Please note that upon selection of a preferred schematic, the District may be required to adjust spaces/square footage that exceeds the MSBA guidelines and is not supported by the Educational Program provided.

No further review comments for this section.

### 3.1.4 EVALUATION OF EXISTING CONDITIONS

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Confirmation of legal title to the property.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Determination that the property is available for development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Existing historically significant features and any related effect on the project design and/or schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Determination of any development restrictions that may apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Initial Evaluation of building code compliance for the existing facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Initial Evaluation of Architectural Access Board rules and regulations and their application to a potential project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Preliminary evaluation of significant structural, environmental, geotechnical, or other physical conditions that may impact the cost and evaluations of alternatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Determination for need and schedule for soils exploration and geotechnical evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Environmental site assessments minimally consisting of a Phase I: Initial Site Investigation performed by a licensed site professional.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Assessment of the school for the presence of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Previous existing building and/or site reports, studies, drawings, etc. provided by the district, if any.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

3) The information provided indicates a Project Notification Form (“PNF”) was submitted to the Massachusetts Historical Commission (“MHC”) on August 27, 2020, and MHC approval was obtained on September 15, 2020.

8) The information provided on page 12-13 of the Preliminary Geotechnical Report prepared by Lahlaf Geotechnical Consulting, Inc. (LGCI), states:

*“We recommended performing additional explorations, including soil borings and test pits during the next phase of the project after the proposed building layout, size, and location have been established. We believe that test pits are more suited for areas where the fill contains large cobbles and boulders. We recommend advancing at least (16) additional borings and excavating at least twelve test pits.”*

*In response to these review comments, provide a description of how this recommendation will be scheduled in future phases of project.*

9) Note that costs associated with the removal of fuel storage tanks and associated contaminated soil is considered ineligible for reimbursement. Please acknowledge.

10) It should be noted that all costs associated with the removal of asbestos containing floor and ceiling tiles are categorically ineligible for MSBA reimbursement. Additionally, the project team should be aware of the current policies associated with MSBA’s participation in the abatement and removal of hazardous materials. Please note that work associated with the removal of associated contaminated soil and materials are considered ineligible for reimbursement.

11) In response to these review comments, provide any previous existing building and/or site reports, studies, drawings, etc. provided by the district, if any.

*No further review comments for this section.*

**3.1.5 SITE DEVELOPMENT REQUIREMENTS**

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District’s response required</i>	Not Provided; <i>District’s response required</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
1	A narrative describing project requirements related to site development to be considered during the preliminary and final evaluation of alternatives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Existing site plan(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MSBA Review Comments:**

1) As part of the District’s Preferred Schematic Report (“PSR”), provide a site section that illustrates how the preferred schematic sits on the site and how the proposed location impacts access and circulation. Please acknowledge.

*No further review comments for this section.*

### 3.1.6 PRELIMINARY EVALUATION OF ALTERNATIVES

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Analysis of school district student school assignment practices and available space in other schools in the district	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Tuition agreement with adjacent school districts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Rental or acquisition of existing buildings that could be made available for school use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Code Upgrade option that includes repair of systems and/or scope required for purposes of code compliance; with no modification of existing spaces or their function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Renovation(s) and/or addition(s) of varying degrees to the existing building(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Construction of new building and the evaluation of potential locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	List of 3 distinct alternatives (including at least 1 renovation and/or addition option) are recommended for further development and evaluation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### MSBA Review Comments:

*As part of the Preliminary Evaluation of Alternatives, the District explored the following ten (10) options for grades 9-12 with an enrollment of 695 students at the existing Stoneham High School site:*

- *Option 1: Code Upgrade with an estimated project costs \$115 million*
- *Option 2: Renovation with an estimated project cost of \$173.4 million*
- *Option 3A1: Addition/Renovation with an estimated project cost of \$175.7 million*
- *Option 3A2: Addition/Renovation with an estimated project cost of \$175.2 million*
- *Option 3B: Addition/Renovation with an estimated project cost of \$174.6 million*
- *Option 4A1: New Construction with an estimated project cost of \$177.7 million*
- *Option 4A2: New Construction with an estimated project cost of \$180.6 million*
- *Option 4A3: New Construction with an estimated project cost of \$174.8 million*
- *Option 4B: New Construction with an estimated project cost of \$172.9 million*
- *Option 4C: New Construction with an estimated project cost of \$173.7 million*

*1) The information provided indicates there are no available spaces within the District for swing space. As part of the District's PSR, please provide information that describes the anticipated impact to students during an occupied and phased construction project. Please acknowledge.*

*7) The District has indicated further evaluation of the following five (5) options as part of its PSR:*

- *Option 1: Code Upgrade with an estimated project costs \$115 million*
- *Option 2: Renovation with an estimated project cost of \$173.4 million*

- Option 3A2: Addition/Renovation with an estimated project cost of \$175.2 million
- Option 4A3: New Construction with an estimated project cost of \$174.8 million
- Option 4B: New Construction with an estimated project cost of \$172.9 million

No further review comments for this section.

### 3.1.7 LOCAL ACTIONS AND APPROVAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Signed Local Actions and Approvals Certification: (original)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Certified copies of the School Building Committee meeting notes showing specific submittal approval vote language and voting results, and a list of associated School Building Committee meeting dates, agenda, attendees and description of the presentation materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### MSBA Review Comments:

No review comments for this section.

### 3.1.8 APPENDICES

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Current Statement of Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	MSBA Board Action Letter including the invitation to conduct a Feasibility Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Design Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### MSBA Review Comments:

No review comments for this section.

#### Additional Comments:

The MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers ("OPM"), and Designers in an effort to facilitate the efficient and effective administration of proposed projects currently pending review by the MSBA. The advisories can be found on the MSBA's website. In response to these review comments, please confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable.

**Regarding Past Projects:**

*MSBA records do not indicate previous grants associated with Stoneham High School.*

**End**

## MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority  
FROM: Maureen G. Valente, Chief Executive Officer  
John K. McCarthy, Executive Director, Deputy Chief Executive Officer  
SUBJECT: Staff Recommendation for policy revisions to allow for auditorium and  
gymnasium spaces in excess of the MSBA Space Summary Guidelines at the  
district's sole expense  
DATE: November 2, 2016

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Based upon review of project data and discussions with the Board of Directors, staff is recommending a policy revision to the Massachusetts School Building Authority (the "MSBA") space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines.

### **Background**

Based on project reviews in late fall 2015, the Board of Directors requested that staff provide information regarding the potential to revise the policies for space guidelines to allow for requests by districts for spaces in excess of the MSBA's guidelines at the district's sole expense. Staff presented an overview of current policies and practices at the March 16, 2016 Board of Directors meeting and followed with additional information regarding potential revisions at the March 30, 2016 Board of Directors meeting.

Based on the discussions and input received from the Board members, staff has prepared a Potential Revised Policy, included as Attachment A, which will allow districts to include spaces in excess of the MSBA's space summary guidelines at the district's sole expense for two program areas: auditorium and gymnasium. Staff has received favorable feedback regarding this proposed revision to the MSBA's policies, and as noted at the September 29, 2016 Board of Directors meeting and further reviewed at the October 19, 2016 Facilities Assessment Subcommittee meeting, staff have prepared this recommendation to revise the MSBA's policy for the Board of Directors approval.

### **Recommendation**

Specific details are set forth in Attachment A: Potential Revised Policy – Auditorium and Gymnasium spaces above guidelines requested to support community use at district's sole expense.

Key features of the policy revision include:

- Areas in excess of the MSBA guidelines will be at the sole expense of the district;
- Community support must be demonstrated prior to MSBA approval of a district’s proposed project scope and budget;
- The MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) above guidelines for these areas as shown below in the sample calculation. This amount will not change over the term of the grant even if the bids come in at a lower amount.
  
- High Schools:
  - Upper limits on allowable nsf in excess of guidelines include:
    - The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot (“nsf”) (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf; and
    - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan.
  
- Middle Schools/Elementary Schools:
  - Upper limits on allowable nsf in excess of guidelines include:
    - The district may choose to build an auditorium even though the MSBA space guidelines do not include an auditorium and no portion of the design and construction of an auditorium will be reimbursed, including the stage, regardless of whether the district chooses not to include a stage in its cafetorium or gymnasium. If the district chooses to build an auditorium, the auditorium cannot be larger than 13,300 nsf; and
    - The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium itself exceed 12,000 nsf. The MSBA will participate in a gymnasium up to no more than 6,000 nsf, unless adjusted by the MSBA to increase teaching stations for enrollment and/or the education plan.
  
  - Sample Calculation for Auditorium space in a high school in excess of guidelines at the district’s sole expense:

Total net square footage (nsf) requested by the District	13,300 nsf
Total nsf for Auditorium Category allowed as eligible by MSBA space guidelines	10,400 nsf
Excess net square footage equals District request minus net	2,900 nsf

square footage allowable by MSBA space guidelines	
Gross square foot (gsf) exclusion = Excess net square feet times the project's grossing factor. For illustration purposes, project's sample grossing factor is 1.5	2,900 nsf x 1.5 = 4,350 gsf
Total cost of exclusion = Gross square foot times the project's total construction cost/square foot. For illustration purposes, project's total construction cost/square foot is \$375 per square foot.	4,350 gsf x \$375/gsf = \$1,631,250
Total cost of exclusion	\$1,631,250

**Recommendation**

MSBA staff is recommending a policy revision to the MSBA space guidelines specifically for Auditorium and Gymnasium related spaces that are in excess of those included in the MSBA space summary guidelines. This recommendation would be effective for districts that are approved to proceed into schematic design on or after January 1, 2017.