

Massachusetts School Building Authority

Maintenance and Capital Planning Record

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

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

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

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

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

District:	Dennis-Yarmouth
Submission Date:	9/15/2016 3:50:18 PM
Project(s) for which this maintenance and capital planning information was submitted:	Mattacheese Middle Sch - 201506450305 N H Wixon Middle - 201606450310 Marguerite E Small Elem - 201606450015
Comments:	

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

Staffing

1.	Is school facility maintenance performed by the municipality or the school district?	School District
2.	Are vendors used for any aspect of school facility maintenance?	Yes
	Vendor Details	Asbestos Testing, 3 years Elevators, 3 years Energy Management, 3 years Fire Alarm System, 3 years HVAC, 3 years Pest Management, 3 years Security System, 3 years Asbestos Abatement, as needed Other, Custodial Services, 1 year Other, Boilers and Burners, 3 years Other, Fire Extinguishers, 3 years Other, Generator Maintenance, 3 years Other, Gym floor refinishing, 3 years Other, Roofing services, 3 years Other, Septic services, 3 years
3.	Full Time Equivalent: the number of FTE custodial and maintenance staff positions for the years displayed.	2016: 4 Maintenance FTE's 2015: 4 Maintenance FTE's 2014: 4 Maintenance FTE's
4.	Is there a Director of Facilities for the district?	Yes
5.	Does the district have defined job descriptions for custodial and maintenance staff roles?	Yes
	Attachment: Job Descriptions	DYRSD Facilities Job Descriptions.pdf , Date Uploaded: 7/28/2016
6.	Is there a system of performance evaluations of the district's custodial and maintenance staff?	Yes
7.	Is training required and/or provided for the district's custodial and maintenance staff?	Yes
	If "Yes," please describe:	Right-to-Know, safety, OSHA, MIA offerings

Maintenance Planning

1.	Is there a written Maintenance Plan for the district that details minimum custodial and maintenance standards and which governs day to day operations?	Yes
	Attachment: Maintenance Plan	DYRSD Maintenance Plan.pdf , Date Uploaded: 9/15/2016
	Does the Maintenance Plan include standards and benchmarks for maintenance?	Yes
	Please describe how the standards and benchmarks are established and monitored, OR note the page number in your uploaded Maintenance Plan that contains this information.	Checklists on pages 3 through 22 list a variety of "checkpoints" to be accomplished in order to achieve compliance with the maintenance plan. These checklists were adopted from the "Planning Guide for Maintenance of School Facilities" developed by the School Facilities Maintenance Task Force, the National Forum on Education Statistics, and the Association of School Business Officials (ASBO).
2.	Is there a preventative or predictive maintenance plan for the district's facilities?	Yes
	Attachment: Preventative or Predictive Maintenance Plan	DYRSD Maintenance Plan.pdf , Date Uploaded: 9/9/2016
	Or, if it is included in the district's Maintenance Plan, please provide the page number in that document where this information can be found.	
3.	Does the district have a work order system?	Yes
	Please describe the work order system and how it addresses planned and unplanned maintenance.	SchoolDude PM and Maintenance Direct -- District staff can submit work orders for unplanned requests such as broken floor or ceiling tiles, windows, door hardware, etc. Planned maintenance includes items such as locker repairs, painting, repairs that fall under vendor contracts. Other larger maintenance needs to be done during vacation periods.
	Attachment: Work Order	Russ Mealey workorders.pdf , Date Uploaded: 9/9/2016

Facilities Condition Index

1.	Does the district conduct periodic inspections of school facilities to ascertain their condition?	Yes
	If "Yes," please describe what is inspected, who conducts the inspections, and how they are documented.	Annual inspections by town building inspectors to obtain occupancy permits. MIIA conducts annual safety inspections for conformity and compliance with fire and building codes. State inspections for pressure vessels (compressors and air tanks), insurance inspections on boilers, integrated pest management, elevator inspections, gym equipment and bleacher inspections. Most vendor contracts include clauses to conduct regular inspections and identify areas in need of repair and/or maintenance.
2.	Does the district have a Facilities Condition Index? A Facilities Condition Index (FCI) keeps track of school systems, identifies major system components, and tracks information about those components, including their expected useful life, age, and condition. For example, an FCI would track information not just about the HVAC system as a whole, but about each boiler.	Yes
	If "Yes," what year was it last updated?	2013
	Data Collected: Please indicate whether your FCI tracks data for the following:	
	Building Systems	Yes
	Building Systems Components	Yes
	System Component Age	Yes
	System Component Condition	Yes
	Expected Useful Life	Yes
	Remaining Useful Life	Yes
	Estimated Replacement Costs	Yes
	Please describe any other categories of data that are captured.	Recommendations as to when items should be replaced, broken into 3 priority levels: (1) Replace within 1-3 years (2) Replace within 4-5 years (3) No action recommended
	Attachment: FCI Sample	DYRSD Facilities Condition Index.pdf , Date Uploaded: 7/28/2016
	Please describe your methodology for keeping the FCI up to date.	The district originally completed an FCI in 2008 and updated it again in 2014. We plan on updating it every five years or thereabouts.
3.	Please describe how the district analyzes facility condition information and how that analysis impacts decisions on the budget, capital improvements, staff performance, etc.	The district identifies the highest-priority needs as listed in the FCI report. As a regional school district, our capital repairs are funded by the member towns, so the district must request that certain items receive funding as part of the town's capital planning process. In a typical year, a handful of small projects are funded. Recent examples include upgrades to the security system (cameras, etc), rooftop exhaust fans, oil tank monitors, vertical lift, and lighting.
4.	Does the district have an existing	Yes

protocol for commissioning/re-commissioning or retro-commissioning of any of its facilities or does the district have any plans to perform any commissioning activities (do not include any MSBA funded commissioning or re/retro-commissioning)?	
If "Yes," identify the school(s) and year(s) of re- or retro-commissioning:	Dennis-Yarmouth Regional High School (2007) Ezra Baker Innovation School (2016) Administration Center (2012)

Environment

1.	Does the district routinely monitor air quality and air changes in its facilities?	No
2.	Does the district implement practices in the EPA's Tools for Schools program?	No
	If "No," does the district have a reason that it doesn't use the Tools for Schools?	It is a resource-intensive program and is not able to be currently supported.
3.	Does the district have a protocol to eliminate toxic chemicals and use 'green' products for cleaning and repairs?	Yes
	If "Yes," please describe:	The district works with the county health department to remove toxic chemicals. The district monitors the facilities throughout the year to identify and remove any toxic chemicals. We do not use "green" products.
4.	Best practices for building operators typically include regular inspecting, testing, balancing, and cleaning of HVAC components in order to make them operate more efficiently and improve air quality. Does the district have a protocol for doing this?	Yes
	If "Yes," please describe:	Preventive maintenance program is handled by HVAC vendor as part of their contract.
5.	Does the district monitor energy consumption and spending?	Yes
	If "Yes," please describe:	The district recently began using the Utility Direct module in School Dude to monitor and analyze energy consumption. The finance department monitors the energy spending trends.
6.	Does the district implement energy conservation measures and/or has the district made improvements to its facilities that result in energy savings?	Yes
	If "Yes," please describe:	Installed solar panels at six locations around the district. Circuit-level monitoring in conjunction with Cape Light Compact. Annual meetings with Cape Light Compact to identify new opportunities for energy conservation measures. Received a grant to install battery backup for solar panels. Conduct periodic load-shutting to reduce usage during peak times.

Maintenance Budget

1.	Does the person in charge of facility maintenance have a role in establishing the maintenance budget?	Yes																																																												
	Please describe:	The Facilities Manager and Assistant Facilities Manager present a list of maintenance needs that should be included in the budget. This is on top of the regular recurring items such as utilities and custodial services. Any additional staffing needs are also presented at this time.																																																												
<p>The following section requests information regarding the history of budget requests made to and allocated by the school committee as well as actual and projected district expenditures. The budget categories mirror those used to report to the DESE. The following DESE cost categories are used in the budget details captured in this section.</p>																																																														
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2012	1,112,883	319,336	610,587	305,469	761,491	0	200,409	0	193,002	0	3,503,177
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<u>Expended Budget (District-Entered):</u> This information was entered by the district as it was not yet available through the DESE.											
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2015	1,142,145	437,888	632,176	331,580	750,586	0	213,145	0	249,437	0	3,756,957

6.	If there is a variance of 20% or greater between consecutive years in the district's total expended amounts please provide details on the reason for the difference.	n/a
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7.	<u>Projected Budget:</u>	
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FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrtly	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2019	1,325,169	442,170	624,959	290,085	755,514	0	156,907	0	357,184	0	3,951,988
2018	1,299,185	433,500	612,705	284,397	740,700	0	153,830	0	350,180	0	3,874,497
2017	1,273,711	425,000	600,691	278,821	726,177	0	150,814	0	343,314	0	3,798,528

8.	What does the district believe that the appropriate amount of spending on operations and maintenance should be to allow for the routine maintenance of the district's facilities and to achieve a sound preventative and predictive maintenance program? Please provide both an absolute value and a percentage of the total district budget.	<p>The appropriate amount of spending on operations and maintenance to allow for routine maintenance of facilities and to achieve a sound preventative and predictive maintenance program should probably be about 10 percent above current spending levels, or approximately \$300,000 per year.</p> <p>For comparison, the regional technical high school that serves the D-Y district has a capital budget that represents roughly 5% of their total budget. If D-Y had a similar proportion for a line item, that would translate to more than \$2.5 million annually, on top of the regular typical maintenance budget shown in this section.</p>
9.	Please provide any other comments on your budget history and forecast that would help the MSBA understand variances or the district's budgeting process.	<p>Removing the cost of utilities (4120 & 4130 accounts) due to their fluctuating pricing, budgeting on facilities and maintenance (4110, 4210, 4220, 4230 & 4400 accounts) was virtually the same every year from FY 2012 through FY 2015 (a little over \$2.5 million) while the total budget increased more than 11% over that same time frame. However, due to the need to address/repair unanticipated issues that arise in older buildings, actual spending during those four years (FY 2012-2015) was slightly more than \$2.9 million per year, meaning that funds had to be reallocated from other areas of the budget. Bottom line is that the original budgets should be funded at realistic levels and not the lower amounts that have been approved.</p>
10.	The DESE has not provided us with your Total District Expenditures for the most recent completed fiscal year. Please provide us with this information.	Total District Expenditures for 2015: \$53,757,488

Capital Program

1.	Does the district have a practice of capital planning?	Yes
2.	Does the district have a long-term future capital plan of at least five to ten years?	Yes
3.	Is the maintenance staff involved in the planning and design of capital projects?	Yes
	Please describe:	In conjunction with Facilities Condition Index, maintenance staff identifies high-priority items that need immediate attention.
4.	Does the district have an established line item for a capital reserve account, stabilization fund, or some type of segregated account of local funds reserved to fund capital projects for school facilities?	No

Capital Budget

Capital Budget History

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

Vote Date	Municipality	Category	Description	Amount	Yes Votes	No Votes	Win / Loss
05/02/2005	Yarmouth	Capital Exclusion	Capital Exclusion IMPROVEMENTS FOR YARMOUTH SCHOOLS	1,450,000	1383	1654	Loss
05/02/2005	Yarmouth	Debt Exclusion	DESIGN; IMPROVEMENTS; REPAIRS TO IMPROVE SOUTH YARMOUTH LIBRARY		1600	1401	Win
05/02/2005	Yarmouth	Debt Exclusion	LAND AT END OF NEW HAMPSHIRE AVE, WEST YARMOUTH		1182	1634	Loss
10/26/2005	Yarmouth	Debt Exclusion	burners and roof for schools		923	267	Win
05/02/2006	Yarmouth	Capital Exclusion	ADDING ADDITIONAL STAFF AND INCREASING Capital Exclusion EXPENDITURES	819,166	1545	1806	Loss
05/02/2006	Yarmouth	Debt Exclusion	NEW FIRE STATION #3		1826	1500	Win
05/02/2006	Yarmouth	Debt Exclusion	REPLACEMENT OF GENERATORS AT MIDDLE SCH., RECONST. CONCRETE LANDING AT SMALL ELEM. SCHOOL REMOVAL OF ASBESTOS AT ELEM. SCHOOL		2290	1039	Win
05/09/2006	Dennis	Debt Exclusion	build a new police station in south dennis		946	276	Win
09/19/2006	Yarmouth	Override	ADDING ADDITIONAL STAFF TO POLICE DEPARTMENT AND ONE ADDITIONAL POSITION FOR INFO TECH. DIVISION	457,787	3566	2349	Win
05/01/2007	Yarmouth	Debt Exclusion	FINANCE SEVERAL ITEMS FOR DIFFERENT DEPARTMENTS-WINDOWS-LIBRARY HEATING SYSTEM, PAVEMENT, ETC		1951	1907	Win
05/01/2007	Yarmouth	Override	FUND DENNIS YARMOUTH SCHOOL DISTRICT	499,094	1495	2391	Loss
07/10/2007	Dennis	Override	FUNDING PORTION OF TOWNS SHARE OF OPERATING EXPENSES FOR DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT	242,315	1159	739	Win
05/06/2008	Yarmouth	Debt Exclusion	finance the design, engineering and other work for a sewer system.		3337	2942	Win
05/06/2008	Yarmouth	Override	DESIGN AND ENGINEERING SERVICES FOR THE REUSE OF THE JOHNS SIMPKINS SCHOOL	40,000	2295	4122	Loss
05/06/2008	Yarmouth	Override	FUNDING ASSESSMENT FOR CAPE COD REGIONAL TECHNICAL HIGH SCHOOL	158,208	3014	3437	Loss
05/06/2008	Yarmouth	Override	FUNDING THE DENNIS YARMOUTH SCHOOL DISTRICT ASSESSMENTS	1,646,726	3024	3462	Loss

05/13/2008	Dennis	Capital Exclusion	BEACHES, DPW, FIRE, HARBORS, MISC, NATURAL RESOURCES, POLICE, RECREATION AND SANITATION	2,360,000	1647	897	Win
05/13/2008	Dennis	Override	FUNDING PORTION OF TOWNS SHARE OF OPERATING EXPENSES FOR THE DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT	257,464	1724	835	Win
06/25/2008	Yarmouth	Override	FUNDING YARMOUTH'S PORTION OF THE DENNIS YARMOUTH SCHOOL DISTRICT ASSESSMENTS	1,512,215	2142	2295	Loss
09/16/2008	Yarmouth	Override	GENERAL OPERATING EXPENDITURES	1,400,000	3177	3232	Loss
05/12/2009	Dennis	Capital Exclusion	REPLACE TWO SIX WHEEL DUMP TRUCKS WITH ONE TEN WHEEL DUMP TRUCK; DRAINAGE IMPROVEMENTS/MAINTENANCE, SIDEWALK REPAIRS AND DIVISION STREET OUTFALL POLLUTION MITIGATIONS	1,100,000	1274	531	Win
05/12/2009	Yarmouth	Debt Exclusion	finance, design, engineering and architectural fees of a new facility at recreation area		2413	2862	Loss
05/12/2009	Yarmouth	Debt Exclusion	clean up of pond		2364	2908	Loss
05/12/2009	Yarmouth	Debt Exclusion	bonds issued to finance improvements to natural resources facilities including design, engineering, construction, renovation site work equipment		1986	3270	Loss
05/12/2009	Yarmouth	Debt Exclusion	allow various departments to replace some necessary equipment		2387	2901	Loss
05/12/2009	Yarmouth	Override	FUNDING POLICE AND FIRE DEPARTMENT	550,000	3400	1922	Win
05/11/2010	Dennis	Debt Exclusion	towns portion of bond issued by regional school district in order to pay for roof, windows, etc		2368	960	Win
05/11/2010	Dennis	Override	FUNDING Capital Exclusion OUTLAY EXPENDITURES	1,400,000	1720	1583	Win
05/11/2010	Yarmouth	Debt Exclusion	cemetery backhoe, road resurfacing and sealing, police portable radions and school renovations		2466	2429	Win
05/11/2010	Yarmouth	Override	FUNDING DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT	1,552,810	1718	3035	Loss
05/11/2010	Yarmouth	Override	MULTI PURPOSE GENERAL OVERRIDE	950,000	2478	2449	Win
05/11/2010	Yarmouth	Override	FUNDING THE DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT ASSESSMENT	952,810	2210	2701	Loss
06/19/2010	Yarmouth	Debt Exclusion	design, repair, improve and equip the Wanpatuck Elem. School		439	187	Win
07/27/2010	Yarmouth	Override	OVERRIDE FOR DENNIS-YARMOUTH REGIONAL SCHOOL	503,302	2188	2295	Loss
05/17/2011	Yarmouth	Debt Exclusion	purchase 20 ton dump truck for making improvements to town building		2164	2170	Loss

05/17/2011	Yarmouth	Debt Exclusion	finance improvements to flax pond lodge bldg. including const. and installation of septic system		2537	1840	Win
05/17/2011	Yarmouth	Override	FUNDING THE DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT ASSESSMENT	488,000	2249	2172	Win
05/17/2011	Yarmouth	Override	FUNDING FIRE DEPARTMENT WAGES AND BENEFITS	326,068	2066	2347	Loss
05/15/2012	Dennis	Override	PUBLIC SAFETY SALARIES FEDERAL SAFER	356,376	1056	630	Win
04/01/2013	Yarmouth	Override	FUNDING ROADWAY IMPROVEMENTS FOR FISCAL YEAR BEGINNING JULY 1, 2013	1,100,000	1417	1035	Win
05/14/2013	Dennis	Override	FUNDING POLICE DEPARTMENT STRATEGIC PLAN: 5 ADDITIONAL PATROL OFFICERS, 1 SERGEANT AND DISPATCH COVERAGE	455,926	1030	602	Win
10/10/2013	Dennis	Debt Exclusion	Town offices on Route 134		741	363	Win

1.	Please provide any comments, corrections, or additions to the information listed above.	Many of these items listed are not for the school district.
2.	Please describe any capital projects that were deferred due to funding constraints.	The Facilities Condition Index reports that were completed in 2008 and updated in 2014 contain tens of millions of dollars of capital project needs, however most years only a few hundred thousand dollars are actually approved by the member towns. The district submitted Statements of Interest (SOI's) for Mattacheese Middle School five times before being invited into the program, and SOI's for Wixon Innovation School have also been submitted the past five years, along with Marguerite E. Small School this year for the first time.
3.	Regional Districts: Please describe how the funds for capital projects are raised and how the liabilities for capital projects are allocated amongst the members of the regional school district.	Capital projects for schools serving grades K-7 are funded by the member towns based on which town the building is located, while projects for the high school are funded proportionally based on enrollment from each member town.
4.	Regional Districts: Please describe the debt management practices for the district, including a description of the debt issuance process associated with capital projects.	The district incurs debt for capital projects and the member towns pay for it via the annual assessments, with costs being allocated based on the method described in the previous section.

Capital Improvement Plan and Budget

1.	<p>Please upload a document or documents that list, by year and by item, your anticipated district, municipal, and school capital spending for the next five years. Your attachment(s) can be in any format, but must include the following information:</p> <ul style="list-style-type: none"> • Fiscal year of expected implementation for each item • Whether each item is for the entire district, an individual municipality(and which), or a school (and which) • Description of scope or need for work • Estimated Cost • Funding mechanism(override or debt exclusion, if known) • Term of debt (if known)
	<p>Attachment(s)</p> <p>DYRSD Capital Plan Budget.pdf, Date Uploaded: 7/28/2016</p>

2.	Please provide any information the district has about the availability of non-public funds for school facility purposes.	There are not really any non-public funds available for school facility purposes.
3.	Please provide information from the Treasurer, Finance Committee, and/or Capital Planning Committee regarding the current outstanding debt and future bonding capacity inside the debt limit for the municipality/municipalities.	Debt obligations currently in place total \$8.25 million between FY 2017 through FY 2026.

Attachments

The following is the list of attachments that the district provided to the MSBA as a part of this MCP Record.	
Job Descriptions	DYRSD Facilities Job Descriptions.pdf , Date Uploaded: 7/28/2016
Maintenance Plan	DYRSD Maintenance Plan.pdf , Date Uploaded: 9/15/2016
Preventative Maintenance Plan	DYRSD Maintenance Plan.pdf , Date Uploaded: 9/9/2016
Sample Work Order	Russ Mealey workorders.pdf , Date Uploaded: 9/9/2016
Facilities Condition Index	DYRSD Facilities Condition Index.pdf , Date Uploaded: 7/28/2016
Capital Plan Budget	DYRSD Capital Plan Budget.pdf , Date Uploaded: 7/28/2016
Supplemental Document(s)	

Submission

This section will remain blank until a record is submitted. When submitting, the district representatives are required to affirm the following:		
<input checked="" type="checkbox"/>	The district has reviewed all of the information entered in the MCP system and the documents attached and affirms that the answers are responsive to the questions and accurately and completely represent the maintenance procedures, budgeting history, capital planning process, expenditure history, and planned budget of the district.	
<input checked="" type="checkbox"/>	The district acknowledges that by submitting this form electronically it is providing the MSBA with the final, definitive version of the district's maintenance and capital planning information as of this date, and that this information will be used to determine the district's eligibility for reimbursement and potential incentive points.	
	Submission comments or notes:	
	Submission date:	9/15/2016 3:50:18 PM