



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Interim Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

June 23, 2017

Ms. Robin Crosbie, Town Manager
Town of Ipswich
25 Green Street
Ipswich, MA 01938

Re: Town of Ipswich, Winthrop Elementary School

Dear Ms. Crosbie:

In response to the Town of Ipswich's ("Town") letter dated June 20, 2017, the Massachusetts School Building Authority ("MSBA") offers the following to assist the Town in its efforts to determine its preferred solution as part of the MSBA's school construction grant program.

The MSBA appreciates the challenges that a school district faces when selecting its preferred solution, defining the scope, cost and schedule of a proposed project, and securing the local authorizations and financial commitments required for a proposed school construction project to move forward.

In balancing the need of addressing local challenges with the need for the MSBA to target its limited program funds toward school districts and projects that are ready to make the financial commitment to move forward in a timely manner, the MSBA grant program includes:

- A Feasibility Study Agreement ("FSA") with a term of up to 30 months to complete the work required for a feasibility study and schematic design, and to secure MSBA Board approval of a proposed project scope and budget;
- A process for districts to request additional time to complete the work required in the feasibility study agreement, if needed;
- A regulatory requirement for a city, town or district that has been approved by the MSBA Board for a proposed project (e.g. board approved project scope, budget and schedule) to secure local authorizations and funding in 120 days or less from the date of the MSBA Board's approval; and
- A policy statement regarding a failing local vote.

Should any district in the MSBA's core program determine that its Preferred Solution may not represent the most appropriate solution to meet its needs prior to securing MSBA Board approval of its proposed project scope and budget, the district has the option of reconsidering its preferred solution within the terms and conditions of the executed Feasibility Study Agreement.

The Town's Preferred Schematic Report, submitted to the MSBA on January 4, 2017, concluded that construction of a new building designed to serve 775 students in grades K-5 on the site of the existing Winthrop School was the most educationally appropriate and cost effective solution for the Town. The MSBA staff reviewed that submittal, found that the options investigated were sufficiently comprehensive in scope, the approach undertaken in the Feasibility Study was appropriate, and the District's preferred solution was reasonable, cost-effective, and met the needs identified by the District, and then forwarded a recommendation for consideration by the MSBA Board of Directors ("Board"). Based on that recommendation the MSBA Board approved the District to proceed with the development of a schematic design to consolidate the existing Winthrop Elementary School and the Doyon Elementary School in a new building on the existing Winthrop Elementary School site.

Should the Town determine that it no longer believes that its preferred solution, approved by the MSBA Board on February 15, 2017 meets the needs of the school district and that it would like to re-examine its prior analysis and findings, the Town must notify the MSBA of its intent in writing on Town letterhead, signed by the Chief Executive Officer, Superintendent, and the Chair of the School Committee, in a request that includes:

- A brief overview of the discussions and concerns that led to the Town's decision to re-examine the analysis and findings of its previously submitted Preferred Schematic Report dated January 4, 2017;
- A summary of the features of the Preferred Solution that are to be re-examined (i.e. different site, or different agreed upon study enrollment option, different grade configuration, etc.)
- An updated FSA schedule, and if beyond the term of the FSA, a request for MSBA to seek approval from its Board of Directors to extend the term of the FSA;
- An updated FSA budget, and if beyond that included in the FSA, a description of the Town's plan or actions taken to date to appropriate additional funding, and when it anticipates completing those activities;
- A certified copy of the School Building Committee meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed, and abstained, regarding the decision to revisit the analysis and findings of the prior Preferred Schematic Report.

MSBA staff will review the request, may seek additional information, and if found reasonable and in conformance with the scope of the FSA would invite the District to present its request to the MSBA's Facilities Assessment Subcommittee. Pending the outcome of that meeting, staff

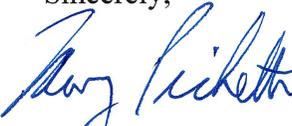
would generate and forward a recommendation at the next available Board of Directors meeting to seek approval to extend the term of Ipswich's FSA.

If the Town confirms that a new preferred solution is required because the existing preferred solution no longer meets the needs of the District, and the Board approves a recommendation to extend the term of the FSA, the Town will be required to submit a new Preferred Schematic Report for consideration and approval. In addition to the Preferred Schematic Report requirements defined in the MSBA's Module 3 – Feasibility Study Guidelines on the MSBA website, the Town will need to include two additional appendices. One appendix that provides a narrative description of the process, discussions, and analysis that summarizes why the updated preferred solution better meets the needs of the district including certified copies of the school building committee votes documenting its decision to rescind its approval of the prior Preferred Schematic Report. A second appendix that includes "red-lined" version of all documentation associated with educational programming and educational visioning to demonstrate the changes from the prior documentation.

If the Town ultimately concludes that its original preferred solution is the most appropriate solution, the Town will not be required to present a new Preferred Schematic Report before it can advance into the development of a schematic design. The Town will need to submit a letter that summarizes the activities and findings of the updated work that states continued interest in proceeding with the original preferred solution, an updated feasibility study schedule, and a request for extension to the feasibility study agreement, if required.

The MSBA will apply all standard funding limits in the determination of eligible costs during evaluation of the Town's total project budget submitted as part of the Town's schematic design submittal.

Sincerely,



Mary Pichetti
Director of Capital Planning

Cc: Legislative Delegation
William M. Craft, Chair, Ipswich Board of Selectmen
Sarah Johnson, Finance Director, Town of Ipswich
Carl Nysten, Chair, Ipswich School Committee
Dr. William I. Hart, Superintendent, Ipswich Public Schools
Kevin Murphy, Chair, Ipswich School Building Committee
Paul Queeney, Owner's Project Manager, PMA Consultants LLC
Robert Bell, Designer, Perkins Eastman
File: 10.2 Letters (Region 3)