



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## PUBLIC HEARING

Buker Elementary School

Wednesday, January 17, 2018

7:00 PM

Public Hearing on the School District's FY19 Budget

## REGULAR SCHOOL COMMITTEE MEETING

Buker Elementary School  
Multi-Purpose Room

Wednesday, January 17, 2018

7:30 PM

1. Call to Order 7:30
2. Pledge of Allegiance
3. Citizens' Comments
4. Chair's Report
5. Superintendent's Report
6. Consent Agenda
  - a. Minutes
    - January 3, 2018 Exhibit A
  - b. Warrants
    - January 3, 2018 Exhibit B
  - c. Field Trip: Model UN to MIT Exhibit C
7. New Business
  - a. Student Government Presentation
  - b. Presentation on School Libraries from Kent Kovachs, Flansburgh Associates Exhibit D
  - c. FY19 Budget Review Exhibit E
  - d. Donations Exhibit F
    - General Electric Institute of International Education \$1,000
    - Friends of Winthrop \$450.00
8. Other
  - a. Topics for next meeting
9. Vote to Adjourn 9:30

Secretary: Kerry Gertz, HWRSC



Knowledge



Responsibility



Respect



Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

**The Hamilton Wenham Regional  
School Committee Meeting  
Wednesday, January 3, 2018 7:00pm  
Buker School Multi-Purpose Room**

**Present:**

Jeanise Bertrand  
Stacey Metternick  
Kerry Gertz  
Joshua Liebow, Chair  
Gene Lee  
Michelle Bailey  
David Polito

**Also Present:**

Michael Harvey, Superintendent  
Jeffrey Sands, Assistant Superintendent for Finance and Administration  
James Goudie, Student Government Representative

**1. Call to Order**

Joshua Liebow called the meeting to order at 7:06 pm.

**2. Pledge of Allegiance**

**3. Citizens' Comments**

*Dave Molitano, Resident & Member of Wenham Finance Committee:* Indicates he has concerns and questions about the School District's Budget. Notes that he is willing to ask now or during the budget discussion, as the committee wishes. Questions focus around Gale report, capital projects, and other thought processes around expenditures. By his calculations, the totals Turf Field project shows no financial benefit.

Josh Liebow and David Polito clarify that the financial relief isn't seen until phase 2 of the project.

Michael Harvey adds that the current fields are only used for a specific set of purposes, whereas the new field would provide more variety of uses as well as opening up town fields for other uses by the recreation department or community.

Members of the school committee & David Molatino discuss the phases of the project and at what point issues and benefits would be addressed and realized.

Dave Molatino asks if the committee has looked at the logic of the phases in the order they are in and whether the reductions offered by phase 1 specifically have been broken down.

Jeff Sands: The athletic director has done additional analysis, but this is not available at tonight's meeting.

Dave Molatino: Brings up the overall goal of school improvement, and mentions the total capital improvements listed is \$18.7 million dollars.

Josh Liebow clarifies that the number is over a five-year period.

Discussion regarding the capital improvement list, town's input, etc.

Jeff Sands: States that the list was first developed by the administration office three years ago, and highlights the fact that the left hand side demonstrates the categorization of each item. Jeff states that at the time this list was prepared, there were no imminent proposals regarding the Turf Field. As a result, the only focus was proposing the FY18 column that could be funded through the FY18 operating budget. The calendarization of all other items was a proposal that Jeff brought to the school committee. Since then, the subcommittee has been working with administration to progress the majority of list into FY18 and beyond.

Discussion regarding the fire suppression system and other project increases, and the fact that many of the numbers listed were listed as placeholders from all obtainable evidence or quotes offered. Since then, costs have increased, or more accurate numbers have been obtained, although they may change again.

Jeff Sands asks for specific questions.

Michelle Bailey reminds committee and community of the 3-minute comment policy. Posits that next committee meeting is a public hearing on these specific issues and thus the committee would be better equipped to answer these types of questions at next meeting.

Dave Molatino states that he will email specific question to Dr. Harvey so they will be addressed at next meeting.

#### **4. Chair's Report**

- Happy New Year and snow day tomorrow, 01/04/2018 due to impending blizzard.

#### **5. Superintendent's Report**

- MSBA will open Statement of Interest process January 5th, 2018. Process is all online. Account has been created, and Statement will be submitted through portal by Friday, April 6th, 2018.
- Invitation from Triton Regional School Committee was sent to HWRSD committee members to attend meeting with Suzanne Bump, state auditor. This meeting will have local state representative and senators in attendance. Suzanne will talk about success, state guidelines and recommendations, improving financing and organizing of regional schools, etc. Thursday, 01/25/18, 6:30 pm at Triton Regional High School. Everyone is invited and encouraged to attend.
- Preparations for Chinese students visiting HWRSD. Great experience for all.
- Upcoming meetings:

- 01/17/2018 public hearing on FY19 budget; presentation from architects about school libraries, general budget review;
- 01/24/2018 budget workshop meeting;
- 01/31/2018 budget review continued, as well as school choice hearing and committee vote;
- 02/07/2018 second meeting with FINCOM;
- 02/14/2018 conclude budget review; hold second public hearing on FY19 Budget, and committee scheduled to vote on adoption.

Jeanice Bertrand would like to suggest an alternate day to 02/14, as many might have plans.

Discussion re: 45 day limit and benefits of rescheduling 02/14 meeting.

Josh Liebow will provide a survey about availability, but warrant subcommittee meeting will still take place on 02/14.

## **6. Consent Agenda**

- a. Minutes
  - November 21, 2017 Executive Session EXHIBIT A
  - December 6, 2017 EXHIBIT B
  - December 7 2017 Joint Boards Meeting EXHIBIT C
- b. Warrants
  - December 6, 2017 EXHIBIT D
  - December 20 2017 EXHIBIT E
- c. Field Trip - Ski Club to Gunstock and Sunday River EXHIBIT F

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE CONSENT AGENDA: MINUTES FROM 11/21 EXECUTIVE SESSION, 12/6, AND 12/7 JOINT BOARDS MEETING, AS WELL AS WARRANTS FROM 12/6, AND 12/20, AND THE FIELD TRIP REQUEST TO SUNDAY RIVER.**

**MOTION by Kerry Gertz; SECONDED by Jeanice Bertrand.  
Unanimously approved by 7 members present.**

## **7. New Business**

- a. **Superintendent's Recommended FY19 Budget Presentation** EXHIBIT G

Michael Harvey and Jeff Sands present FY19 Superintendent's Budget Recommendation School Committee Presentation, as shown in Exhibit G.

Michael Harvey: This kicks off the public portion of the FY19 budget process. Thank you to all for input and hard work thus far.

- b. **FY19 Budget Review**



Jeff Sands: Overview of the presentation, broken down into 4 segments. First segment is an overview of the process. Second segment will detail the “level service” and what that entails. Michael Harvey will review critical priorities that administration is recommending for FY19. Jeff Sands will then go over the expenses, revenues, and ultimately the amounts proportioned to the town. Finally, will talk about multifaceted capital campaign, go over steps for next meeting, and conclude.

Jeff: Overview of budget process: this process begins in October, with the first three steps being internal administration processes. Month by month process begins in October, going to April. Internal process ends tonight, as we transition into the school committee process (January and February). We will present very detailed information beginning tonight. Another joint committee meeting will be held in February, afterwards the committee must then either accept or modify the budget to be accepted. The overall budget process has many ongoing matters (e.g healthcare, collective bargaining, special education costs, particularly out of district placements - these all have significant impact) which make the process fluid and complex. This entire process lasts about 7 months. The next 6 weeks will be led by the school committee.

Jeff Sands discusses “level service”. This means a continuation of current programs, services, and staffing. For FY19, this translates into a 3.56% increase from the FY18 budget, totaling \$1,117,099. Reviews key assumptions in salary costs, operating costs, etc.

Michelle Bailey asks about salary negotiations and whether this is considered only for teachers, or for paraprofessionals as well.

Jeff Sands clarifies that there are 3 teachers retiring this year, and they will be replaced with level 5 Masters teachers, which will show a decrease in salary expenditures. However, salary costs increase by \$760,000, or 3.8% from last budget.

Jeff Sands provides overview of the operating costs, including discussion on healthcare costs and the significant increase in costs. Updates will be provided to committee as needed. Out of district placements are also fluid and changing, and are a significant factor in operating budget.

Michelle Bailey notes that conversations with Brad Hill are necessary and relevant in this regard.

Discussion re: out-of-district placements and assumptions made for purposes of this budget (42 assumed for this purpose).

Discussion re: lack of reimbursement for transportation for out-of-district placements. Michelle Bailey notes this is also an issue worthy of discussion with Brad Hill.

Jeff Sands provides an overview of additional items on slide to include discussion and details on increases in operating costs. Jeff reviews the FY18 versus FY19 changes, with most significant being COLA and STEPS, teacher degree changes, additional grade 1 teacher, retirement pension, out-of-district tuition, special education transportation, in-district transportation, insurance premiums, healthcare costs, and all other net operating expenses. Reviews three items for savings (capital projects, staff retirement & replacement).

Jeff Sands highlights 4 items highlighted on next slide as primary drivers (out of district tuition, salaries, healthcare, special education transportation) of change in budget.

Stacey Metternick brings up the high athletic fees that may exclude many students from participating. Would like the committee to think about user fees. Discussion regarding these fees, with many members sharing concern. Jeff Sands recommends talking in more in detail on the 24th where there will be a more detailed breakdown by sport to share with committee.

Mike Harvey provides Superintendent's Recommendation on FY19 Budget:

- Investing in critical priorities. Suggesting \$339,379 investment for critical priorities. This amount is in addition to the level services operating costs. Critical priorities outlined:
  - K-5 Math resources (\$100,000);
  - 6-8 Math Resources (\$40,000);
  - Fountas and Pinnell 3 Upgrade (\$17,500);
  - RTI Screeners and Interventions (\$15,000);
  - 1.0 FTE Special Education Team Chairperson for OOD (\$71,600);
  - (2) 1.0 FTE HS Special Education Program Based Teachers (\$60,350);
    - This involves recapturing some out-of-district tuition
  - 0.5 FTE MS Special Education Reading Teacher (\$29,270)
  - Healthcare and Benefits Costs for new staff (\$43,659)
  - Compliance with AED Law effective July 1, 2018 (\$22,000)
    - Jeff Sands reads the new law going into effect on this date involving defibrillators. Plan involves procuring new AEDs and replacement of 17-18 year old AEDs. Also incorporates training staff and coaches on new devices. 21 devices totals about \$19,000 with an additional \$3,000 for training.
    - Michelle Bailey points out that if this is state law, it warrants further discussion with Brad Hill regarding reimbursement.

Discussion regarding: team chairperson, what items did not make the critical priority list. Jeff Sands states that the next meeting will provide detailed information on items that did not make the list (e.g. TA for each of the kindergarten classes, robotics and coding class in high school). Jeff Sands will provide the committee with full list of items not making the critical priority list on the meeting on the 24th.

Kerry Gertz asks about defibrillators, specifically whether they are reusable and the life expectancy. They are reusable and the life-expectancy is about 10 years. Jeff Sands talks more about compliance with new state law as well as the importance of prioritizing safety of the students and community. Discussion regarding the timeline of training and compliance with law. Jeff Sands clarifies that district would have equipment installed in August, and training would be completed before athletic programs begin.

Michael Harvey outlines primary drivers for FY19 budget: \$1.7 million with savings equals a total increase of \$1.5 million.

Jeff Sands transitions into the full overview:

Discussion re: District Totals:

- School Choice - We are assuming 53 students. We have 13 graduating, we need an incoming class of 20;
- Preschool tuition;
- Special Needs Tuitions;
- Facilities Rental;
- Circuit Breaker Offset

Net operating budget is \$1.5 million increase year after year.

Details in FY19 budget.

- Total Expenses;
- Total Funding Sources;
- Total Town Assessments.

Discussion re: Medicaid and reimbursements from Medicaid. UMASS Medical Program will administer Medicaid claims for us.

Hamilton increases 5% and Wenham increases by 8.5%. \$2,000 of Wenham's number is directly attributable to the shift in enrollment. Given the enrollment shift, we have shifted a little over \$1.1 million from one town to another.

Discussion re: alignment with town finance committees. Reducing the budget by \$250,000 doesn't trickle down to direct decrease, as the reduction would have to be about \$750,000 for that number reduction to be realized.

Josh Liebow points out that although the critical priorities may seem significant;  $\frac{2}{3}$  of the original list was excluded.

### **c. Capital Projects & 2018 Debt Exclusion**

Jeff Sands presents the Capital Improvement Plan to include background, assumption, scope, and future debt expense point of reference. Projects included in the FY19 operating budget include Winthrop sprinkler project, athletic field complex, and capital plan of safety, accessibility, and critical infrastructure projects. Remaining capital projects will need to be dispersed in future FY budgets 20-23.

Discussion and clarification that the last bullet point ("a \$8.5 million Bond with a 20-year terms at an interest rate of 4% carries annual cost of about \$702,000") is for illustrative purposes only.

Next slide details the administration's recommendations to include:

1. Funding \$129,000 in projects;
2. Propose \$1 million Winthrop Sprinkler Project debt exclusion at April 2018 ATM;
3. Propose \$3.6 million Turf Field Complex Project debt exclusion at April 2018 ATM;

4. Propose \$2.6 million debt exclusion for Safety, Accessibility, & Critical Infrastructure Projects outlined in 5-year plan April 2018 ATM;
5. Provide funding for any remaining/new projects on 5-year plan through the operating budget in FY20-FY23 at about \$350,000/year.

Discussion regarding debt exclusion, funding critical needs for the district, budget designed with low tax rates considered, etc. Discussion regarding timing of critical infrastructure versus turf field.

Discussion regarding details of Capital Improvement Plan:

Michelle asks about whether the recreation department will be actively assisting school committee in garnering community support for Turf Field project. Discussion regarding private donations, speed of moving forward, community support, committee support, etc. Discussion continues surrounding private fundraising possibilities for Turf Field, and community outreach to ensure transparency and gauging support.

**d. SC Adoption of tentative FY19 Budget**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE TENTATIVE FY19 TOTAL GENERAL FUND EXPENDITURE BUDGET OF \$33,831,569. THIS AMOUNT INCLUDES GENERAL FUND OPERATING EXPENSES (AFTER OFFSETS) IN THE AMOUNT OF \$31,716,294 AND GENERAL FUND DEBT SERVICE EXPENSES IN THE AMOUNT OF \$2,115,275.**

**MOTION by Kerry Gertz; SECONDED by Jeanice Bertrand.**

Michelle Bailey asks about the specific language regarding the second line in the Regional agreement: "The said budget shall be in reasonable detail, including the amounts payable under the classification of expenses as recommended by the Mass Department of Elementary and Secondary Education" Michelle Bailey notes the absence of this information.

Jeff Sands states that this will be sent tomorrow. Discussion about the language of the motion and whether it is approving the budget presented or the details outlined by the Mass Department of Elementary and Secondary Education.

Committee members analyze language in agreement.

Stacey Metternick expresses her concern about voting and presentation occurring in the same night.

Josh Liebow clarifies that the motion is to approve a tentative budget, and points out this information was made available on 12/21. This is a procedural vote based on information presented to us tonight, though the information in the presentation along with the presentation itself was posted to committee members' weeks ago.

**Approved by Gene Lee, David Polito, Kerry Gertz, Jeanice Bertrand, and Josh Liebow;  
Stacey Metternick and Michelle Bailey opposing.  
MOTION PASSES WITH MAJORITY VOTE.**

Jeff provides overview of next steps in the budget process. Topics for next meeting, 01/17/2018:

Critical priorities to include:

- K-5 Math
- 6-8 Math
- F&P 3 Upgrade
- RTI Screeners & Interventions
- SPED Team Chairperson
- SPED Program Teachers

Master Plan Update - School libraries:

- Presentation by Kent Kovacs, AIA, LEED AP: VP at Flansburgh Architects.

Following meeting will also include more details from tonight's presentation as well as calendar.

**e. Amendment to Northshore Education Consortium Articles of Agreement  
EXHIBIT I**

Michael Harvey: Ipswich Public Schools has asked for adoption of language change in bylaws, as demonstrated in Exhibit I. No financial implications for HWRSD.

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
APPROVE THE AMENDMENT IN THE NORTHSORE EDUCATION CONSORTIUM  
ARTICLES OF AGREEMENT.**

**MOTION by Kerry Gertz; SECONDED by Jeanice Bertrand.**

**Unanimously approved by 7 members present.**

<b>f. Donations</b>	<b>EXHIBIT J</b>
● Buker Friends- 5th Grade Field Trip	\$585.00
● Cell Signaling- Digital Microscope	\$1,549.00
● Friends of the Arts - Musicians to accompany at Concerts	\$1,200.00
● Friends of the Arts- Marching snare and bass drums with carriers	\$5,094.00

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE  
ACCEPT THE DONATIONS FROM BUKER FRIENDS FOR THE 5th GRADE FIELD  
TRIP IN THE AMOUNT OF \$585.00, CELL SIGNALING DIGITAL MICROSCOPES  
FOR \$1,549.00, FRIENDS OF THE ARTS MUSICIANS TO ACCOMPANY AT  
CONCERTS FOR \$1,200.00, AND FRIENDS OF THE ARTS MARCHING SNARE AND  
BASS DRUMS WITH CARRIERS FOR \$5,094.00.**

**MOTION by Kerry Gertz; SECONDED by Josh Liebow.**

**Unanimously approved by 7 members present.**

Thank you for each donation!

#### **8. Committee Reports**

- *Communications*: No updates at the moment;
- *Policy-Legislative*: To be discussed further at future meetings;
- *Capital-Finance & Regional Agreement*: Michelle Bailey states subcommittee did not meet because tonight's meeting would be addressing many of the issues to be discussed;
- *Student Rep*: James apologizes that he is not joined by others. States that students just got back from break and are looking to raise awareness about racism and privilege in the community. Students are planning the semiformal for spring, to be held on 02/10. Talia Duff reached her \$1 million goal **TODAY!**
- *Other- School Liaisons Update*: Discussion of upcoming schedule for Friends of Schools meetings.

Michelle Bailey points to Talia Duff fundraiser being an excellent example of community outreach and communication.

Stacey Metternick talks about outreach including library resources and accessibility, and information disseminated through Patch and other local media sources.

#### **9. Other**

Topics for next meeting (see above budget discussion).

#### **10. Vote to Adjourn**

**I MOVE THAT THE HAMILTON-WENHAM REGIONAL SCHOOL COMMITTEE MEETING ADJOURN AT 9:50 PM.**

**MOTION by Kerry Gertz; SECONDED by Jeanice Bertrand.  
Unanimously approved by 7 members present.**

*Respectfully submitted Mahala Lettvin*

Warrant Working Group  
January 3, 2017  
Center School, 5 School Street, Wenham, MA

Present: David Polito, Jeanise Bertrand, Gene Lee  
Also present: Don Gallant, HWRSD Treasurer

Meeting Called to order at 6:38 by David Polito

The following warrants were approved:

1. Voucher 41:	\$	8,594.79
2. Voucher 1074:	\$	357,178.23
3. Voucher 1075:	\$	703,770.46
4. Voucher 2455:	\$	145.60
5. Voucher 2456:	\$	295.00
6. Voucher 2457:	\$	100,014.65
7. Voucher 2458:	\$	44,957.78

Motion: I move that we approve the minutes of January 3, 2018 as prepared. Motion – Polito,  
Second - Bertrand, Unanimously Approve.

Move to adjourn: 6:55 pm. Motion - Polito, Second - Bertrand. Unanimously Approved.

Respectfully submitted,

David Polito

## Hamilton-Wenham Regional School District

## FIELD TRIP REQUEST

School: Hamilton-Wenham Regional High School Date Submitted: 12/20/2017  
 Faculty Sponsor: Kristen Borges Position: History Teacher - Model UN  
Advisor

## I. Trip Information:

Check (✓) one:

- ☐ Day Academic Field Trip - ☐ In-state ☐ Out-of-state Destination: \_\_\_\_\_  
☐ Day Extracurricular Trip - ☐ In-state ☐ Out-of-state ☐ International Destination: \_\_\_\_\_  
☐ Athletics - Sport: \_\_\_\_\_  
☐ Overnight Trip - In-state - ☐ Academic ☒ Extracurricular - Destination: Model UN Conference MIT  
☐ Out-of-State/Domestic Day Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ Out-of-State/Domestic Overnight Trip - ☐ Academic ☐ Extracurricular - Destination: \_\_\_\_\_  
☐ International Trip (extracurricular only) - Destination: \_\_\_\_\_

Departure Date: 2/9/2018 Time: 12:00 pm Return Date: 2/14/2018 Time: 3:00 pm

Number of Students Eligible: 22 Class/Group: Model UN Club

Faculty Sponsor: Kristen Borges

Other Faculty/Staff chaperones: Anne Page

Other chaperones: \_\_\_\_\_

Mode of Transportation: Commuter Rail Number: \_\_\_\_\_

Airlines/Flight/Ground Transportation: \_\_\_\_\_

## II. Estimated Expenses

1. Transportation Cost: <u>\$15.00</u>	6. Financial Assistance Available? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Admission Charges: <u>\$70.00</u>	7. Other Sources of Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Lodging & meals cost: <u>\$150.00</u>	8. Amount Available: \$
4. Other (specify):	9. Are Student Activity Funds being used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Total student cost: <u>\$235.00</u>	10. If yes, amount bring used: \$

## III. Attachments

1. Copy of Parent Letter with meeting date: <input checked="" type="checkbox"/>	5. Travel Costs & Refund Policy: <input checked="" type="checkbox"/>
2. Itinerary: <input checked="" type="checkbox"/>	6. Travel Insurance Policy (if applicable): <u>N/A</u> Cost:
3. Security features for transportation & accommodations: <input checked="" type="checkbox"/>	7. Pre and Post Trip Activities:
4. Arrangements for meals and lodging: <input checked="" type="checkbox"/>	8. Other Descriptive Information:

## IV. Approvals

Department Chairperson or Field Trip Requestor: Kristen E Borges Date: 12/20/2017  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and meet all policy requirements

Principal:  Date: 12/22/17  
I have read the School Committee Policy H8015 on School Sponsored Field Trips and find they meet all requirements

Note: Overnight and Domestic (out-of-state) and international trips require approvals from the Superintendent and Hamilton-Wenham Regional School Committee.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HWRSD Committee Action: Vote - Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Date: \_\_\_\_\_



**Please be sure all the information listed is included with your Field Trip Request for the Approval of the Superintendent & School Committee any incomplete requests will be returned. Refer to our website Policies "School-Sponsored Field Trips" H8015 for the complete policy; this is an excerpt from that policy.**

**APPROVAL DOCUMENTATION – Domestic and International**

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. Proposed dates and itinerary.
  2. Description of the process that will be used to determine student eligibility.
  3. Estimated number of students expected and percentage of eligible students participating.
  4. Cost per student (if applicable).
  5. Mode of transportation and schedule.
  6. Ratio of chaperones/teachers to students  
(*Recommended ratio – HS 1:10; MS 1:10 min.; Elementary 1:10 min.; International 1:6*)
  7. Description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students.
  8. Description of security features for transportation and accommodations.
  9. Means of financing.
  10. Draft copy of any contract and refund policies associated with the trip.
  11. Draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the HWRSD student conduct policies, student handbook rules or regulations, and the MA Interscholastic Athletic Association (MIAA) rules and regulations. For international field trips, the sponsoring faculty member will provide parents a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited.
  12. In the case of academic field trips, there must be a description of the educational alternative and mapping of that alternative for students not attending the trip, if applicable.
  13. Satisfactory Criminal Offender Record Information (CORI) check of all chaperones is required and must be on file in the Superintendent's Office.
  14. International trips must include a printout of the State Department Travel Advisory and Homeland Security Alert Status for all countries to be visited.
- *Additional information may be requested from the appropriate authority prior to making a decision.*  
- *Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.*

**DISCIPLINE OF STUDENTS AND FIELD TRIPS – Domestic and International (this must be included on your permission slips for parents/guardians.**

1. All Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, student conduct will apply and be in effect at all times for academic and extracurricular field trips.
2. If a student violates any Hamilton-Wenham student conduct policies, student handbook rules or regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home, as appropriate, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the individual will be subject to the consequences for the action/infraction upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and MA Interscholastic Athletic Association (MIAA) rules and regulations.
3. Hamilton-Wenham Policies on Student Behavior, Student Handbook rules and regulations, MA Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them; failure to do so will result in not being able to chaperone future school sponsored trips.

**December 19, 2017**

Dear Parents and Model UN Delegates-

It is time for this year's MIT Model UN Conference in Cambridge over the weekend of February 9-11, 2018. There are a few important things to mention.

**Preparation:** We are a delegation that prepares and are always on time!  
The 3 key elements of a fun conference are: Research, Research, and Research!! If you want to have a blast, know your topic. Otherwise you will be a wall-flower.

**Travel:** We will travel by train from the Hamilton-Wenham Train Depot to north Station, and then by T to the Boston Marriott Cambridge Hotel.

**Train Departure:** **Friday February 9, 2018 at 1:25 pm.**  
You will be dismissed at 12:45. Go directly to the lobby for attendance.

**Train Arrival:** **Sunday February 11, 2018 at 2:48 at Beverly Train Depot**  
We will depart from North Station at 2:15 pm. Have your ride pick you up at the **Beverly Depot**. I will need to speak with a parent if a non-parent drives you home.

You will need to cover the cost of your train tickets including the T from North Station to MIT.

**Accommodations:** We will stay at the Sheraton Boston Hotel. All committee meetings will take place in the Sheraton's conference rooms.

**Cambridge Marriott**  
50 Broadway  
Cambridge, MA 02142  
Phone # 617.494.6600

We have a long-standing policy of no mixed gender visits in rooms. You must stay in your room after curfew. The MIT staff will monitor the halls all night for our security.

**Dress:** All sessions require professional style clothing. For example ties, dress pants, jackets, skirts or dresses, shoes, no jeans, no sneakers. The following can be found in the MIT Delegate Guide:

### **Dress Code**

As a simulation of the actual United Nations, MITMUN strives for a professional appearance. Proper and uniform dress is expected of all delegates for the duration of the conference, and will be strictly enforced. Guidelines are as follows:

**MEN**—must wear a suit or a jacket and dress pants (no jeans or cargo pants) with a dress shirt and tie. Socks and dress shoes must be worn. No hats or caps will be allowed.

**WOMEN**—must wear a suit, dress slacks or skirt (no jeans or corduroys) with a blouse or sweater, or a dress. Again, dress shoes must be worn. Skirts must be of appropriate length.

We ask that you use judgment when interpreting these rules. “Semiformal” or “business” attire is the rule, which prohibits certain styles of dress, although national and/or religious attire is appropriate. The MITMUN staff has the final word on the dress code; if a staff member feels that a delegate is dressed inappropriately, he or she will ask the delegate to leave committee and change into clothes which comply with the dress code.

**Food:** There are a number of restaurants located in the immediate vicinity of the hotel, including a food court that is connected to the hotel lobby. Saturday evening after committee, we will all travel to a restaurant chosen by one of our club members to have dinner together as a team before we head back to the hotel for the delegate dance. You are encouraged to bring your own snacks if you want to save on some of the meal costs.

**Safety:** No delegate is allowed to leave the conference rooms or the Marriott Hotel without getting permission from either Ms. Borges or Ms. Page. No one goes anywhere alone!! Period!! Read the attached Code of Conduct liability waiver carefully. Violations will result in parents being contacted to immediately take the delegate home. MIT’s policy clearly states the entire delegation will be asked to leave the conference if one delegate violates the Code of Conduct.

**Free Time:** Once the conference starts it does not exist! You are there to work and get your language into the final resolution. Scheduled social time exist to make informal contacts and build alliances by making friends with other delegates.

**Dance Reminder:** Remember to bring some casual clothes that you can wear to the dance. Again, you are representing Hamilton-Wenham so ALL school rules apply!

Check in with all of your teachers BEFORE you leave for this conference. Make sure you make arrangements for all missed work. You will miss Blocks G and F on Friday.

I look forward to a rewarding long weekend at MIT. I know we will have an excellent time.

I attached a copy of MIT's Code of Conduct. You will need to sign this document agreeing to the terms outlined. **Please complete the attached permission slip and liability form and return it no later than Monday January 8th, 2018.**

If you have any questions please do not hesitate to call my cell phone or email me. I will also have my cell phone with me at the conference if you need to contact your son/daughter while at the conference.

Ms. Borges Cell Phone: 978.500.4933

E-mail: [k.borges@hwschools.net](mailto:k.borges@hwschools.net)  
[a.page@hwschools.net](mailto:a.page@hwschools.net)

Thank you,

Kristen Borges and Anne Page  
Hamilton-Wenham Model UN Club Advisors

**Schedule of Events:** All events will be held in the conference rooms at the Sheraton Hotel Boston.

**Friday, February 9**

3:00 pm – 5:00 pm	Check-in and Materials Pick-up
4:00 pm – 6:00 pm	Dinner Break
6:00 pm – 7:00 pm	Opening Ceremonies
7:30 pm – 10:00 pm	Committee Session I
Curfew 11:00 pm	

**Saturday, February 10**

9:30 am – 12:30 pm	Committee Session II
12:30 pm – 2:00 pm	Lunch Break
2:00 pm – 5:00 pm	Committee Session III
5:00 pm – 6:30 pm	Dinner break
6:30 pm – 9:00 pm	Committee Session IV
10:00 pm – 12:00 am	Social Event

**Sunday, February 11**

9:30 am – 11:30 am	Committee Session V
11:30 am – 1:00 pm	Lunch Break
1:00 pm – 2:00 pm	Closing Ceremonies

# Code of Conduct

MITMUNC is an educational experience designed to allow young adults the opportunity to explore international diplomacy. In order to ensure a safe environment for all delegates, students must adhere to the following rules of conduct. Unprofessional behavior that is outside the bounds of the conference rules will not be tolerated.

## Attendance

Delegates are expected to arrive promptly and attend all committee sessions in order to be considered for an award at the end of the weekend. Roll call will be taken at the beginning of each session.

## Hotel Check-in and Check-out

Check-in time is 3 pm and Check-out time is 12 pm. Any special accommodations should be arranged directly with the hotel. For your convenience, the hotel will hold baggage for delegates on Sunday morning.

## Computing

Access to the internet can be found in the Delegate Resource Centers. These computers come equipped with Microsoft Office Applications to be used for typing resolutions and other committee related uses. No laptops or other electronic devices shall be allowed in the committee rooms, except those of the conference staff.

Complementary wireless internet access is available in all common areas of the Marriott Boston Cambridge and on MIT's campus. Wired internet access is available in hotel rooms for a fee.

## Credentials

All conference participants will be issued identification badges. They must be worn at all times when delegates and faculty advisors are in the hotel or on the Massachusetts Institute of Technology (MIT) campus. Identification badges must be presented for admittance to all events. For safety reasons, they should not be worn outside these two locations. Lost credentials need to be replaced at the delegate resource center for a fee of \$3. The following colors will be used for identification:

- **WHITE:** Delegates
- **BLUE:** Advisors
- **GREEN:** Staff
- **ORANGE:** Security
- **RED:** Secretariat

## Committee Rules

A background of the policies and procedures during MITMUNC can be found at the end of this guide. However, all chairs reserve the rights to adjust the rules to suit their preferences. Chairs are expected to inform you of a change in procedures at the beginning of the first committee session.

## Curfew

The conference schedule indicates the mandatory delegate curfew for each night. At that time, delegates must be in the rooms to which they are assigned. All delegate rooms must be quiet, and for no reason should delegates be in the hallways past this time. No co-ed rooms or movement between rooms will be tolerated. Only those students participating in official MITMUNC activities after curfew, as designated by a member of the conference staff, will be exempted from this provision.

## Damage

Any damage to or theft of hotel property will not be tolerated, and individuals will be charged for items that are missing or damaged in the hotel.

## Dress Code

The dress code for all official functions of MITMUNC is western business attire. This indicates a shirt and tie for male delegates, with appropriate slacks or pants. Women are expected to wear dresses, skirts, or dress slacks with blouses or sweaters. Jackets are strongly recommended for both men and women. Neither jeans nor sneakers will be permitted. Any delegate whom the staff considers in violation of this policy will be asked to return to his or her room so that he or she may change into the appropriate attire.

## Equal Treatment

MITMUNC best achieves an educational environment if we offer equal opportunity and access to all delegates. Instances of discrimination based upon race, color, gender, sexual orientation, national origin, religion, age, or disability will not be tolerated. If you feel disadvantaged because of any of these reasons please speak with any of the Secretariat members or staff.

## Faculty Advisors

It is the responsibility of the faculty advisor to monitor their students to ensure compliance with the code of conduct. They may make additional rules for the students for whom they are responsible. However, faculty advisors *may not* exempt any of their students from the standards outlined above. If any infractions occur, the faculty advisors are expected to aid the MITMUNC Staff.

## Hotel Decorum

Delegates must remember that they are guests of both the hotel and MIT. All delegates are expected to be quiet and professional in the hotel premises. MITMUNC participants are not the sole occupants of the

hotel, and therefore, we must respect the other guests. This includes all elevators, hallways, and stairwells. It is imperative that delegates do not linger in the hallways, as this can be disruptive to the other guests of the hotel.

**Placards**

All delegates will be given a placard at the beginning of each session. These placards should be left in the committee room at the end of each session to be collected by the chair. All delegates will be seated in alphabetical order. At the beginning of each committee session, the chair will reverse the order of the placards, to ensure equal time in the front and the back of the classroom for all delegates.

**Prohibited Substances**

All delegates are required to adhere to the legal drinking age in the Commonwealth of Massachusetts. Therefore, no delegate may buy, possess, or consume any alcoholic beverages. Any violations of this rule will be taken very seriously and the participant's faculty advisor, as well as the MITMUNC Secretariat, will be notified. The use and/or possession of narcotic drugs and other illegal substances is strictly prohibited under federal and state law. Therefore, no delegate may buy, possess or use any illegal substance. Any violation to this policy will be taken very seriously and will be referred to both the delegate's faculty advisor and the MITMUNC Secretariat.

**Safety**

Delegates must obey the fire and safety rules of the hotel, the laws of the Commonwealth of Massachusetts, the cities of Boston and Cambridge, and of their respective schools.

**Enforcement**

All conference personnel will act to uphold these rules of conduct. MITMUNC staff members will address any infringement directly or refer the case to the MITMUNC Secretariat. Serious violations of policy will be referred to the Secretaries-General, along with the faculty advisor(s). MITMUNC reserves the right to address any violation of the aforementioned Code of Conduct by removing the offender(s) from the Conference, suspending the sponsoring school from participation in MITMUNC, and/or prohibiting the school from future involvement in MITMUNC. The conference staff will make every effort to resolve violations of this code with efficiency and discretion; however, if incidents involve hotel security personnel, MIT, Boston, or Cambridge police officials, MITMUNC will cooperate fully with the authorities.

I have read the Code of Conduct and agree to the terms outlined above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Security Plan for Model UN Trip**

Faculty Chaperones: Kristen Borges and Anne Page

- The name of the hotel where we will be staying and information will be provided to parents.

**Cambridge Marriott**  
50 Broadway  
Cambridge, MA 02142  
Phone # 617.494.6600

- Students are provided with hotel information including phone numbers and address on a card that they must carry with them at all times.
- In case of emergency, MIT and the Cambridge Marriott has 24/7 staff that can be immediately reached.
- All committee meetings will take place in one building on the MIT campus.
- The campus building is located two blocks from the hotel in Kendall Square and students are required to walk to the campus building as a committee with their committee chair.
- Students will be assigned into “families” and will be assigned to a specific chaperone.
  - Every time we move, transition, or need to discuss future plans, students will check in with their chaperones as a “family”.
  - Students are strictly instructed to always remain in groups.
- Each chaperone is a high school faculty members.
- A cell phone list will be generated for all students. The list will include the chaperones’ cell phone numbers and each student’s cell phone numbers.
- Each chaperone’s cell numbers have been shared with the students and parents.
- Strictly enforced curfew will take place each evening.
- Nightly bed checks are done after curfew at hotel.
- The Cambridge Marriott Security and MIT MUN staff will patrol the hotel hallways each night.





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## Field Trip Consent & Release Form

### I. Consent to Participate in Voluntary Field Trip

I, the undersigned \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_ (student), a minor do hereby consent to my child's participation in a voluntary Field trip sponsored by the Hamilton-Wenham Regional School District. I am aware that my child will be traveling to

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(Location) (Dates) (Times)

The mode of transportation for this field trip will be: \_\_\_\_\_ (Please List)

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hamilton-Wenham Regional School District, the members of the School Committee and its officers, agents, and employees (herein referred to as "District") from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the activity and fully release the "District" and its employees from any liability in connection with those decisions.

### II. Emergency Treatment & Medication Consent

I, \_\_\_\_\_ parent/legal guardian, give permission to the  
(Please Print)  
Hamilton-Wenham Regional School District staff or chaperones to act on my behalf for \_\_\_\_\_  
(Student's Name Print)  
in the event of a medical emergency.

Are there any changes, or new information needed to the Emergency Contact Form that the School District has on file? Yes\_\_\_ No\_\_\_

If Yes (new information) \_\_\_\_\_

Will medication be required during the field trip? Yes\_\_\_ No\_\_\_

Please Describe Below:

As per the Hamilton-Wenham Regional School District Policy on Medications (H8010), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student's physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

Knowledge • Responsibility • Respect • Excellence

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

Updated 10.10.14





# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

## III. Consent & Release

I further affirm that I have read this Consent & Release Form and that I understand the contents of the form. I understand that my child's participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hamilton-Wenham Regional School District Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connections with those decisions and provisions:

1. That the Hamilton-Wenham Regional School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip.
2. That Hamilton-Wenham Regional School District policies on student behavior and Student Handbook Rules & Regulations apply to all PK-12 field trips.
3. That the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee
4. That a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip.
5. The District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and
6. The District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hamilton-Wenham Regional School District field trip programs.

---

*Parent/Legal Guardian Signature*

*Printed Name*

*Date*

---

*Parent/Legal Guardian of (Student's Name)*

**Knowledge • Responsibility • Respect • Excellence**

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

Updated 10.10.14



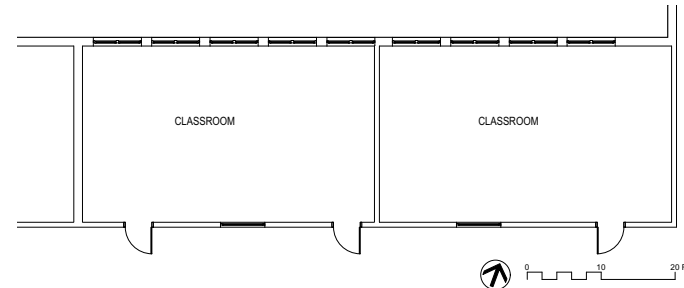
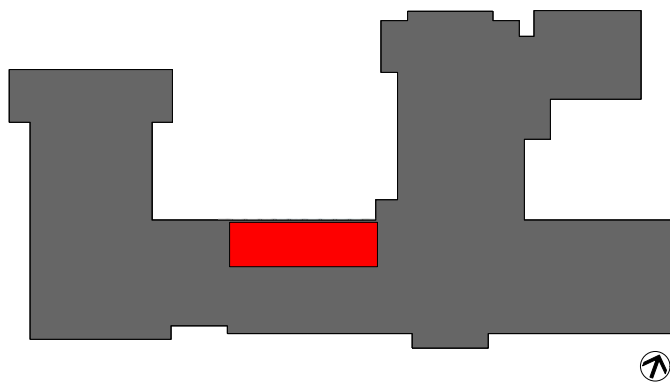
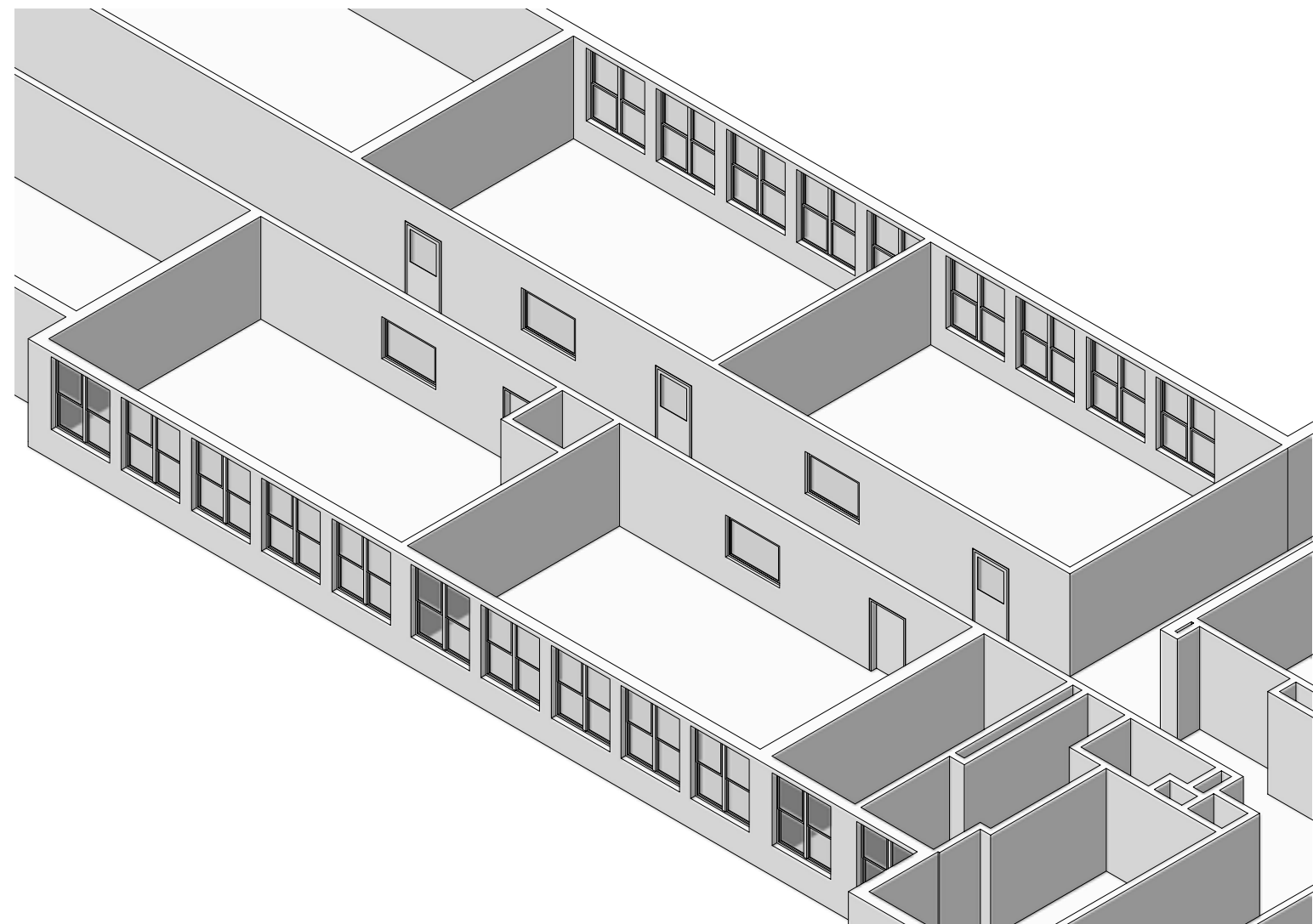
**Renovation of School Libraries**  
**Hamilton-Wenham Regional School District**  
**Design Update Presentation January 17, 2017**

**FLANSBURGH**

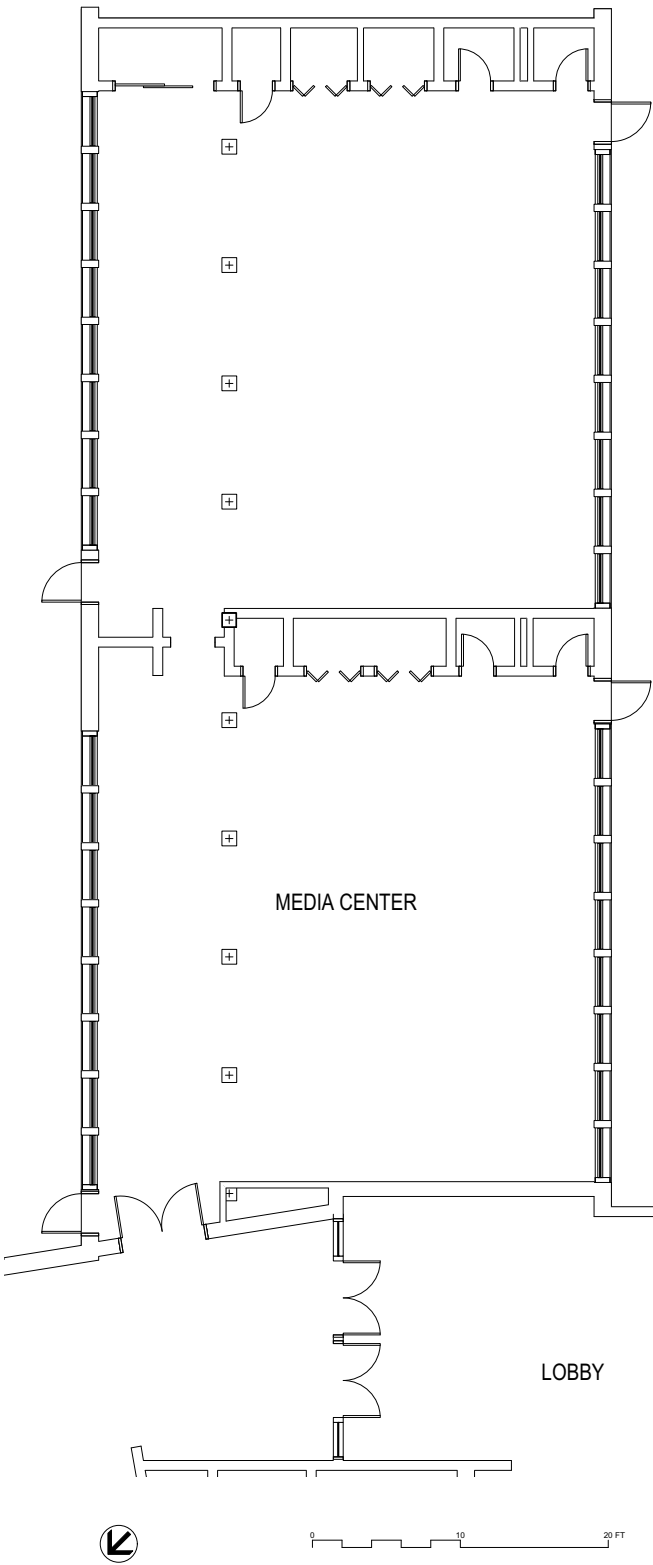
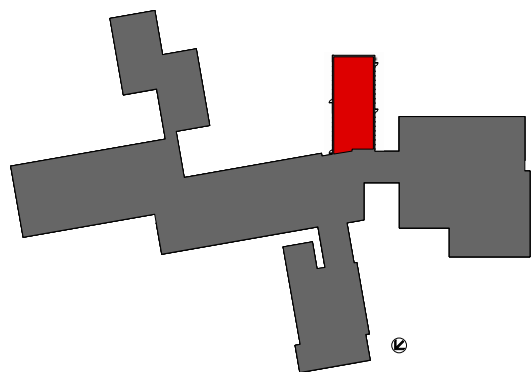
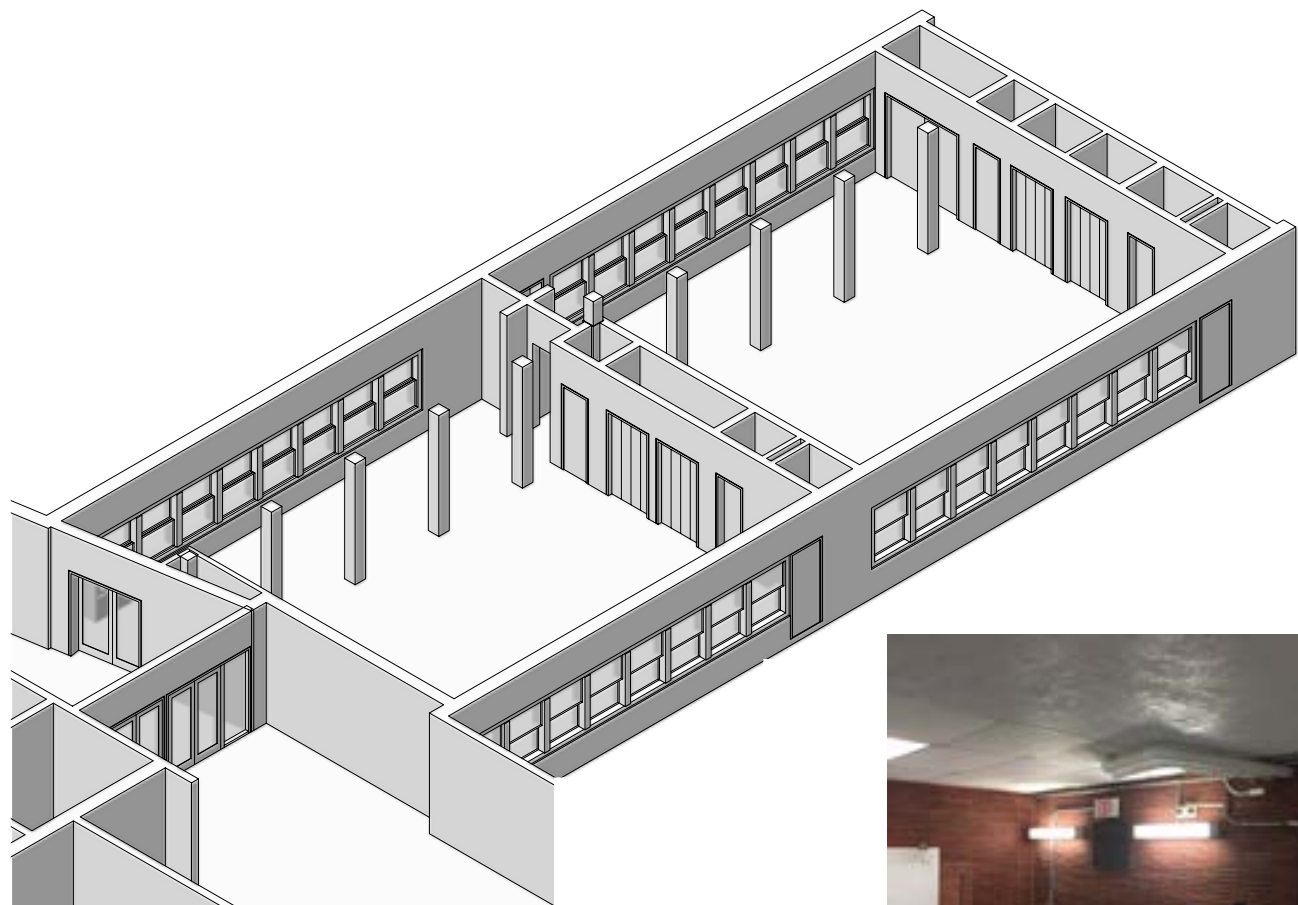
# EXISTING CONDITIONS & ASSESSED BUILDING VALUES



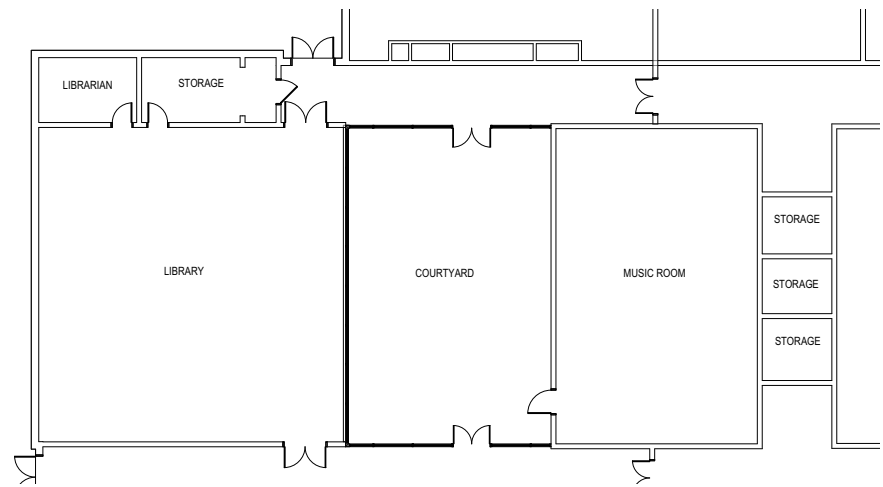
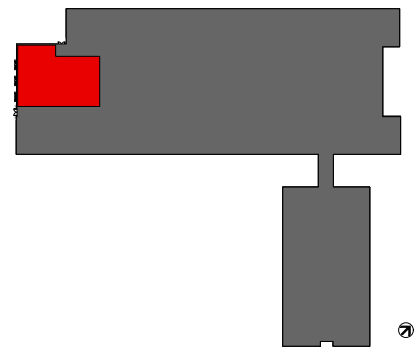
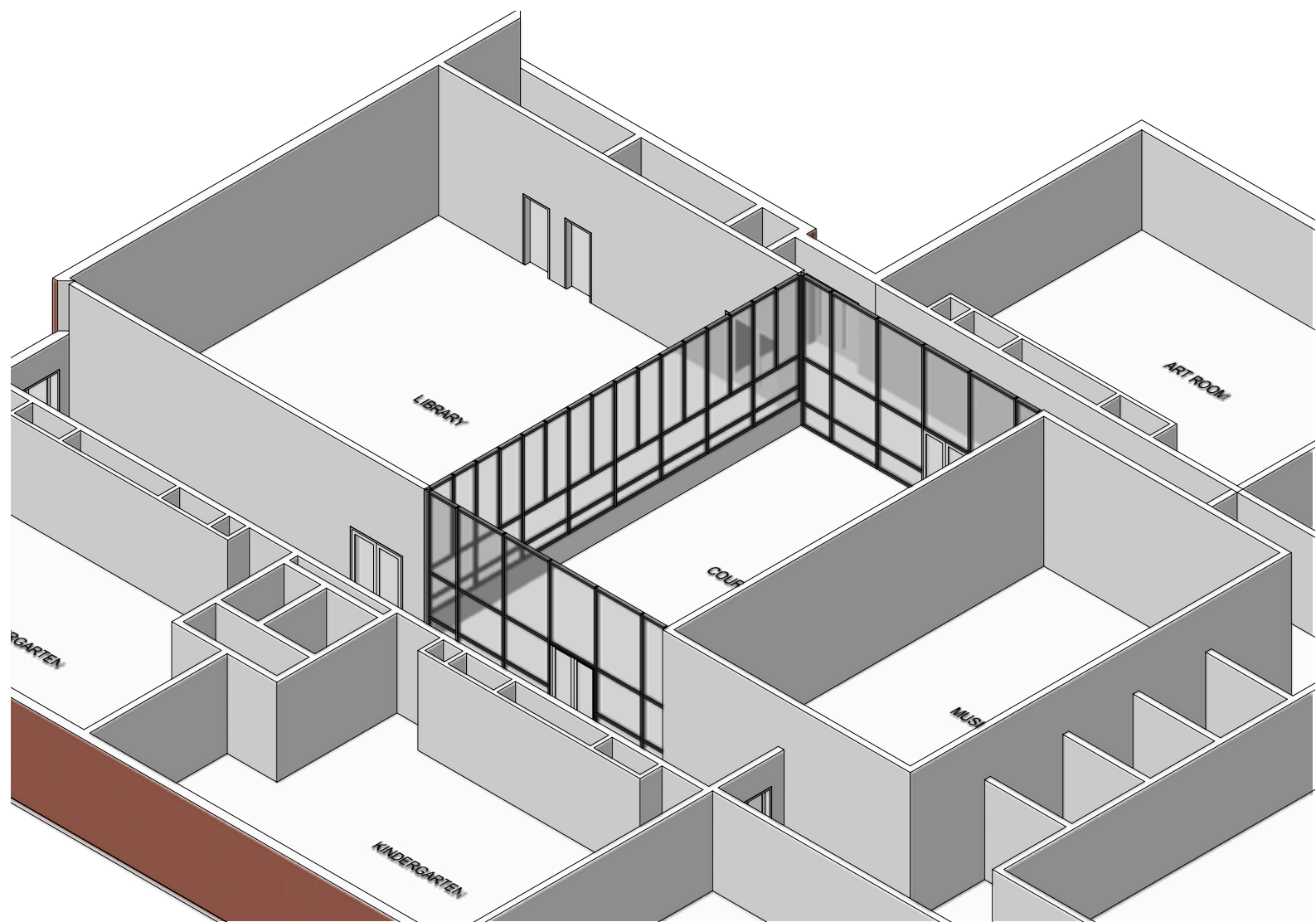
# Buker Elementary School: Existing Conditions



# Cutler Elementary School: Existing Conditions

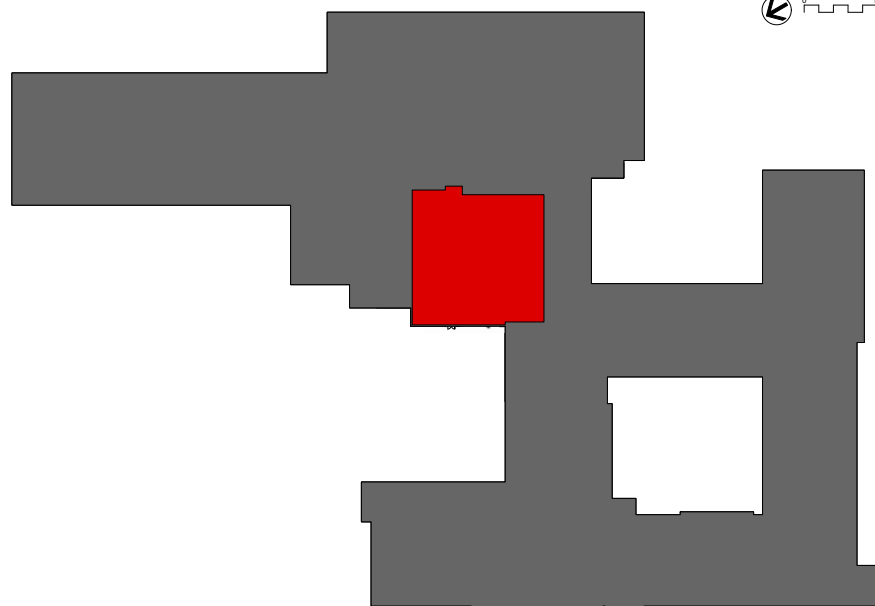
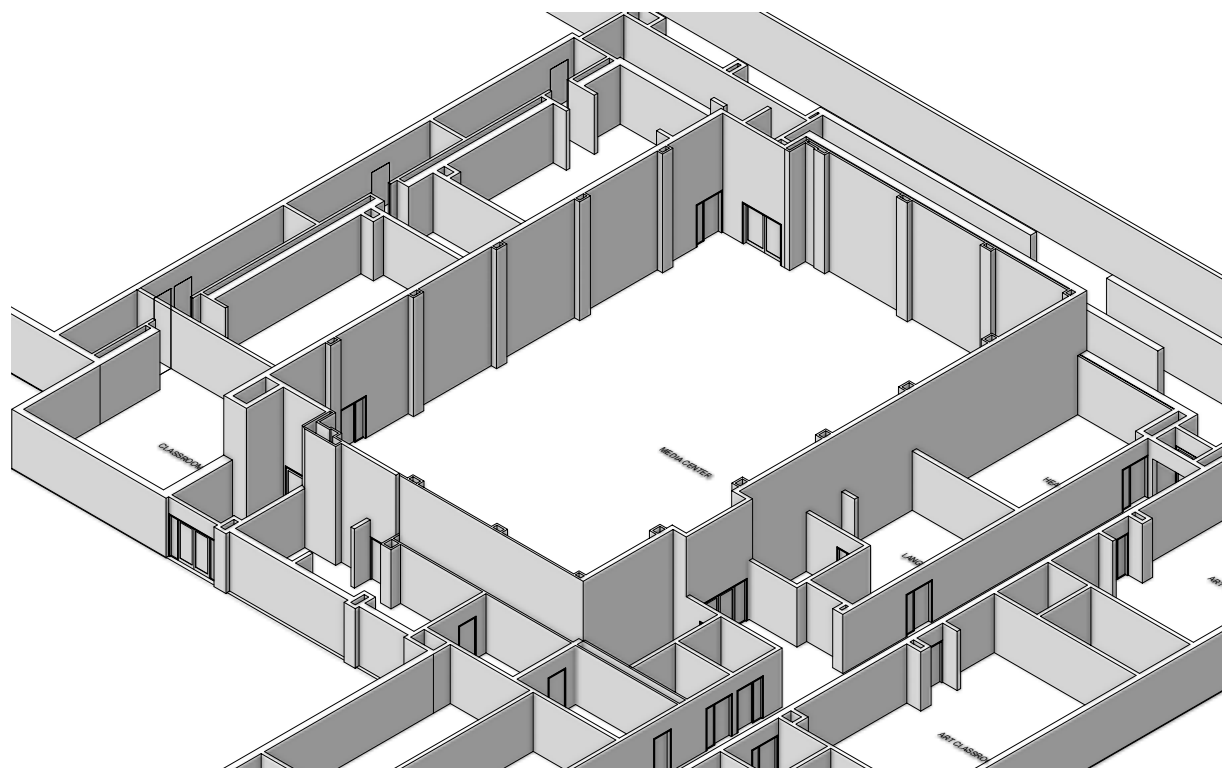
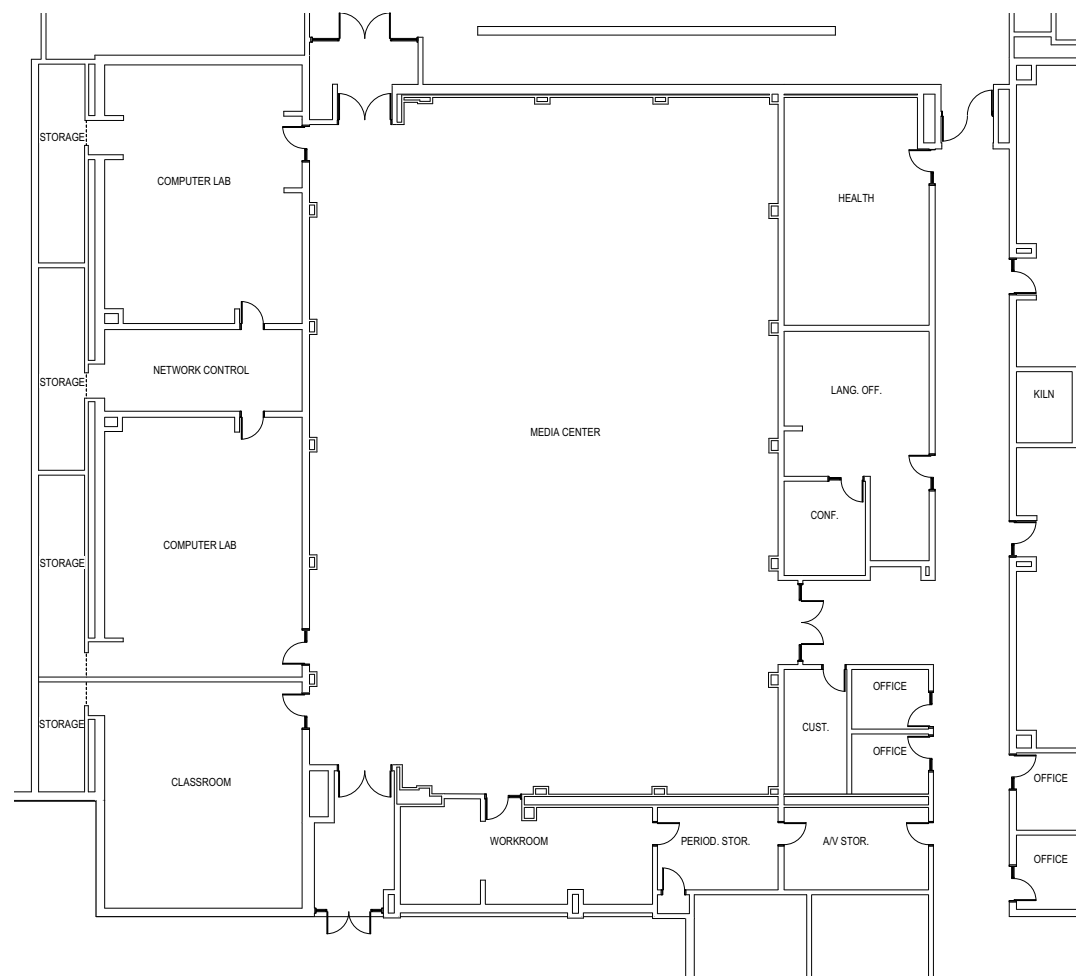


# Winthrop Elementary School: Existing Conditions





# HWRHS/Middle School: Existing Conditions



# Assessed Building Value - 2017

	ASSESSED BUILDING VALUE	33% OF VALUE (Building Code Threshold)	Recent Applicable Projects (within 3 yrs.)	Maximum Permitting Costs (over 3 yrs.)
BUKER ELEM.	\$ 3,123,500	\$ 1,030,755	New Boiler: \$579,828 (2014) Insulation: \$53,670 (2014)	\$ 397,256
CUTLER ELEM.	\$ 6,076,600	\$ 2,005,278	Gazebo: \$20,000 (2016)	\$ 1,985,277
WINTHROP ELEM.	\$ 4,793,200	\$ 1,581,756	*FP Sprinkler: \$900,000 (2018) Curtain Wall: \$1.9 mil (2016)	\$ 0 until Spring 2019 \$681,756 after Spring 2019
HWRSD MS/HS	\$ 45,332,900	\$ 14,959,857	Water Heater: \$100,000 (2016) **BIM: 500,000 (2017)	\$ 14,359,856

\*Winthrop Elementary FP Sprinkler estimate. Permitting Value TBD

\*\*HWRSD Middle/High School: Estimated value for the BIM system



# Enrollment Data & Space Allocation

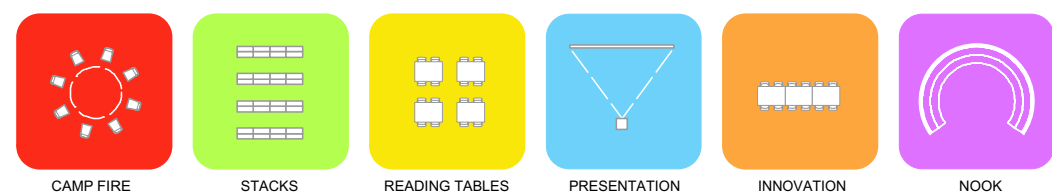
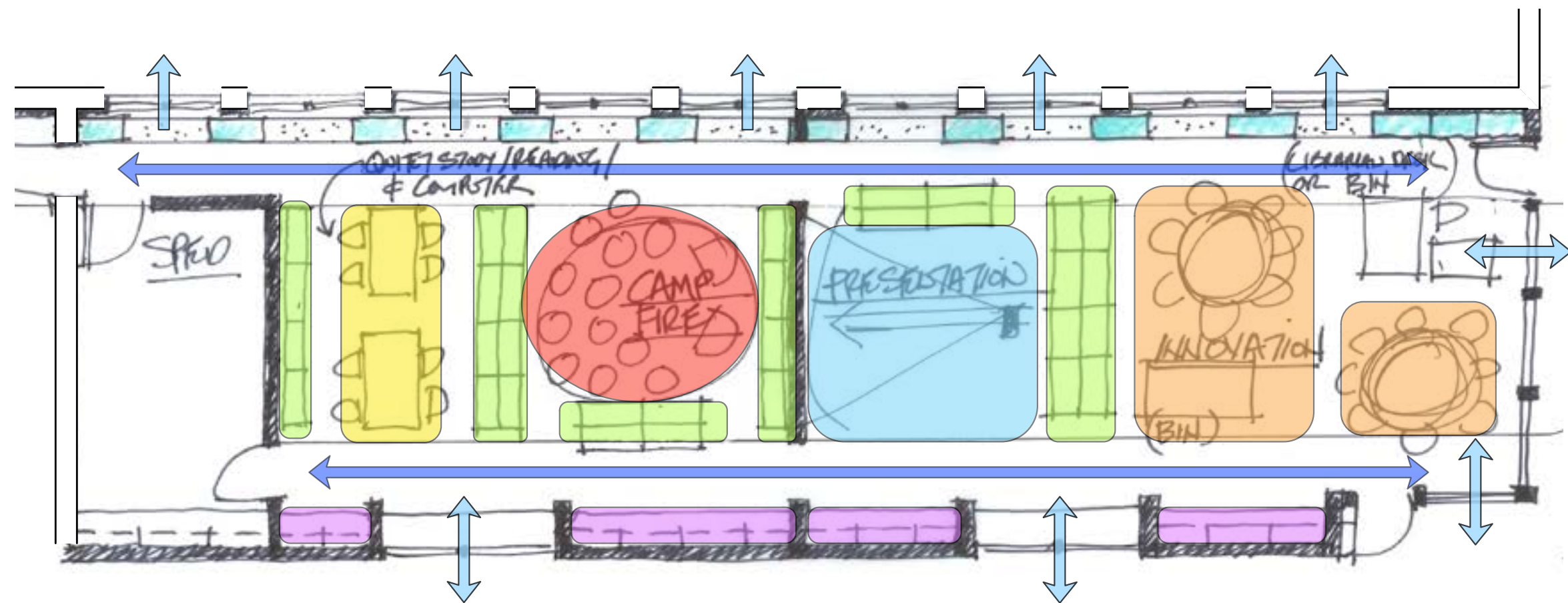
	Current Enrollment	Existing SF	MSBA (Library) SF *reference only	Proposed SF
BUKER ELEM.	255 (K-5)	955 Library 900 Tech CR	2,200 SF	1,915 SF
CUTLER ELEM.	254(K-5)	2,700 SF	2,200 SF	2,700 SF
WINTHROP ELEM.	292 (PK-5)	2,000 SF	2,200 SF	3,700 SF (Opt.1)
HWRSD MS/HS	981 (MS/HS combined)	6,600 Library 2,600 Tech CR	6,031 SF (Media) 3,600 SF (Tech)	10,200 SF (Opt.1)

\*Enrollment data taken from Massachusetts Department of Education

# PRELIMINARY DESIGNS

# Buker Elementary

# Buker Elementary School: Concept



# Buker Elementary School - Proposed Design

## Project Summary

Library Reno: 1,915 SF

### Walls

- All new partitions
- PLAM wainscoting (hallway)
- Two new exterior doors

### Ceiling

- ACT (2'x4')
- Accent "wood like"

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

### Mechanical

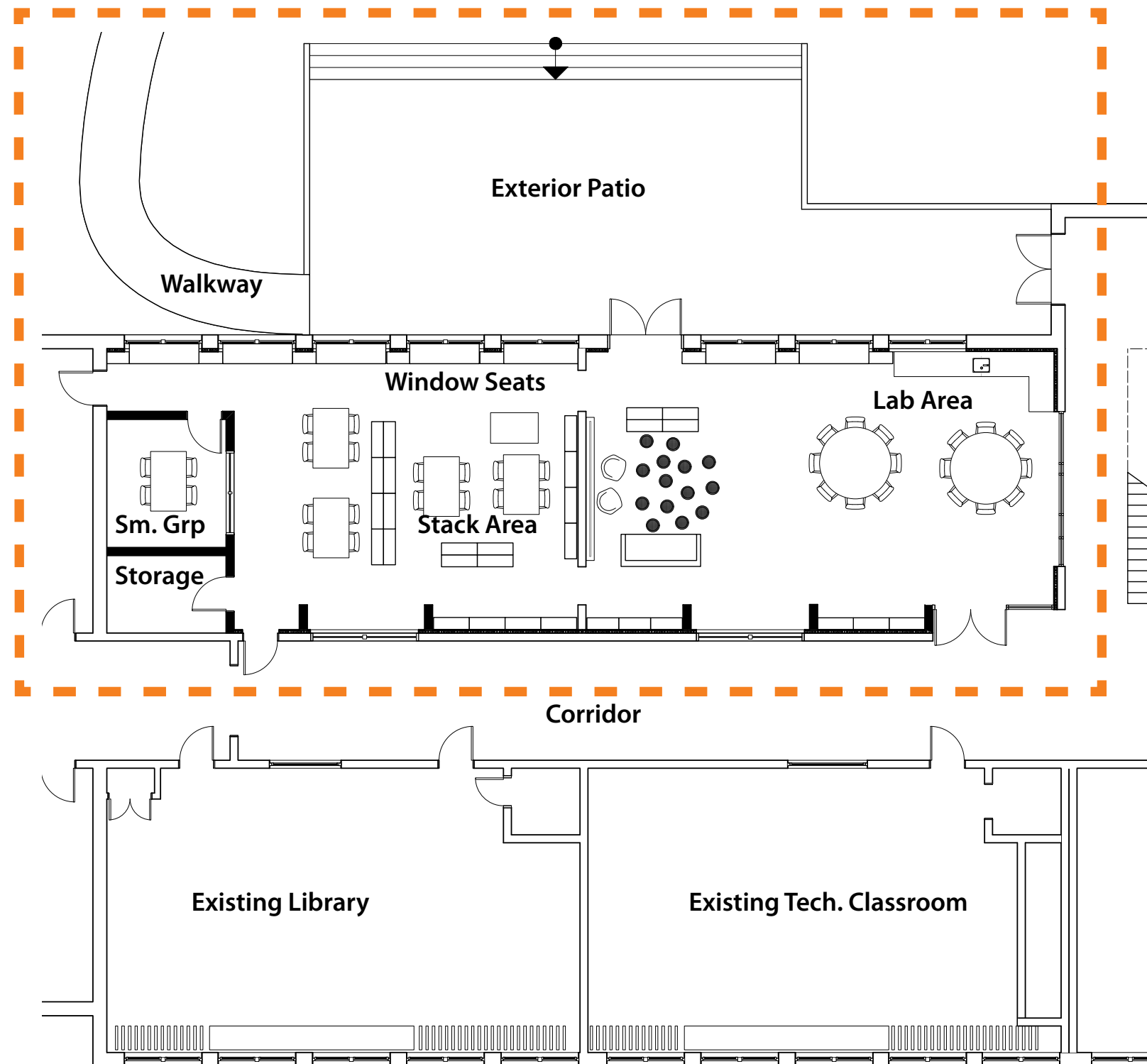
- Mini-Splits for Cooling
- New ventilation unit

### Plumbing

- Two new sinks

### Landscape

- 1,500 patio
- New walking path
- Four pedestrain lights







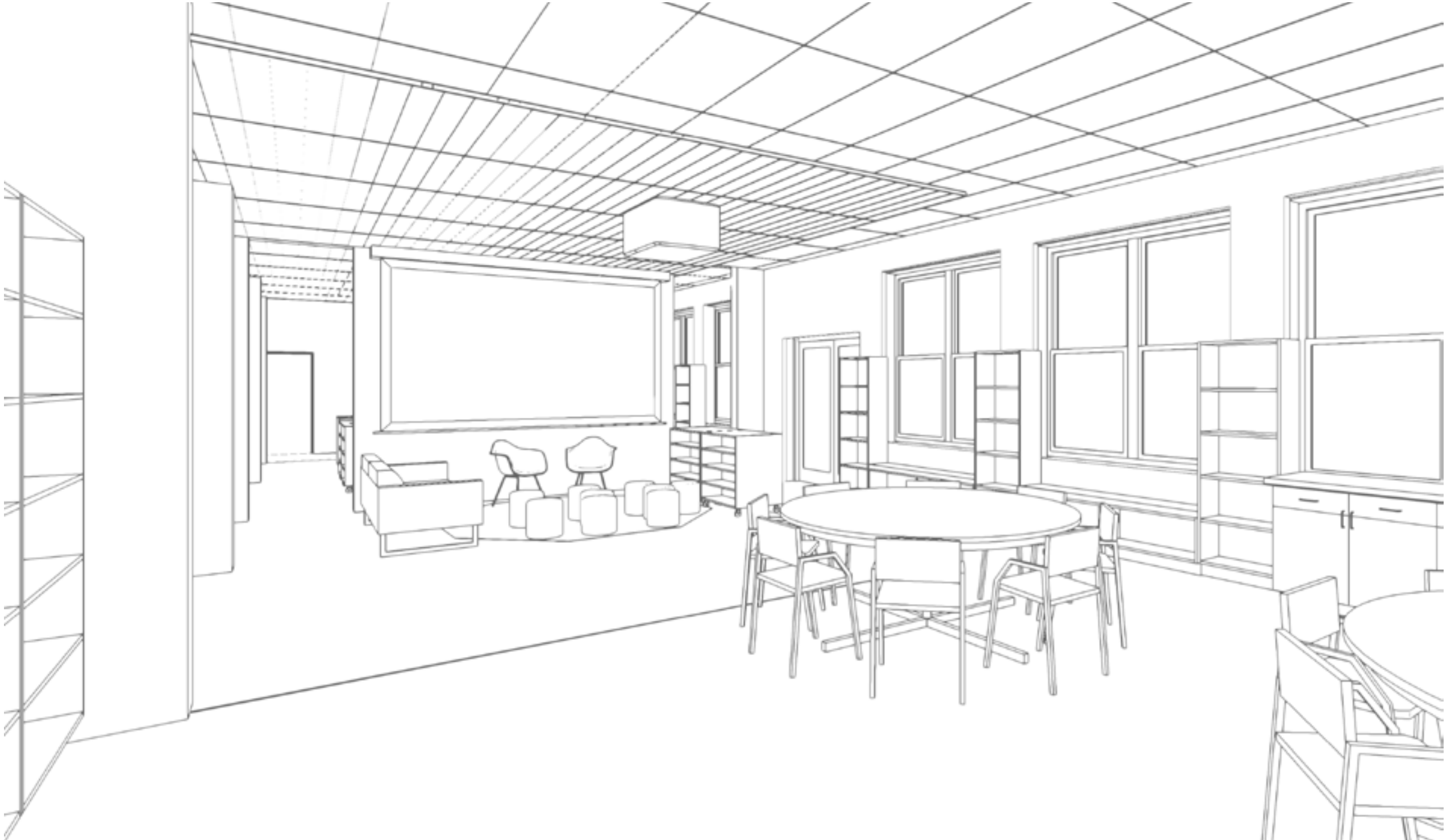


# Buker Elementary School: Precedents



- Classic New England with a contemporary twist
- Formality in keeping with the building architecture
- Terraced patio for access to the outdoors and for community use

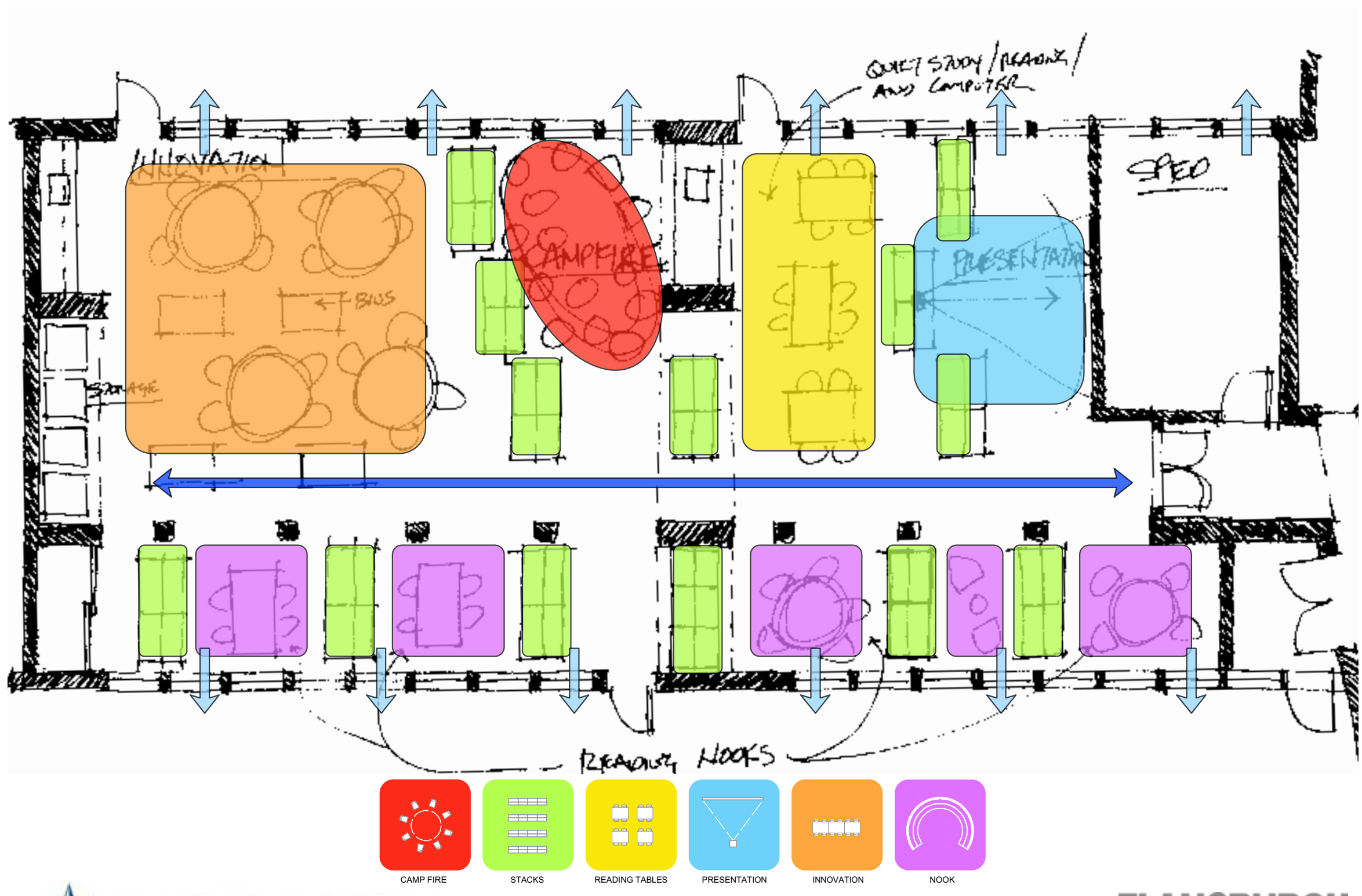
# Buker Elementary School: Interior





# Cutler Elementary

# Cutler Elementary School: Concept



# Cutler Elementary School - Proposed Design

## Project Summary

Library Reno: 2,700 SF

### Walls

- All new partitions
- PLAM wainscoting (hallway)
- Two new “single” exterior doors

### Ceiling

- ACT (2'x4')
- Accent “wood like”

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

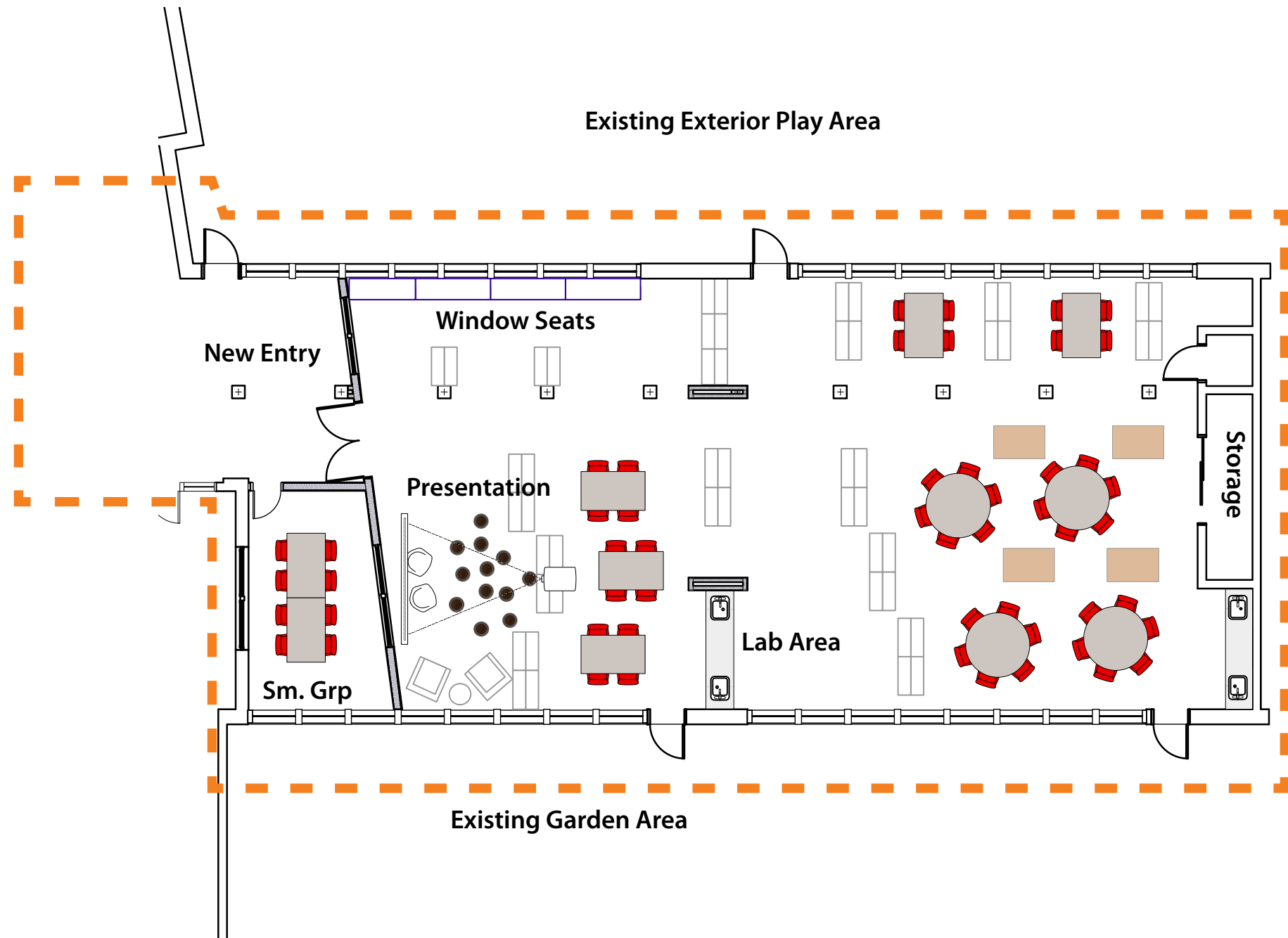
- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

### Mechanical

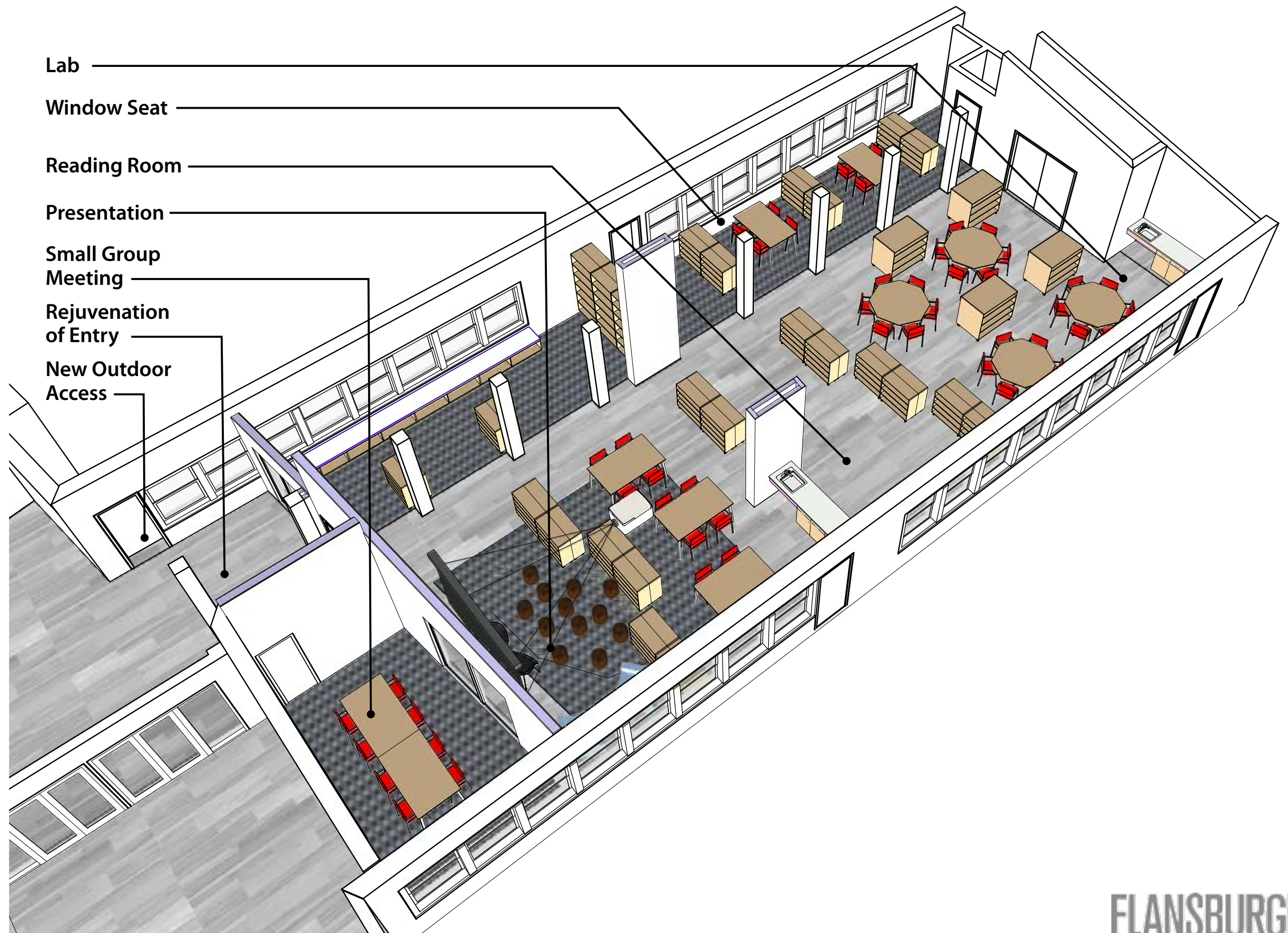
- Mini-Splits for Cooling
- New ventilation unit

### Plumbing

- Four new sinks (former toilet area)







Lab

Window Seat

Reading Room

Presentation

Small Group  
Meeting

Rejuvenation  
of Entry

New Outdoor  
Access



# Cutler Elementary School: Precedents



- Classic and informal
- Potential for more organic materials, such as unfinished wood
- Niches along one wall allow for different, semi-private activities

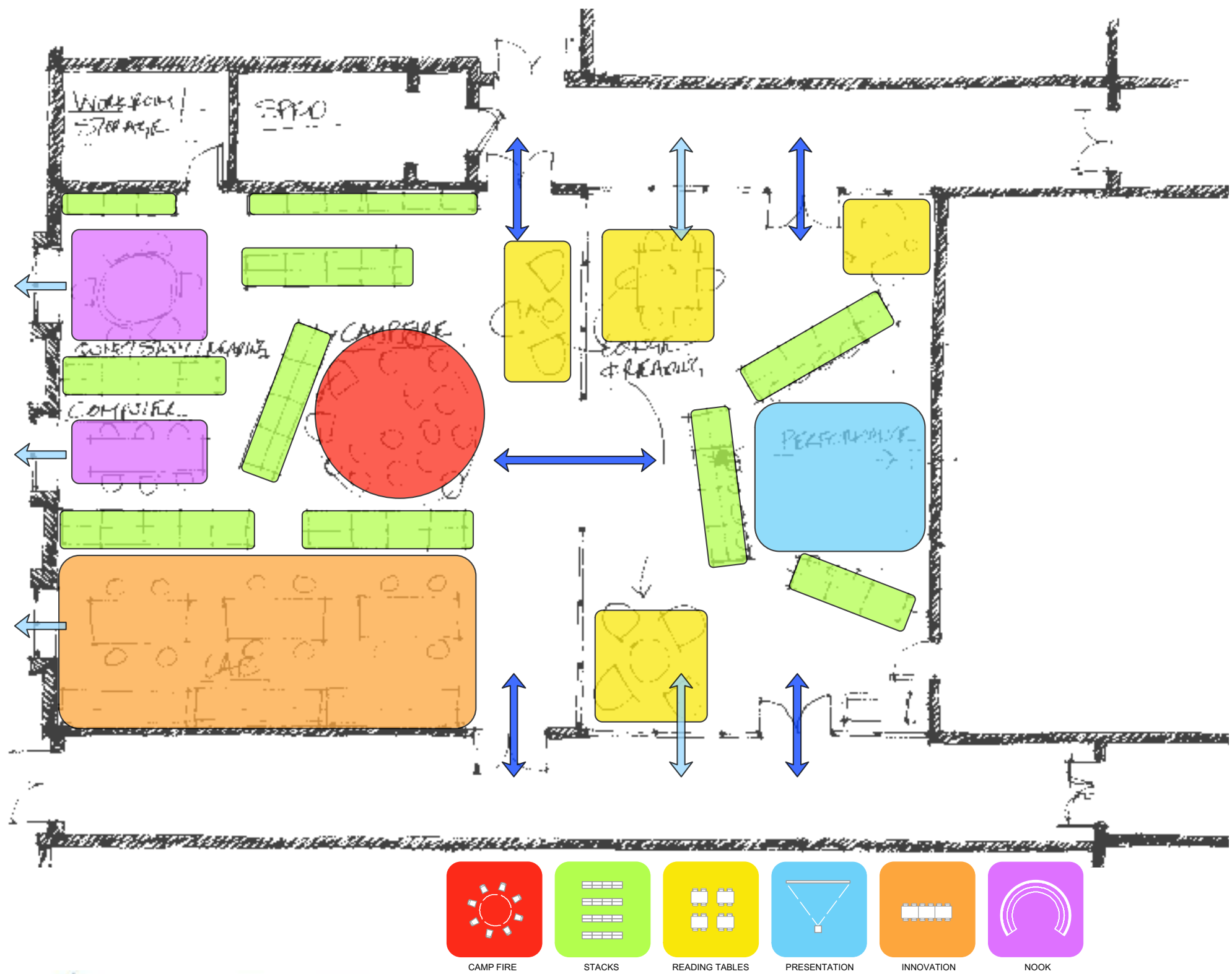
# Cutler Elementary School: Interior



# Winthrop Elementary



# Winthrop Elementary School: Concept





# Winthrop Elementary School - Proposed Design (Opt.1)

## Project Summary

Library/CR Reno: 3,700 SF

### Walls

- All new partitions
- Three bay windows
- Two new exterior doors
- New glass storefront at courtyard

### Ceiling

- New acoustic panels
- ACT in misc areas

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

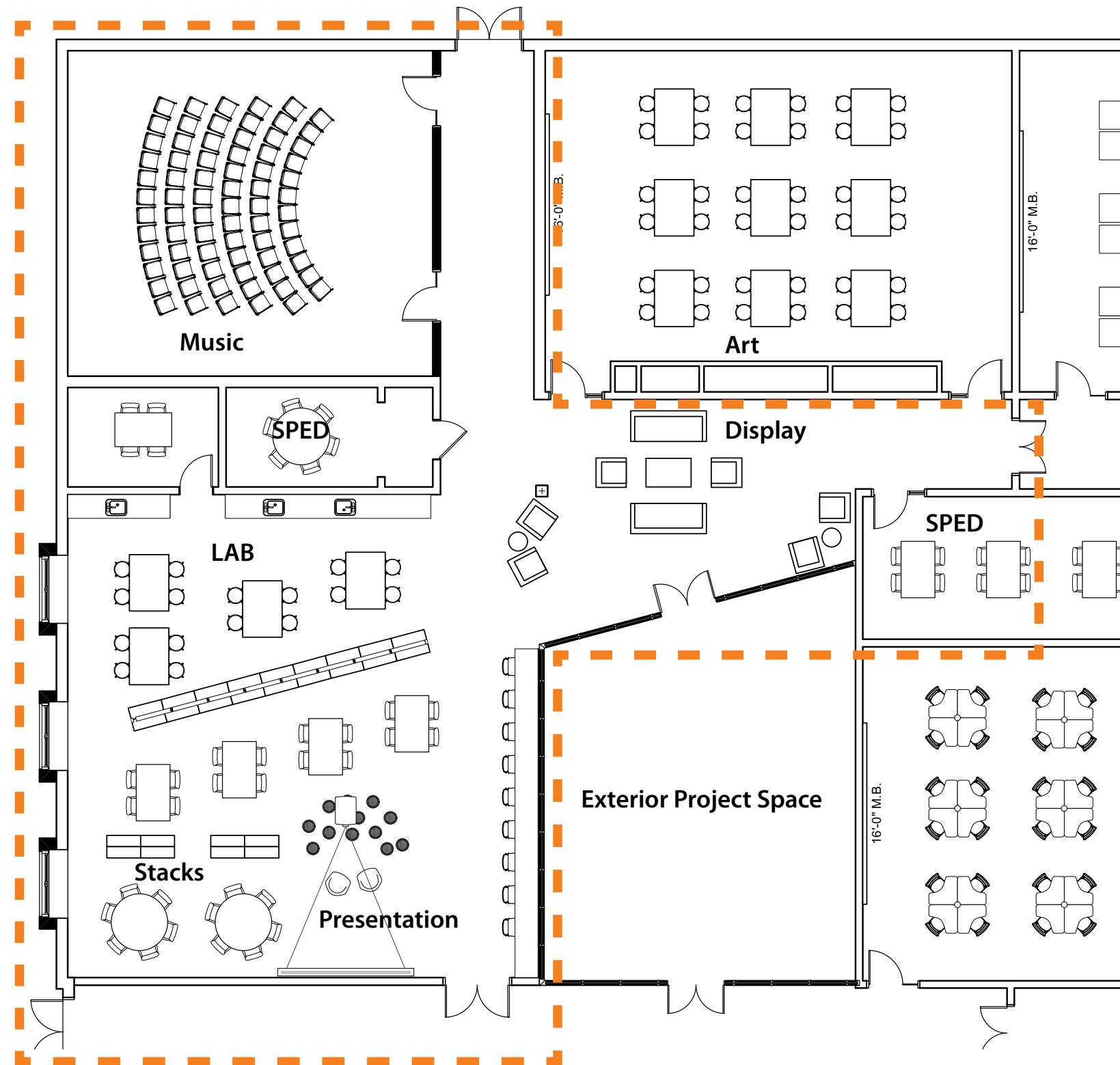
- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

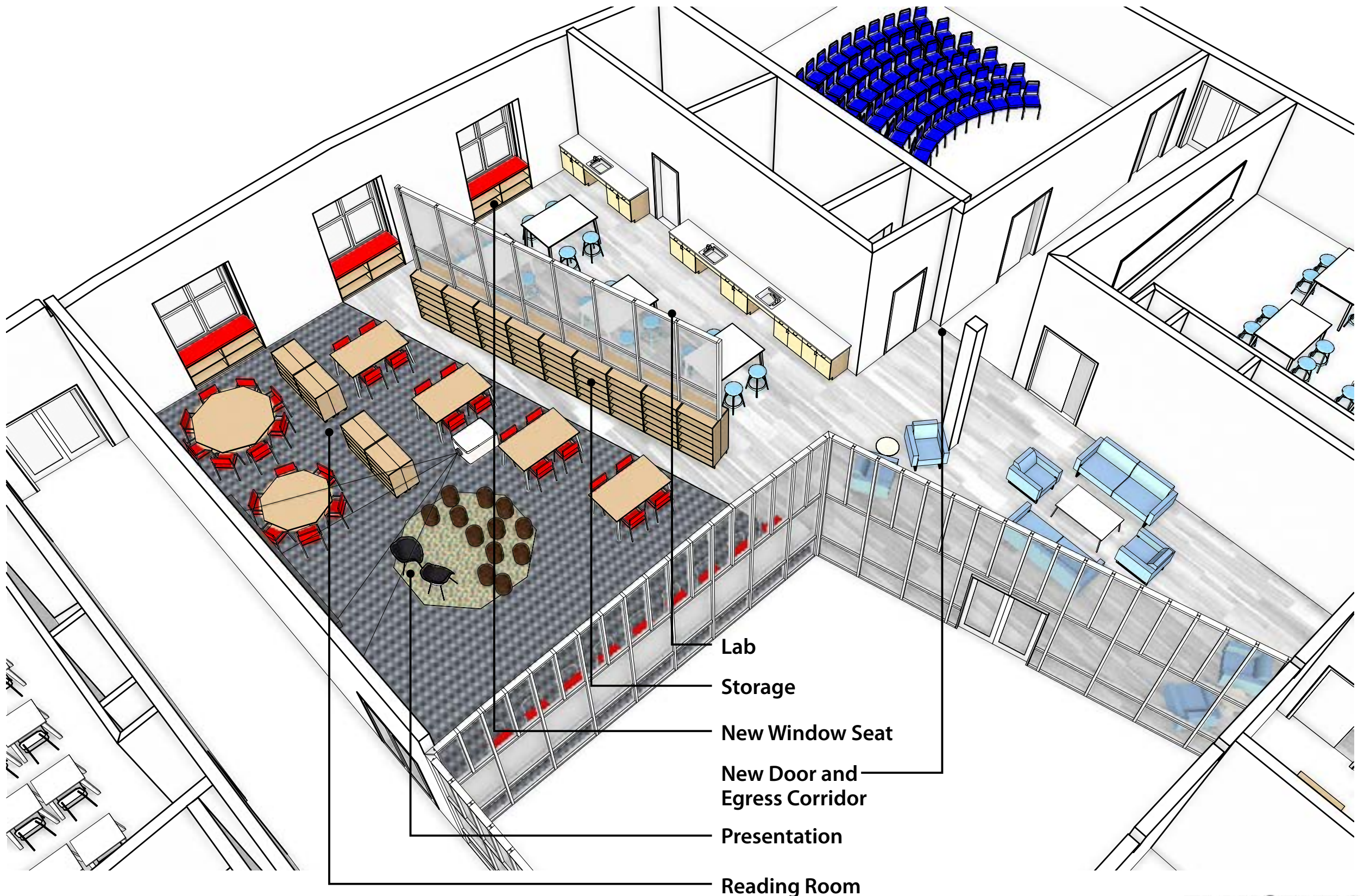
### Mechanical

- Mini-Splits for Cooling
- New ventilation unit

### Plumbing

- Two new sinks







# Winthrop Elementary School: Precedents



- Mid-century architectural design lends itself to access to the outdoors and natural light (courtyards & building perimeter)
- Design interventions are necessary to bring the library closer to the center of the school

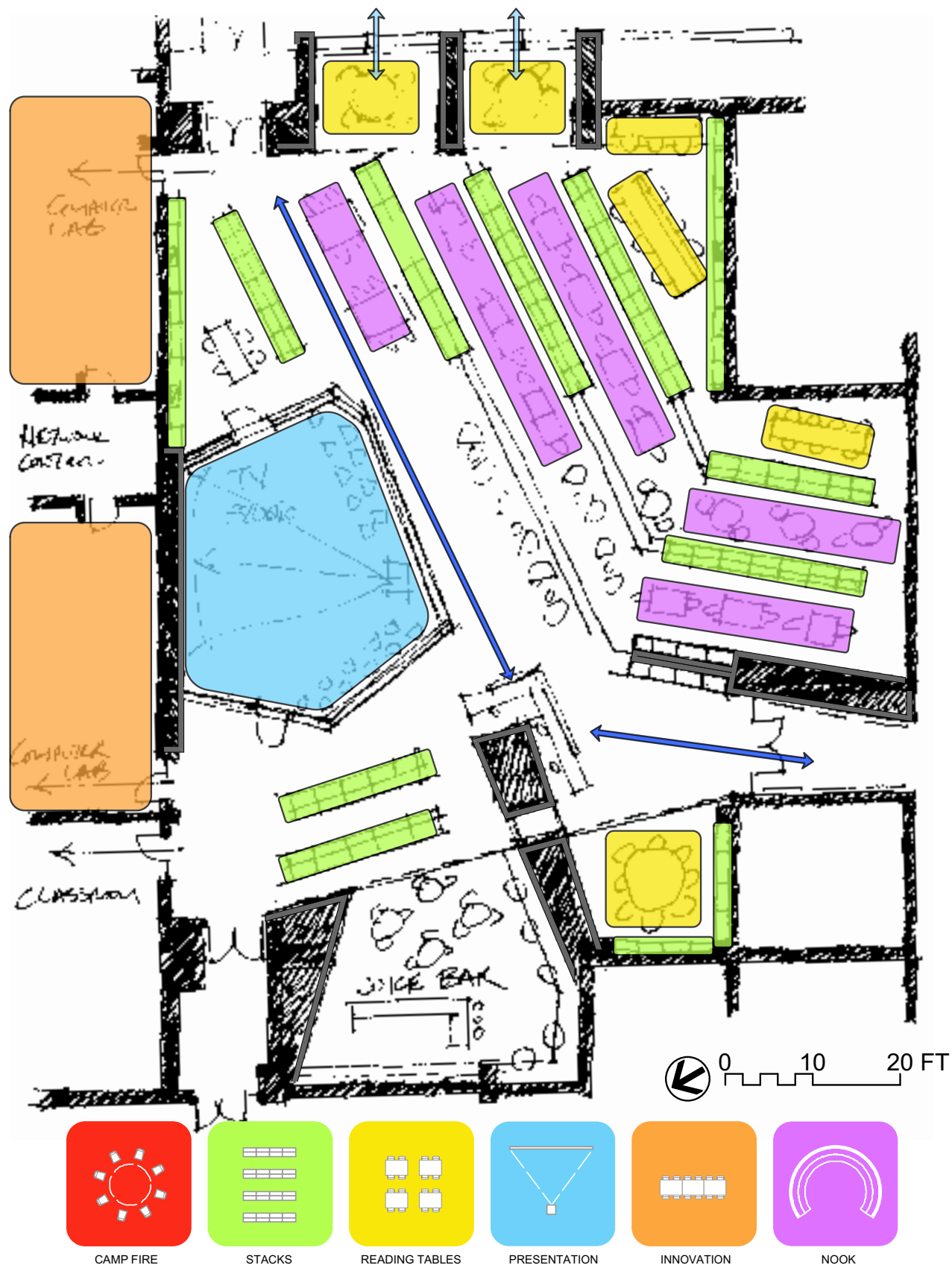
# Winthrop Elementary School: Interior



# HWRHS / Miles River Middle School



# HWRHS/Middle: Concept



# HS/MS Combination Library - Proposed Design (Opt.1)

## Project Summary

Library Reno: 10,200 SF

### Walls

- All new partitions / patching throughout
- Glass walls at Sm. Group and HS Maker

### Ceiling

- New acoustic panels
- ACT in misc areas
- Paint Existing ACT

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

### Mechanical

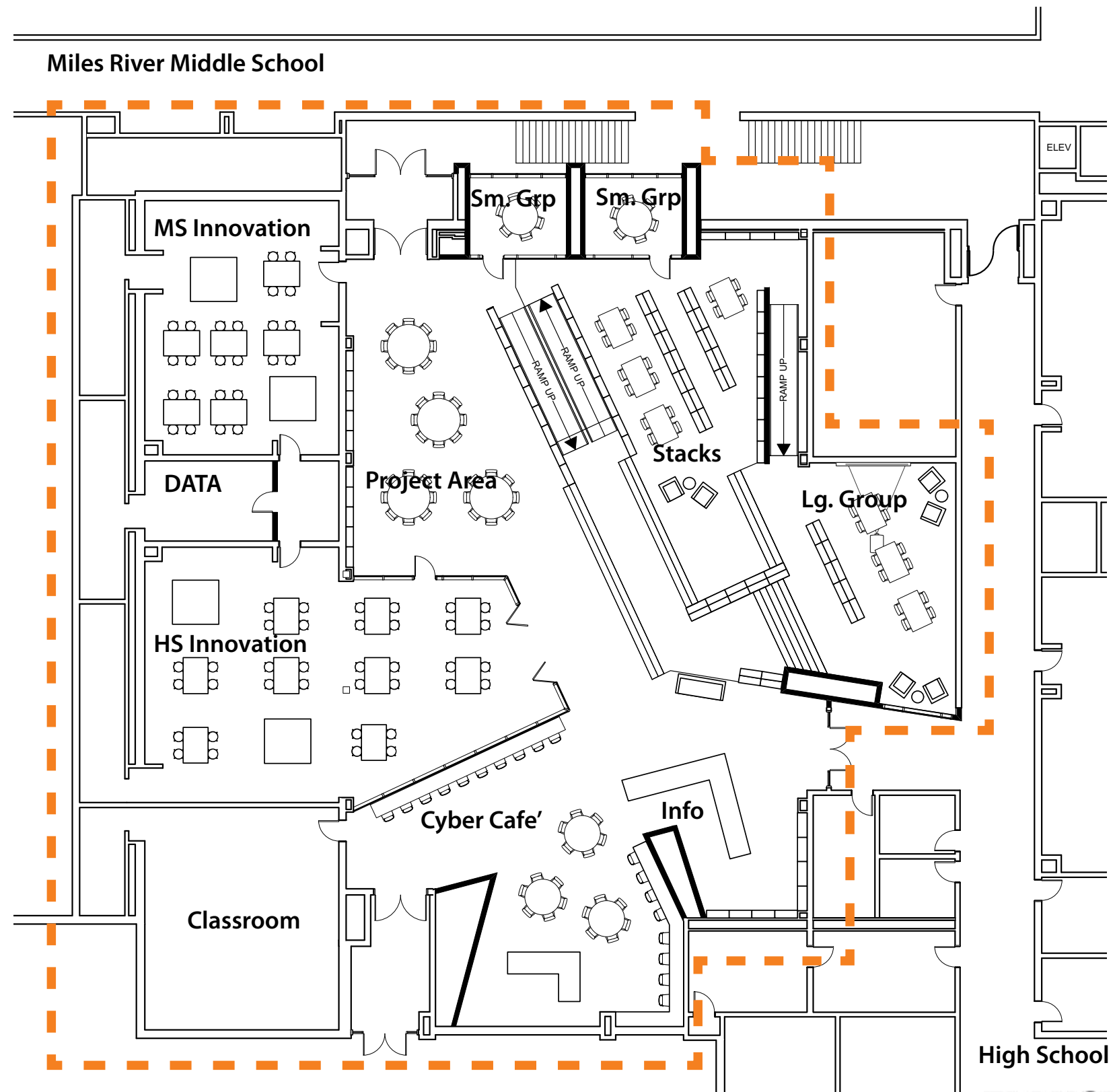
- Supplemental Cooling
- Supplemental Ventilation unit

### Plumbing

- Four new sinks in MS and HS Maker

### Fire Protection

- Modification at new partitioned spaces



High School

FLANSBURGH



# HS/MS Combination Library - Proposed Design (Opt.1)

Open Classroom (24 Students)

Reading Room

New Conference / Small Meeting Rooms

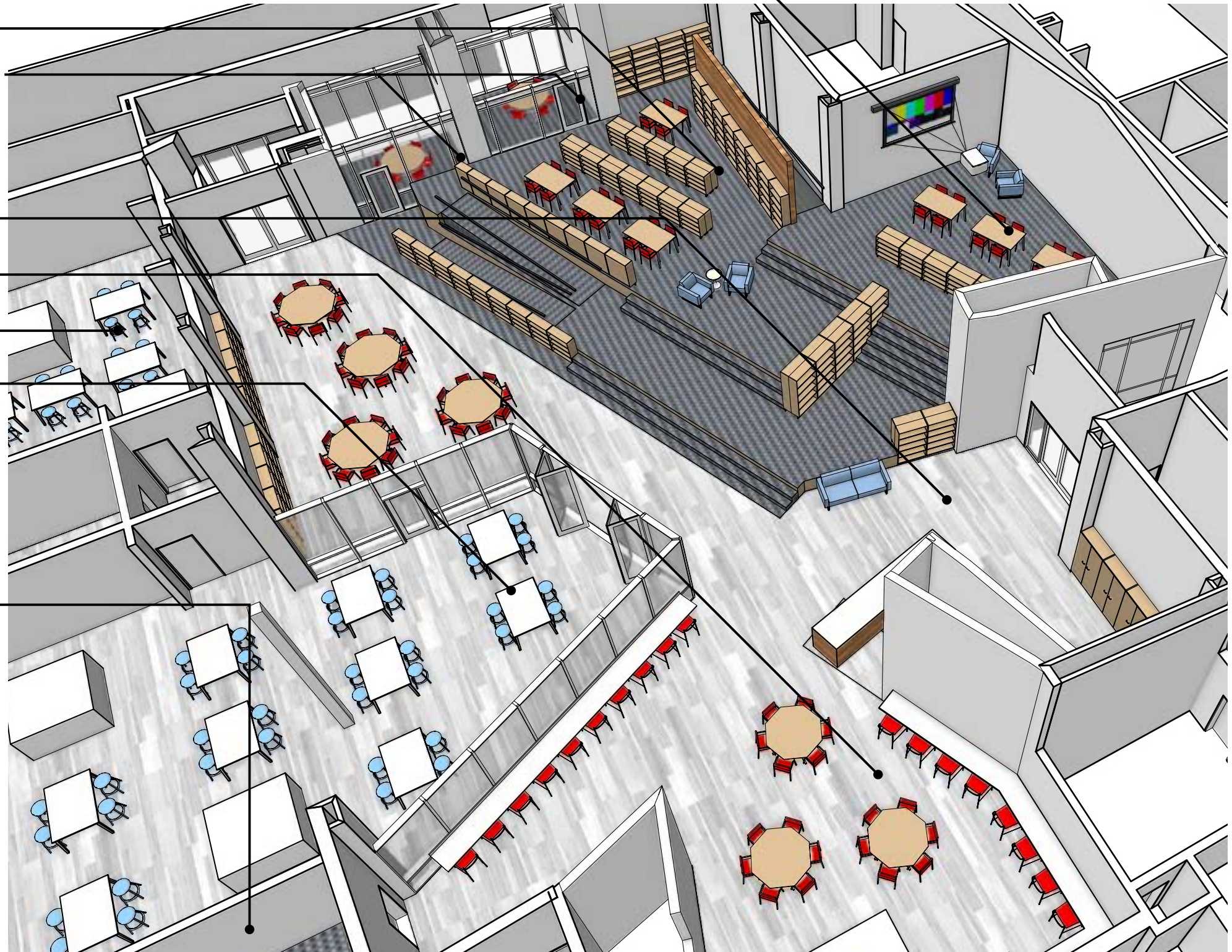
Media Support

Cyber Cafe

Lab

Lab / Presentation  
(accommodates ~70)

Classroom



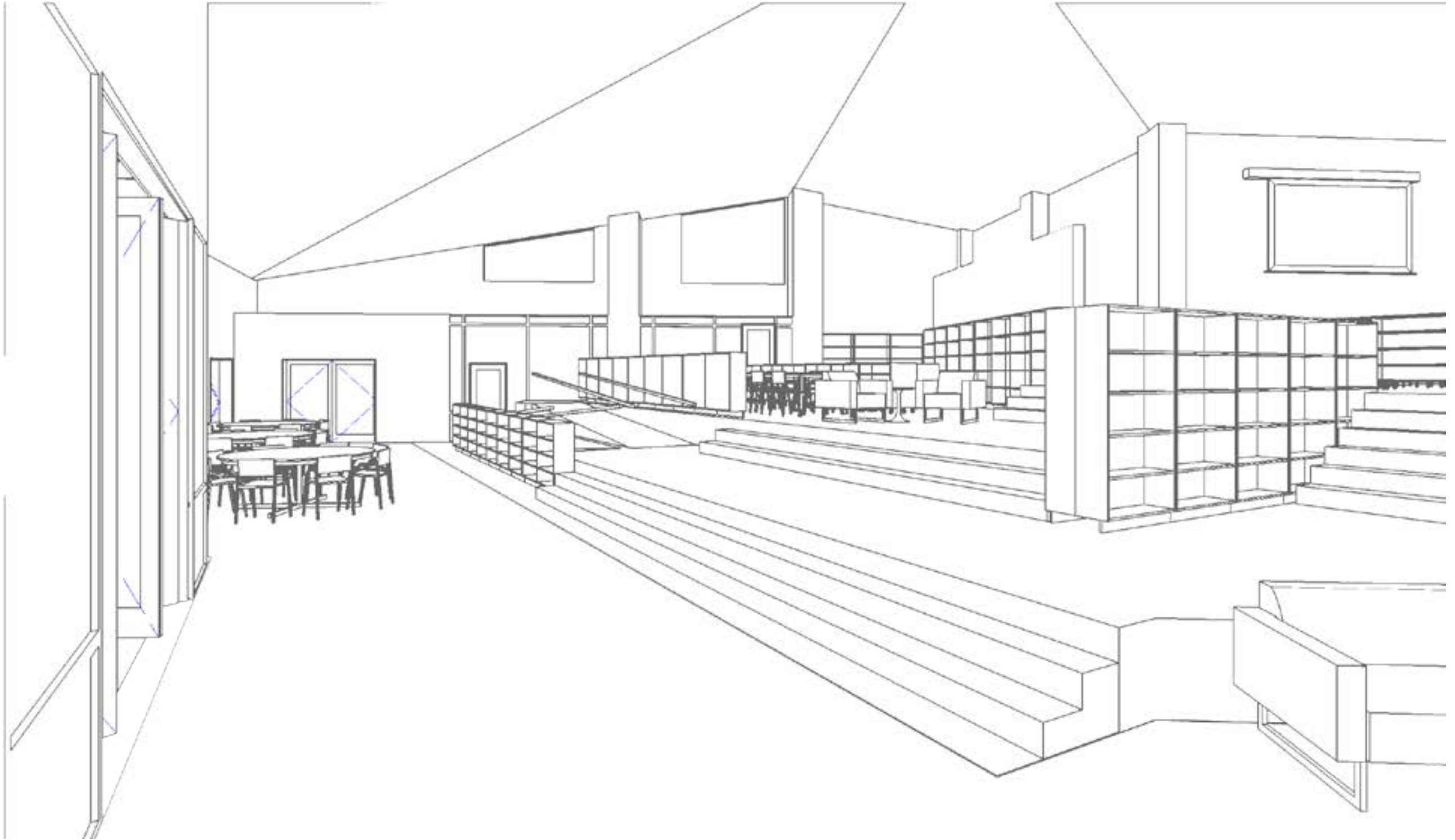


# HS/MS Combination Library: Precedents



- The library volume has the potential to be bold, modern & contemporary
- The existing space should be broken into smaller, more comfortable study areas
- The library should be an environment that's especially appropriate to teenagers and the varied ways in which they read, study, and create

# HS/MS Combination Library - Proposed Design (Opt.1)





# PRELIMINARY COSTS

# Estimated Construction & Project Cost

		Buker ES (3-5) 255 students	Cutler ES (3-5) 254 students	Winthrop ES (3-5) Option 1 292 students	MS/HS Option 1 981 students
		Renovation	Renovation	Renovation	Renovation
Gross SF		1,915 SF	2,700 SF	3,700 SF	10,200 SF
Construction Cost \$ (Hard Cost)	Building	included	included	included	Included
	Hazmat/Demo	included	included	included	Included
	Sitework	included			
	Total	\$757,838	\$682,767	\$1,078,721	\$2,261,777
Soft Cost \$	Fees & Expenses	TBD	TBD	TBD	TBD
	FF&E	TBD	TBD	TBD	TBD
	Contingencies	TBD	TBD	TBD	TBD
Soft Cost (25%) (Typical range 20 - 30%)		\$190,000	\$170,000	\$270,000	\$565,000
* TOTAL		\$947,838 * cost includes additional 1250 sf of hallway flooring and exterior patio/walkways	\$852,767	\$1.35 M	\$2.83 M
Cost per SF		\$495	\$316	\$365	\$278

# Renovation of School Libraries

## Hamilton-Wenham Regional School District



DRAFT Project Report

January 10, 2018

# FLANSBURGH

---

Table of Contents

1 | Project Summary

2 | Existing Conditions

- Buker Elementary School
- Cutler Elementary School
- Winthrop Elementary School
- Miles River Middle School / Hamilton-Wenham Regional High School

3 | Proposed Program

4 | Workshops and Presentations

- Workshop 1 – June 6, 2017
- Workshop 2 – August 03, 2017
- Workshop 3 – October 20, 2017

5 | Graphic Plans

6 | Cost Estimates

7 | Schematic Design Package                      Refer to separate attachment



---

## 1

### Project Summary

Hamilton-Wenham Regional School District  
Renovation of School Libraries

---

# Renovation of School Libraries: DRAFT Project Report

## 1. Project Summary

The Hamilton-Wenham Regional School District (HWRSD) Renovation of School Libraries Project focused on key design strategies as well as the evaluation of existing spaces. This provided the opportunity to “re-imagine” and enhance the academic and social learning environment of four existing libraries within one study. The purpose of this study is to develop, evaluate and select the preferred design solutions for each of the four existing school library spaces, and to bring them in line with the District’s vision of creating educational spaces that prepare students to be successful in the future.

At the Bessie Buker Elementary School, the existing library space situated off of a double-loaded corridor is relocated in the proposed design, thus improving adjacencies to the special education classroom, gymnasium, main entrance and exterior courtyard.

The Cutler Elementary School’s solution takes advantage of an open-concept learning space with many opportunities to zoning different activities.

A new “innovation hub” is captured with the design solution at the Winthrop Elementary School Library by eliminating the “back of house feel” through improved connections to art, music and innovation spaces.

At the HWRHS/Miles River Middle School, the proposed design solution breaks down the large volume space to accommodate a tiered reading room, cyber cafes, new flexible presentation spaces as well as both large and small group support spaces.

Working in conjunction with the Hamilton Wenham Regional School District, Flansburgh Architects has prepared this existing conditions report for the school libraries in the Buker, Cutler, and Winthrop Schools and the Middle/High School. This report considers the quality and anticipated life of the physical plant of the schools, the building’s interior building components, mechanical, electrical, and plumbing systems. The findings of this report will assist in finalizing the scope of the preferred option and assure that systems and materials left in place are sound and appropriate for the school’s anticipated life. The process involved a survey of the buildings by Flansburgh Architects (Architectural) and BALA Engineers (Mechanical, Plumbing, Electrical)

---

## 2

### Existing Conditions

Hamilton-Wenham Regional School District

Renovation of School Libraries

---

# Renovation of School Libraries: DRAFT Project Report

## 2. Existing Conditions

Overall the libraries reviewed at each school were in fair condition. The existing finishes at the elementary schools have been well maintained throughout but are showing their age. The existing finishes at the HWRHS/Miles River Middle School are in fair to good condition. Renovations required to modernize and update these spaces will in all likelihood require the replacement of most of these finishes.

### BUKER ELEMENTARY SCHOOL

#### A. *Architectural*

##### GENERAL DESCRIPTION

- i. Organization: The Bessie Buker Elementary School serves grades K through 5. It was originally constructed in 1952 and expanded upon several times over the years.
- ii. Circulation: The building is a bar plan, a double-loaded corridor with classrooms on both sides, and the cafeteria and gymnasium on an adjoining wing of the school. The current library is located in one of the original classrooms. Computers and work tables associated with the library are located in an adjacent room of the same size. This adjacent room also contains a technology closet so prone to overheating that the door has been removed and fans placed in front of the opening to cool the closet.
- iii. Program and Space Issues: The Buker Elementary School currently serves 255 students. The existing Library and adjacent Technology Classroom are 955 sf and 900 sf, respectively. Comparison with current MSBA space standards indicates that the Library is undersized by approximately 345 sf.



*Library Interior*



*Technology Closet*

##### INTERIOR

- i. Interior Partitions: In general, interior partitions appear to be in good condition and consist mainly of painted CMU. Because of the CMU walls there is a great deal of exposed conduit and piping visible. In a renovation, new walls would utilize light gauge steel framing and painted drywall to accommodate new electrical, plumbing and technology systems. All new walls should have acoustical batt insulation installed to improve acoustical performance. Openings in existing CMU partition would require addition of a masonry bond beam at the head of the opening.
- ii. Flooring: Existing carpet and vinyl base is in fair condition. Any renovation or reconfiguring of these spaces would require replacement of both. This would allow for a full warranty and attic stock could be made available for future repairs. Substrate under existing carpet should be

# Renovation of School Libraries: DRAFT Project Report

verified prior to any renovation or removal.

- iii. Ceilings: Existing ceilings appear to be acoustical tile glued to underside of structure. Tile is in good condition and there is no evidence of water stains.
- iv. Doors and Frames: Large wood doors (with vision panels) in metal frames are in good condition and have ADA acceptable lever hardware.
- v. Tack Boards and Marker Boards: Both types of boards exist in various sizes and conditions. The recent fire code regulations do not allow for tack boards to be within 5 feet of egress doorways; some of the existing tack boards may need to be moved as a result. Marker boards are in good condition.
- vi. Casework: Book stacks are in fair condition and appear adequate for the current storage needs of the school. Additionally, stacks are on casters which adds an element of flexibility. Furniture is a mix of styles and quality – typical of a space that has been adapted for re-use. Casework along window wall is in fair condition.



*Technology Classroom with Green Screen*

## **B. HVAC**

- i. Each classroom is served by a unit ventilator. The units are placed at the exterior wall and entrain outdoor (ventilation) air from wall louvers. These units are served with hot water piping from overhead.
- ii. Each classroom is served with a converted (from steam to hot water) cast iron radiator, two per classroom. These are located at the exterior wall under the windows.

## **C. Electrical**

### **i. POWER**

- a. The main electric service is rated 208/120V, 600A, three-phase, four-wire. The distribution equipment is primarily manufactured by Frank Adam and it is older vintage (approximately 1960's) and newer vintage (approximately 1990's) or simple corresponding to year of respective facility area construction. The main electric service is located in the basement and monitored by a Westinghouse sealed utility meter. The basement also includes a 600A switchboard, 400A distribution panelboard and a mechanical
- b. panelboard. Local panelboards serving lighting and receptacles are located in corridors.
- c. The switchboard manufactured by Siemens appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing. The main panelboard in the basement serving mechanical equipment has unprotected buses. Buses shall be covered to avoid accidental contact with exposed buses.
- d. The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.

### **ii. FIRE ALARM**



# Renovation of School Libraries: DRAFT Project Report

The fire alarm panel, located on the first floor, is manufactured by Fire-Lite Alarms by Honeywell and is a MS-9600LS addressable fire alarm control panel and appears to be in good condition. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bidirection antenna (BDA) system was observed in the facility.

## iii. LIGHTING

Luminaires and lighting controls appear to be original to the construction the facility. Most of all lighting controls are manual type with no occupancy sensors or a timeclock. There is little sign of automated lighting controls for optimal efficiency. Most luminaires are fluorescent type.

## **D. Plumbing**

Classroom #10 and #12 are both fitted with sinks situated along the exterior wall. These sinks are piped primarily from below piping originating from the basement level. It is unclear if the associated waste piping is protected with a solid interceptor.

## **E. Fire Protection**

There are no sprinkler systems serving the building.

# Renovation of School Libraries: DRAFT Project Report

## CUTLER ELEMENTARY SCHOOL

### A. Architectural

#### GENERAL DESCRIPTION

- i. Organization: The Cutler Elementary School serves grades K through 5. It was originally constructed in the early 1950's and expanded with various additions overtime.
- ii. Circulation: The existing library is located in its own "wing" between two adjacent clusters of classrooms and is a large space with sloping ceilings, exposed structure and windows running along both sides of the room. There is exposed conduit and piping throughout the space, as well as non-complaint and small toilet rooms.
- iii. Program and Space Issues: The Cutler Elementary School currently serves 254 students. The existing Library and Maker Space are 2,700 sf. Comparison with current MSBA space standards indicates that the Library is oversized by approximately 500 sf.



*Library Interior*



*Conference Room*

#### INTERIOR

- i. Interior Partitions: In general, interior partitions appear to be in fair condition and consist mainly of painted drywall and painted wood. A small conference room has been partitioned off within the space. In a renovation, new walls would utilize light gauge steel framing and painted drywall to accommodate new electrical, plumbing and technology systems. All new walls should have acoustical batt insulation installed to improve acoustical performance.
- ii. Flooring: Existing carpet and vinyl base is in fair condition. Any renovation or reconfiguring of these spaces would require replacement of both. This would allow for a full warranty and attic stock could be made available for future repairs. Substrate under existing carpet should be verified prior to any renovation or removal.
- iii. Ceilings: Ceilings consist of exposed structure (painted) with no acoustical treatments.
- iv. Doors and Frames: Wood doors in metal frames are in good condition and have a mix of both ADA acceptable and non-complaint hardware.



*Maker Space*

# Renovation of School Libraries: DRAFT Project Report

- v. Tack Boards and Marker Boards: Both types of boards exist in various sizes and conditions. The recent fire code regulations do not allow for tack boards to be within 5 feet of egress doorways; some of the existing tack boards may need to be moved as a result. Marker boards are in good condition.
- vi. Casework: Book stacks are in fair condition and appears adequate for the current storage needs of the school. Stacks along the window wall obscure views and natural light. Furniture is a mix of styles and quality, typical of a space that has been adapted for re-use.

## **B. HVAC**

- i. Each classroom is served by a unit ventilator. The units are placed at the exterior wall and entrain outdoor (ventilation) air from wall louvers. These units are served with hot water piping from overhead.
- ii. Each classroom is served with a draft stop grille system designed to take down drafts from the windows and direct this cold air into the unit ventilator return air inlet. These are located at the exterior wall under the windows built into the casework.
- iii. There is finned-tube radiation (fed from overhead piping) along the opposite exterior wall from the unit ventilators. This equipment is present in both rooms.
- iv. Through-the-wall electric air conditioners, one per room, serve the space. These are residential units.

## **C. Electrical**

### **i. POWER**

- a. The main electric service is rated 208/120V, 400A, three-phase, four-wire. The distribution equipment is primarily manufactured by Siemens and Eaton and it is newer vintage (approximately 1990's) and older vintage (approximately 1950's) or simple corresponding to year of respective facility area construction.
- b. The main electric service is located in the basement and monitored by a sealed utility meter. The basement also includes a 400A distribution panelboard, 100A distribution mechanical panelboard and an older vintage boiler room panelboard. Local panelboards serving lighting and receptacles are located in closets.
- c. The distribution panelboard manufactured by Siemens appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing.
- d. The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.

### **ii. FIRE ALARM**

The fire alarm panel, located on the first floor, is manufactured by EST and is a Quick Start intelligent addressable fire alarm control panel and appears to be in good condition and maintained annually. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility.

### **iii. LIGHTING**

# Renovation of School Libraries: DRAFT Project Report

Luminaires and lighting controls appear to be original to the construction of the facility. Most of all lighting controls are manual type with no occupancy sensors. Automated lighting in common areas is achieved via master clock. The master clock is a Simplex 2350 series master time switch. Most luminaires are fluorescent type.

## **D. Plumbing**

Both the existing Library and Media Technology Rooms are fitted with sinks situated along the exterior wall. These sinks are piped primarily from overhead. The sink waste piping would be trenching since the wing is on grade. It is unclear if the associated waste piping is protected with a solid interceptor.

## **E. Fire Protection**

There are no sprinkler systems serving the building.

# Renovation of School Libraries: DRAFT Project Report

## WINTHROP ELEMENTARY SCHOOL

### A. *Architectural*

#### GENERAL DESCRIPTION

- i. Organization: The Winthrop Elementary School serves grades Pre-K through 5. Originally constructed in 1960, the current library was part of an expansion to the school in 1989.
- ii. Circulation: The library is located at the end of the hallway and opens onto an interior courtyard. It features sloped ceilings, exposed laminated wood beams and wood roof deck. The room is spacious and filled with natural light.
- iii. Program and Space Issues: The Winthrop Elementary School currently serves 292 students. The existing Library is 1,750 sf. Comparison with current MSBA space standards indicates that the Library is undersized and should be approximately 2,200 sf.



*Library Interior*

#### INTERIOR

- i. Interior Partitions: There are no “interior” partitions in this space, but all surrounding construction appears to be metal stud and painted drywall. In a renovation, new walls would utilize this same system. All new walls should have acoustical batt insulation installed to improve acoustical performance.
- ii. Flooring: Existing carpet and vinyl base is in fair condition. Any renovation or reconfiguring of these spaces would require replacement of both. This would allow for a full warranty and attic stock could be made available for future repairs. Substrate under existing carpet should be verified prior to any renovation or removal.
- iii. Ceilings: Existing ceilings are exposed wood deck. Acoustical tile has been added to improve acoustical performance.
- iv. Doors and Frames: Metal doors in metal frames are in good condition and have code-compliant egress hardware.
- v. Tack Boards and Marker Boards: Both types of boards exist in various sizes and conditions. The recent fire code regulations do not allow for tack boards to be within 5 feet of egress doorways; some of the existing tack boards may need to be moved as a result. Marker boards are in good condition.



# Renovation of School Libraries: DRAFT Project Report

- vi. Casework: Book stacks and furniture are in good condition.
- vii. Exterior wall: is brick veneer with metal stud back up. Any modification to this wall (added windows) would require steel lintels, flashings and sill pans.

## **B. HVAC**

- i. The Library is served by a unit ventilator. The unit is placed at the exterior wall and entrain outdoor (ventilation) air from a wall louver. This unit is served with hot water piping from below.
- ii. The Library is served with three wall-hung modern air conditioners complete with air cooled condensing unit located outdoors.
- iii. There is a ducted ventilator located in the ceiling cavity of the office adjacent to the main library space. The unit provides the space with additional ventilation.
- iv. The unit ventilator is fitted with casework complete with return air grilles to allow window drafts to be directed into the return air inlet of the unit ventilator.

## **C. Electrical**

### **i. POWER**

- a. The main electric service is rated 208/120V, 600A, three-phase, four-wire. The distribution equipment is primarily manufactured by General Electric and Eaton and it is newer vintage (approximately 1990's) and older vintage (approximately 1990's) or simple corresponding to year of respective facility area construction. The main electric service is located on the first floor by the back entrance corridor and monitored by a Itron Sentinel Multimeasurement meter. The first floor electrical space by the back entrance corridor also includes a 600A distribution panelboard and two disconnect switches of various ratings. Local panelboards serving lighting and receptacles are located in the new boiler room, corridors and older abandoned boiler room.
- b. The distribution panelboard manufactured by General Electric appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing.
- c. The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.

### **ii. FIRE ALARM**

The fire alarm panel, located on the first floor, is manufactured by Fire-Lite Alarms by Honeywell and is a MS2410B addressable fire alarm control panel and appears to be in good condition. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bidirection antenna (BDA) system was observed in the facility.

### **iii. LIGHTING**

Luminaires and lighting controls appear to be original to the construction of the facility. Most of all lighting controls are manual type with no occupancy sensors or a timeclock. There is little sign of automated lighting controls for optimal efficiency. Most luminaires are fluorescent type.

# Renovation of School Libraries: DRAFT Project Report

## **D. Plumbing**

The Library is fitted with a sink situated along the exterior wall. This sink is piped primarily from below piping originating from the basement level. It is unclear if the associated waste piping is protected with a solid interceptor.

## **E. Fire Protection**

There are no sprinkler systems serving the building. It was stated that the school is scheduled for a complete sprinkler system installation for the summer of 2018.

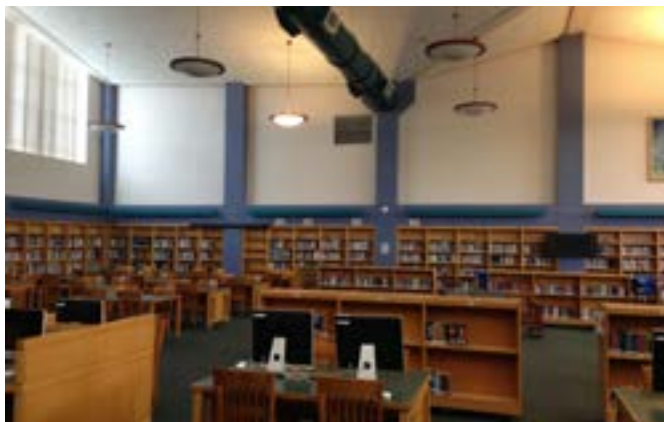
# Renovation of School Libraries: DRAFT Project Report

## HAMILTON-WENHAM REGIONAL HIGH SCHOOL / MILES RIVER MIDDLE SCHOOL

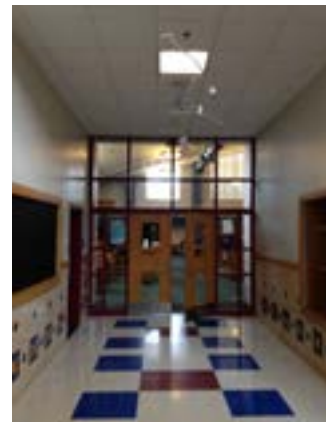
### A. Architectural

#### GENERAL DESCRIPTION

- i. Organization: Miles River Middle School serves grades 6 through 8, and the Hamilton-Wenham Regional High School serves grades 9 through 12. The library shared by the two schools is located in the former gymnasium of the original school constructed in 1962.
- ii. Circulation: The library is accessible from both the High School and Middle School. It features sloped ceilings, exposed duct work, built in book stacks and clerestory glazing. Because this renovation work occurred somewhat recently (1997), the finishes in this space – although somewhat dated – are in good to very good condition. However, there is no direct visual connection to the exterior and the furniture layout is somewhat static.
- iii. Program and Space Issues: The Middle/High School currently serves 981 students combined. The existing Library and adjacent Technology Classrooms are 6,600 sf and 2,600 sf, respectively. Comparison with current MSBA space standards indicates that the Library is slightly oversized and should be approximately 6,031 sf, while the Technology Classrooms are undersized and should be approximately 3,600 sf.



*Library Interior*



*Library Entry from High School*

#### INTERIOR

- i. Interior Partitions: There are no “interior” partitions in this space, but all surrounding construction appears to be metal stud and painted drywall. In a renovation, new walls would utilize steel studs and painted drywall. All new walls should have acoustical batt insulation installed to improve acoustical performance.
- ii. Flooring: Existing carpet and vinyl base is in fair condition. Any renovation or reconfiguring of these spaces would require replacement of both. This would allow for a full warranty and attic stock could be made available for future repairs. Substrate under existing carpet should be verified prior to any renovation or removal.
- iii. Ceilings: Ceilings consist of suspended acoustical tile in good condition. There is no evidence of leaking or stained tile.
- iv. Doors and Frames: Wood doors in metal frames are in good condition and have code compliant ADA lever hardware.

# Renovation of School Libraries: DRAFT Project Report

- v. Fire Extinguishers: All existing fire extinguishers appear to be operational and certified.
- vi. Casework: – Book stacks, furniture and reception desk all are in good condition and present a consistent, uniform look.

## **B. HVAC**

- i. The main room is served with exposed HVAC ductwork originating in a mechanical penthouse located adjacent to the main (double height) media space.
- ii. The two computer labs are served with dedicated HVAC rooftop units located on the roof above the space(s).
- iii. The front workroom area of the space including the periodical storage area are served with a ducted HVAC unit also located in the Mechanical Penthouse.
- iv. The Language Office and Conference Room are served with a ducted HVAC unit, which is located in the Mechanical Penthouse.

## **C. Electrical**

### **i. POWER**

- a. Underground electric service is provided to an exterior pad mounted transformer from a utility pole. The main incoming service into the building is rated 480/277V, 2400A, three-phase, four-wire monitored by a utility meter and located in Kitchen/ Cafeteria Wing on the first floor. Local lighting 480/277V panelboards, step down transformers, and receptacle 208/120V panelboards are distributed from the main electrical room in the Kitchen/Cafeteria Wing to local electrical rooms in each wing. The distribution equipment is newer vintage (approximately 1990's). The electric service in the building was upgraded (approximately 1990's) and it is in good condition.
- b. There is a 200 kW emergency generator located in the emergency room on the penthouse of the facility. The generator primarily supports select receptacles and select lighting.

### **ii. FIRE ALARM**

A new fire alarm control panel was installed (approximately 1990's) in the Administration/ Cafetorium area on the first floor. The fire alarm system includes smoke detection or heat detection coverage throughout the building. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility.

### **iii. LIGHTING**

Luminaires and lighting controls appear to be original to the construction of the facility. Most of all lighting controls are manual type with no occupancy sensors. There is little sign of automated lighting controls for optimal efficiency. Lighting luminaires in common areas are controlled by a time switch located in the electrical room. Most luminaires are fluorescent type.

## **D. Plumbing**

There is no plumbing work present in any of the spaces contemplated for the Media Center



# Renovation of School Libraries: DRAFT Project Report

renovation.

## **E. Fire Protection**

Media Center and adjacent spaces are protected by a sprinkler system.

---

## 3

### Proposed Program

Hamilton-Wenham Regional School District  
Renovation of School Libraries

---

## Enrollment Data & Space Allocation

	Current Enrollment	Existing SF	MSBA (Library) SF *reference only	Proposed SF
BUKER ELEM.	255 (K-5)	955 Library 900 Tech CR	2,200 SF	1,915 SF
CUTLER ELEM.	254(K-5)	2,700 SF	2,200 SF	2,700 SF
WINTHROP ELEM.	292 (PK-5)	2,000 SF	2,200 SF	3,700 SF (Opt.1) 2,700 SF (Opt.2)
HWRSD MS/HS	981 <small>(MS/HS combined)</small>	6,600 Library 2,600 Tech CR	6,031 SF (Media) 3,600 SF (Tech)	10,200 SF (Opt.1) 9,200 SF (Opt.2)

---

## 4

### Workshops & Presentations

Hamilton-Wenham Regional School District  
Renovation of School Libraries

---





**Renovation of School Libraries  
Hamilton-Wenham Regional School District**

**Design Workshop June 06, 2017**

**FLANSBURGH**



## Educational Visioning Workshop

June 16, 2017

### Agenda

**EXPECTED OUTCOMES: By the end of the session we will have begun to...**

- Share **Priority Goals** for Hamilton-Wenham Regional School District (HWRSD) library planning process
- Discuss 21<sup>st</sup> century teaching and learning and identify **21<sup>st</sup> Century Learning Goals** and initiatives for HWRSD
- Assess HWRSD's **Strengths, Challenges, Opportunities, and Goals** with regard to the development of its academic programs, school facilities and libraries
- Explore and prioritize a range of architectural **Design Patterns** that will best support 21<sup>st</sup> century teaching and learning within HWRSD's school libraries and school facilities

Time	Activity	Purpose
9:00 – 9:30	<b>Workshop Goals and Introductions</b> Workshop overview Introductions Priority Goals for the library planning process	Introduce participants, and clarify agenda and desired outcomes for this workshop. Share some of our priority goals for the library planning process.
9:30– 10:30	<b>21<sup>st</sup> Century Schools and Learning Goals</b> Interactive Presentation: 21 <sup>st</sup> Century Teaching and Learning Videos and discussion Prioritization of 21 <sup>st</sup> Century Learning Goals	Identify and discuss elements of 21 <sup>st</sup> century teaching and learning as connected to HWRSD's approach to its educational programming.
10:30– 10:45	<b>BREAK</b>	
10:45 – 11:30	<b>HWRSD SCOG Analysis</b> Brainstorm of HWRSD's Strengths, Challenges, Opportunities, and Goals	Identify what is presently working well within HWRSD, what is challenging, and what opportunities and goals exist with regard to the library planning process.

11:30– 12:30	<p><b>21<sup>st</sup> Century School Facility Design Patterns</b></p> <p>Presentation and Q&amp;A</p> <p><b>Design Patterns for HWRSD</b></p> <p>Small group review of assorted facility Design Patterns</p> <p>Creation of priority listings</p> <p>Large group prioritization</p>	<p>Ground our thinking about design guidelines and desired building features in a discussion and exploration of new school Design Patterns.</p> <p>Identify priority Design Patterns for HWRSD.</p>
12:30– 1:00	LUNCH	

## WORKSHOP GOALS:

- Identify Objectives for Each School
- Discuss the Role of Librarians
- Resources
- Furniture
- Infrastructure
- Architectural Environment



Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

## BOSTON PUBLIC LIBRARY: Johnson Wing Renovation

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



## Re-imagining the traditional reading room and library stacks

- Integrate goals of the library with the full array of academic activities
- Identify new requirements and design opportunities

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

### BOSTON PUBLIC LIBRARY: East Boston Branch

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



## Librarians: central to student experience and engagement

- Librarians located to maximize interaction with students and faculty

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

### BOSTON PUBLIC LIBRARY: Mattapan Branch

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



## Celebrate books and make technology readily available

- Traditional/physical resources integrated with technological capabilities
- Easy ('seamless') accessibility to traditional collections, physical resources, media, and technology

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH



## INTERNATIONAL COLLEGE, BEIRUT

Lab 3.2 Architecture, design consultant to FLANSBURGH



## BOSTON PUBLIC LIBRARY: Mattapan Branch

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



**The New Library:** Architectural environment and furniture solutions to support individual and group study, research, and creative activities.

-#1: Children's libraries: from early literacy to tweens

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

## BOSTON PUBLIC LIBRARY: East Boston Branch, Mattapan Branch, Johnson Wing Renovation

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



**The New Library:** Architectural environment and furniture solutions to support individual and group study, research, and creative activities.

-#2: Library environments for teens: bright + colorful + "gritty"



Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

## BOSTON PUBLIC LIBRARY: Johnson Wing / Kirstein Business Library

Lab 3.2 Architecture, design consultant to William Rawn Associates Architects



### Design Precedents for: “The New Library”

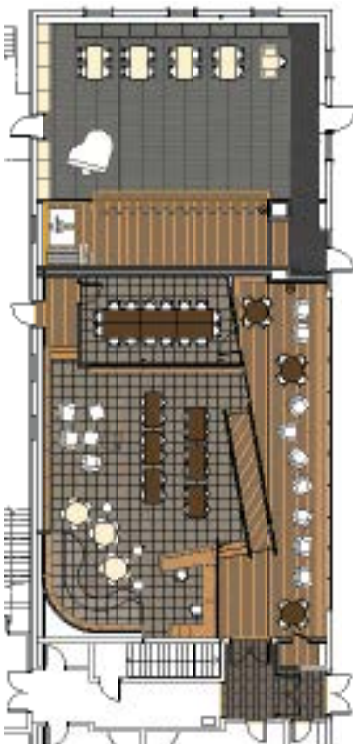
- Co-working spaces as a possible model for libraries
- Retail (Starbucks, Apple store, Amazon) and hospitality (boutique hotel lobbies) as other possible models

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH

## BERKSHIRE COUNTRY DAY SCHOOL: Library Renovation

Lab 3.2 Architecture, design consultant to FLANSBURGH



### Design opportunities in the renovation of a small K-12 library

- Diverse study environments in a small space

Hamilton-Wenham Schools | Hamilton-Wenham, MA

FLANSBURGH





## Educational Visioning Workshop Notes

June 16, 2017

### Priority Goals for Library and Master Planning

The following list of priority goals for the Hamilton-Wenham Regional School District (HWRSD) school library and master planning process was recorded during the participant introduction section of the June 16, 2017 Educational Visioning Workshop, with each participant offering one or more priority goals. The 12-person group included administrative leadership from HWRSD, as well as principals and teachers.



#### *Priorities*

- Create a coherent narrative for development and fund-raising
- Build a concrete example of what innovative school programming looks like in practice
- Use the library spaces to shift the way we teach and learn – move toward more interdisciplinary work
- Provide hands-on learning opportunities
- Position libraries as the hubs of the school
  - Research area(s)
  - Flexible space(s)
  - Presentation space(s)
- See libraries as “Centers for Education and Technology”
  - Resource rich
- Provide a combined resource at the Middle and High school level



## *Priorities Goals for the Library and Master Planning Process Continued*

- Provide a hub for elementary schools
  - Flexible
  - Small group/individual/presentations
  - Retail model - books in collections
  - Separate collections for ease of access
- Build ownership and independence
- Provide a “wow” factor
  - Students feel energized
- Become more “student-centered”
- Create flexible spaces that support authentic learning:
  - Reading and research
  - Literacy focus
  - Electronic data bases
  - Fiction volumes
- Promote community access
  - For events
  - Serve as a draw for the community
- Bring the outside in – provide indoor-outdoor connections
- Create “learning – focused” environments
- Engage students – library and school as an inviting place of curiosity
- Provide 20-year flexibility
  - Plug in Play
  - Interface that evolves
- Fund elementary "force" and encourage structural change
  - Project-based teaching and learning
  - Innovative instructional design
- Provide a continuous change mechanism
  - Fund the next evolution of spaces
- Promote more flexible learning within our old and outdated buildings:
  - Dynamic and multi-modal learning
  - Collaboration
  - Socializing





## Educational Visioning Workshop Notes

June 16, 2017

### SCOG Analysis

The following SCOG Analysis of Hamilton-Wenham Regional School District's current strengths, challenges, opportunities and goals with regard to its academic programs and facilities was recorded during the June 16, 2017 Educational Visioning Workshop. The 12-person group included administrative leadership from HWRSD, as well as principals and teachers.



#### STRENGTHS

- Community - support of school district
  - Financial (if you can justify costs)
  - Support for administration
  - ED fund
- Students - cool kids do cool stuff / excited
- Size of district gives lots of flexibility
- Leadership team on the same page
- Teachers and administrators - open minded / committed
- Good special ED programming (bones is place)
- Adaptive to changing needs of students
- Cool elective classes at high school
- A lot of work done structurally to put in place good student instruction
- Delivery of instruction through backward design – (Understanding By Design UBD)
- Community done around transfer goals
- Upgrades to HVAC / windows / infrastructure
- Solid IT staff / infrastructure
  - Strong bones!
  - Middle school carts/labs
  - High school = 1:1 BYOD





## CHALLENGES

- Changing needs of students
- If it isn't broken why fix it mentality - inertia
- Keeping transformational goals in the forefront – and actualizing them
- Facilities - 10-20 years ... old buildings that will need investment
  - Don't have plans to address it currently
  - High school = 50 years old
  - Middle School = 18 year old wing
- Teachers limited by what they see as budget
  - Limitations of innovation mindset
- Need for professional development (PD) for teachers
- Some teachers are more risk takers
- High performance is often seen in traditional ways
- A lot of thing (initiatives) going on
- A very active community – with differing opinions a
- Middle school has very little space to collaborate
  - Library as one of only places to meet
  - Collaborative spaces require scheduling
  - Library spaces are too far removed
- Out-dated furniture – High school has tablet-arm chairs



## OPPORTUNITIES AND GOALS

- Provide teacher access to more flexible spaces
- Better integrate the Middle and High School
- Create hubs for gathering and building community
- Showcase things that students and teachers are doing
- Provide authentic presentation spaces
  - Good acoustics
  - Presentation technology
- Promote inside / outside integration
  - Kids working
  - Experimentation and play
- Provide community access - separate entry?
- Technology that supports hand – head integration
- Integrate with TV / screens
- Across platforms
- Production / video
- Facilitate students working in multi-age configurations (especially in the elementary school)
- Promote interconnectivity with the rest of school
- Contain noise and control acoustics
- Allow students to create at a level they haven't before
- Provide Maker 2-D / 3-D spaces and capacity
- Position libraries as hubs and student centers



## Educational Visioning Workshop Notes

June 16, 2017

### Priority Design Patterns

The following priority Design Patterns for the Hamilton-Wenham Regional School District (HWRSD) school library and master planning process was recorded during the June 16, 2017 Educational Visioning Workshop. The 12-person group included administrative leadership from HWRSD, as well as principals and teachers. Three groups of 4 participants each identified their priority Design Patterns and shared them with the larger group. The following patterns are listing based on the number of “votes” they earned, with each pattern receiving 4 points for appearing on a small group list.

- **Project Learning Labs** (16 votes)

- Maker Spaces and Culture
- Project-Based Learning
- Learning Studios and Hubs

- **Display and Exhibition** (16 votes)

- Story Telling
- Presentation Spaces

- **Gathering Hubs** (12 votes)

- Collaborative Spaces

- **Agile Spaces** (8 votes)

- Flexible Furniture
- Flexible Work Areas
- Flexibly Defined Spaces with Moving Walls/Clouds



- **Visible Learning and Transparency** (8 votes)
- **Indoor/Outdoor Connections** (8 votes)
- **Community Access** (4 votes)
- **Media Center** (4 votes)
- **Synergistic Connections** (4 votes)



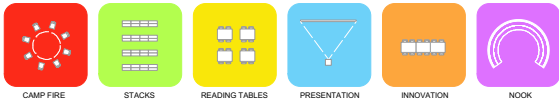
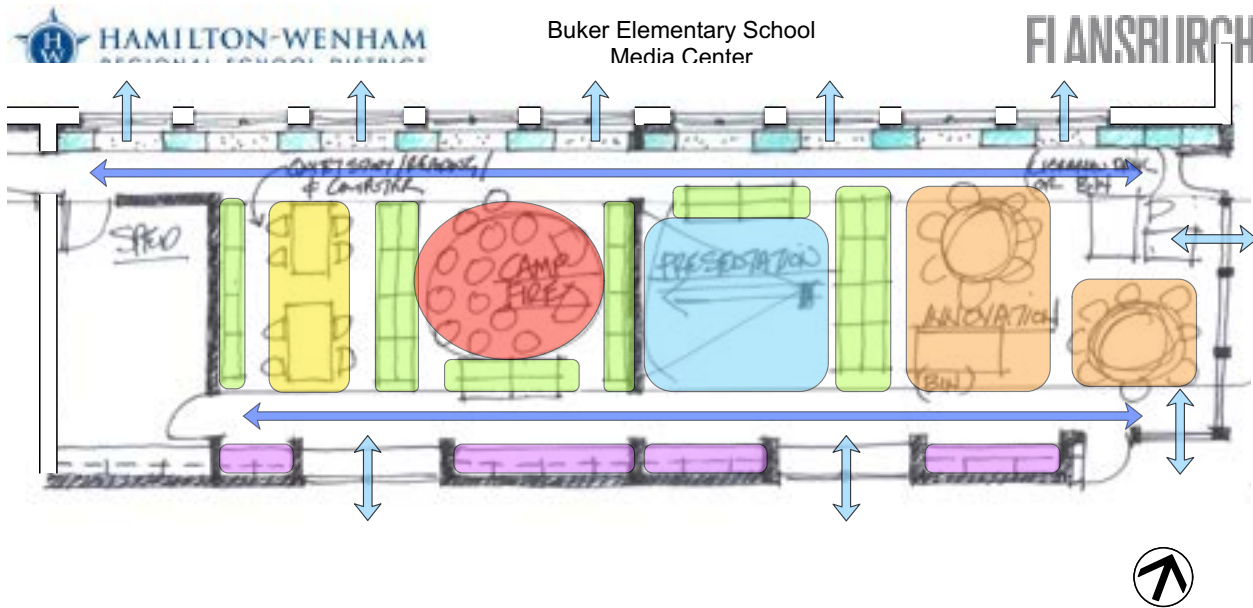
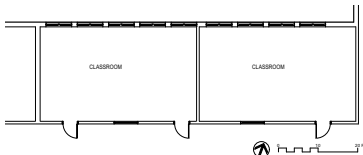
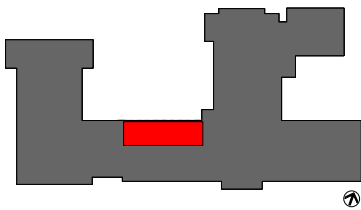
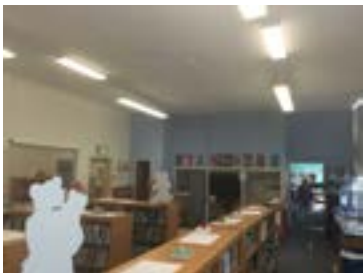
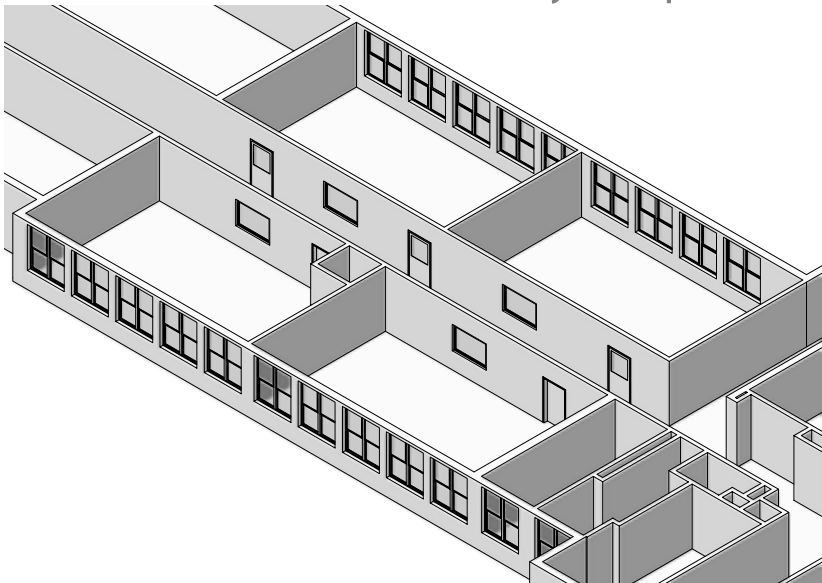


**Renovation of School Libraries**  
**Hamilton-Wenham Regional School District**

**Design Update Presentation August 08,2017**

**FLANSBURGH**

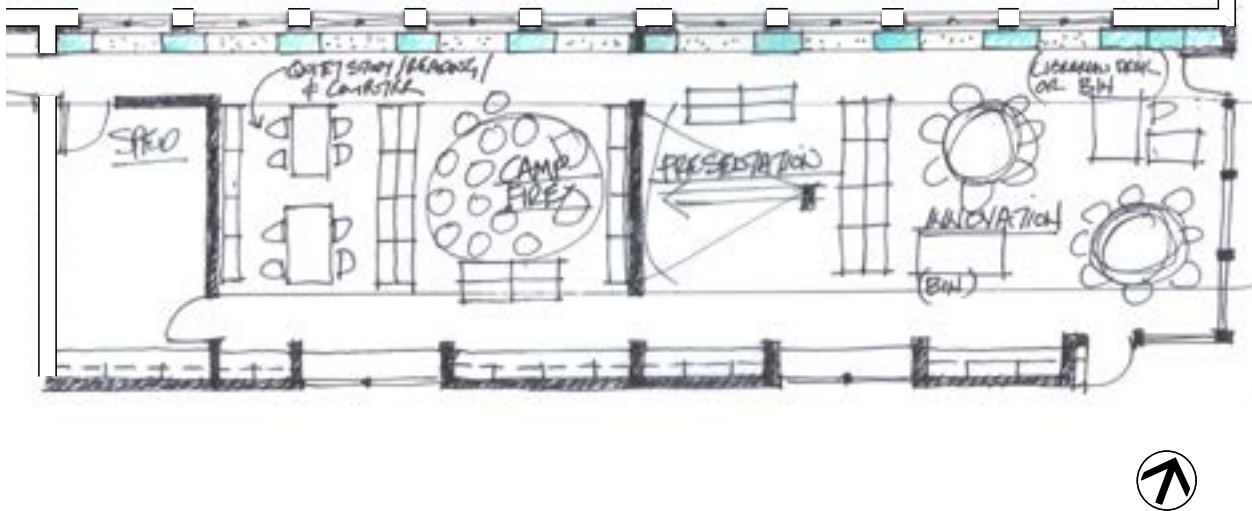




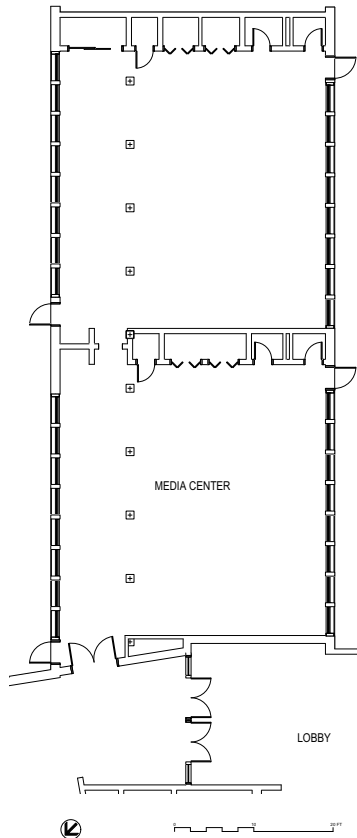
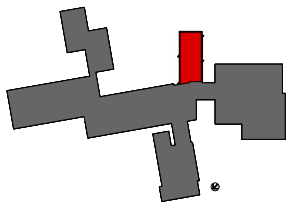
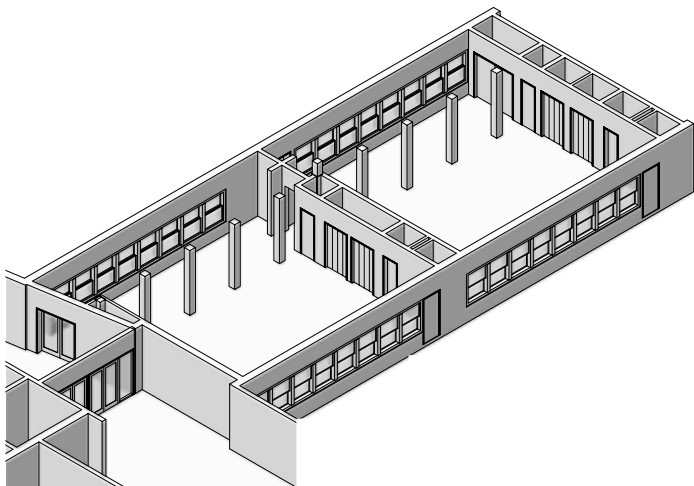
Buker Elementary School Media Center





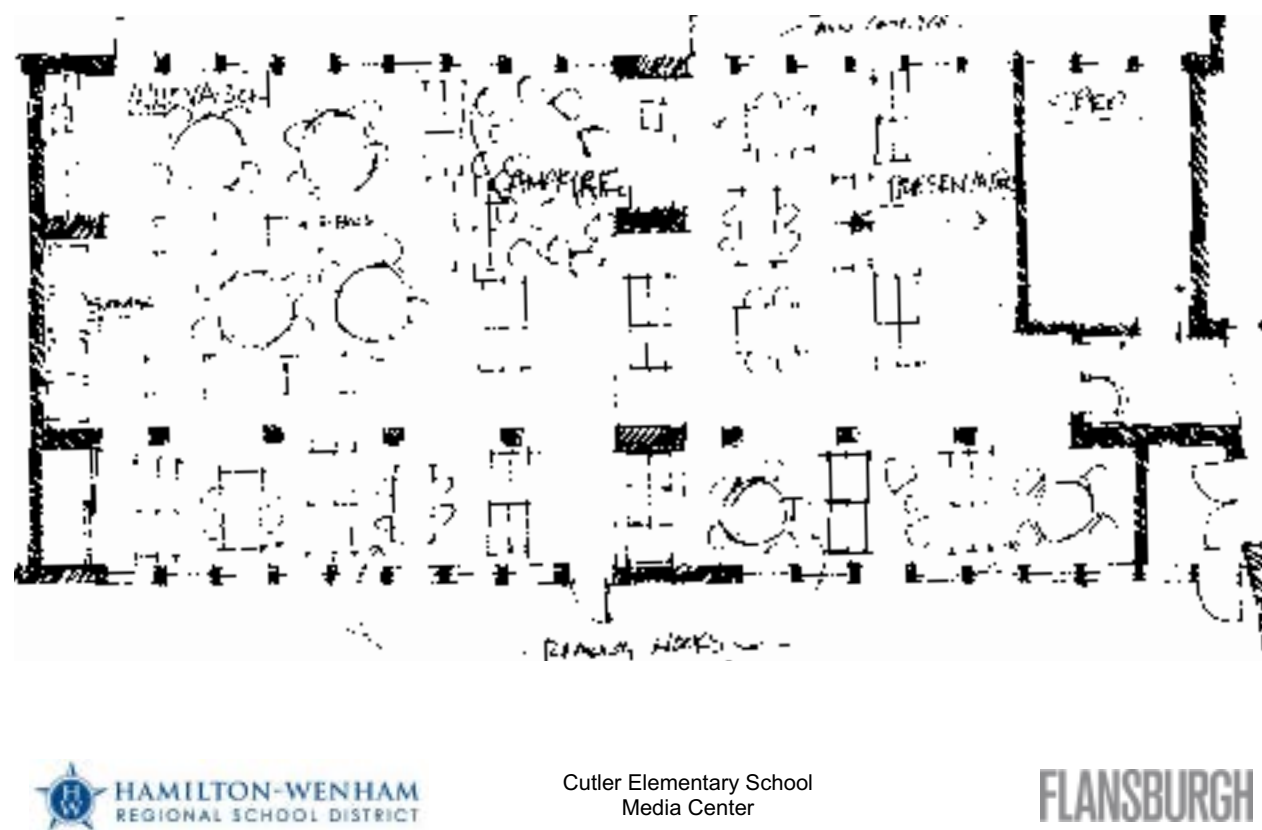
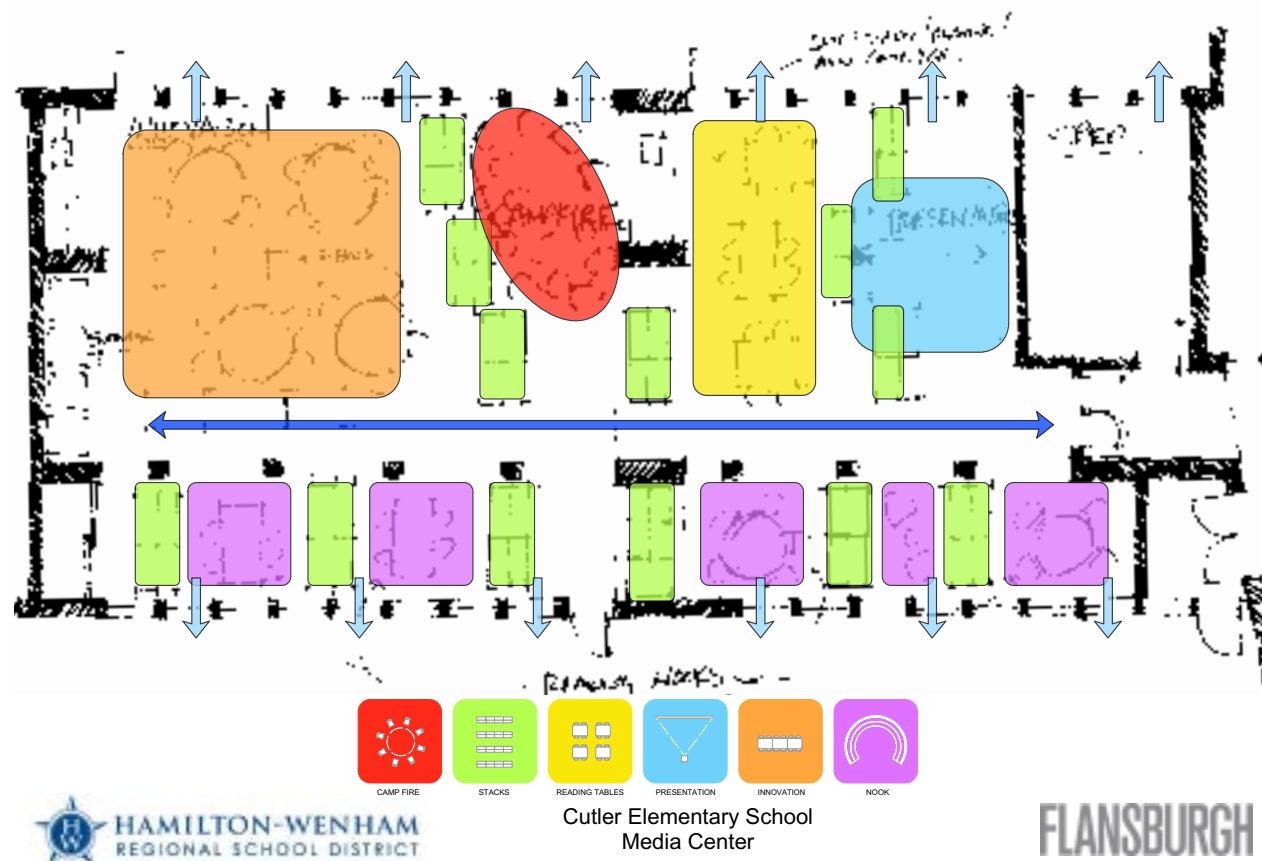


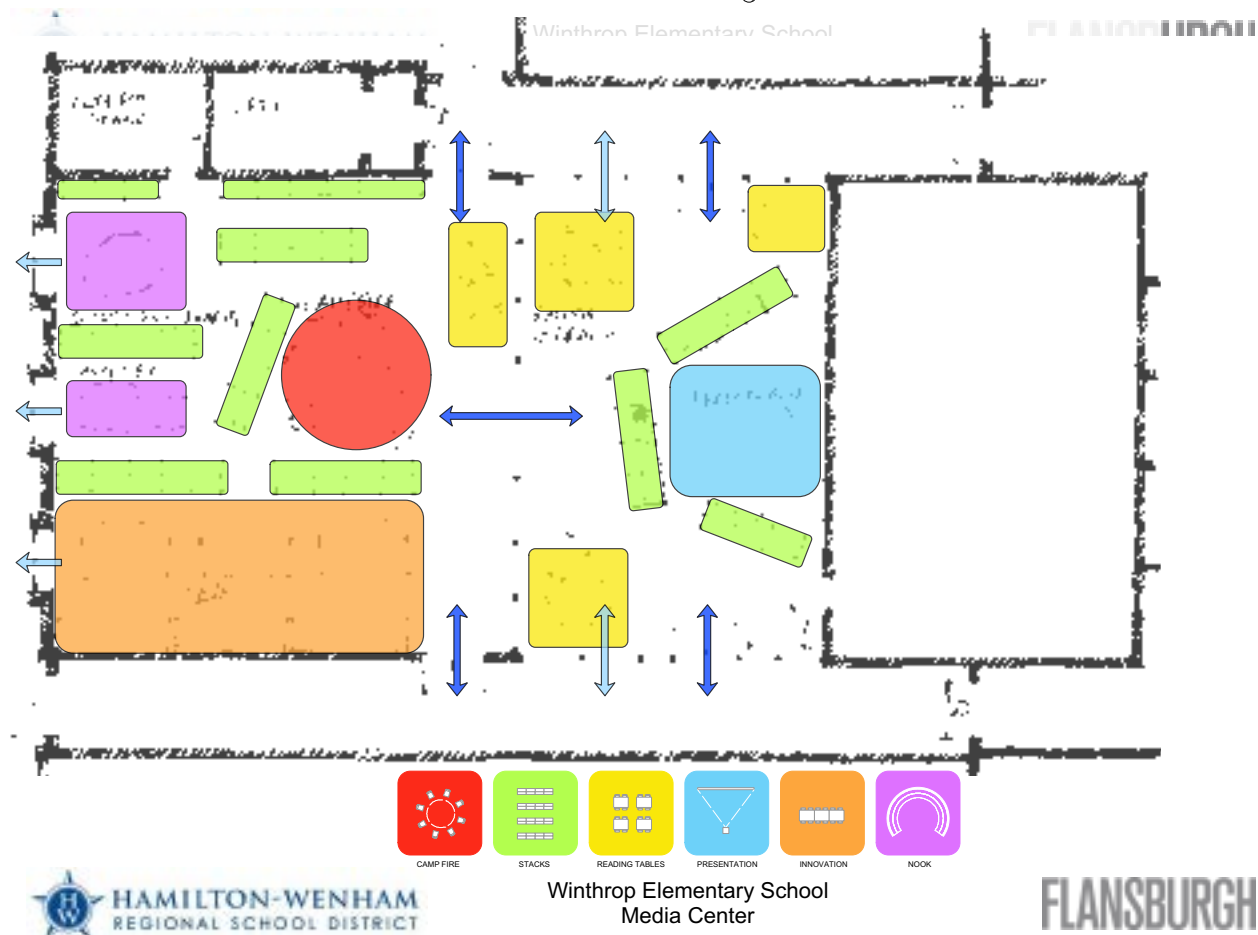
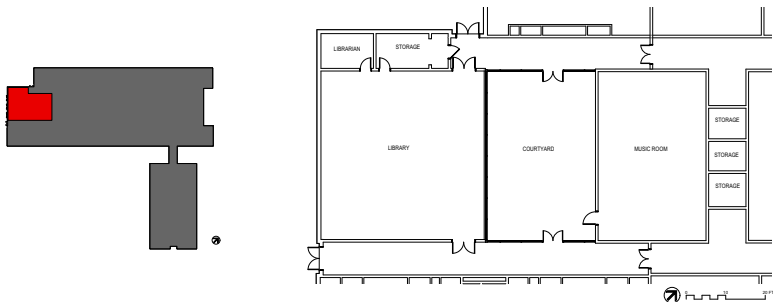
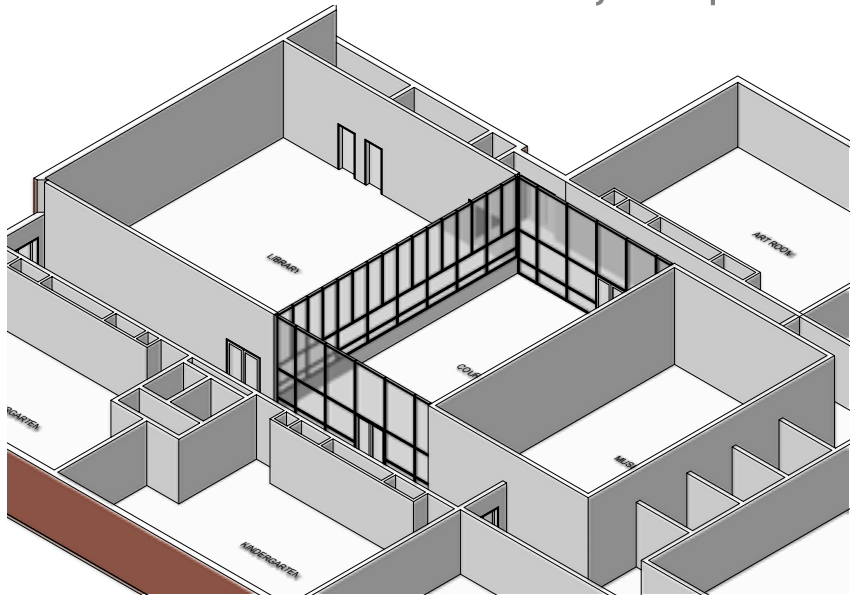
Buker Elementary School  
Media Center

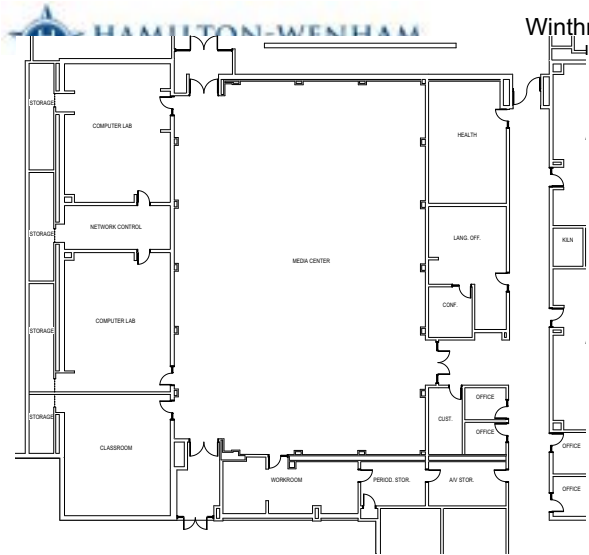
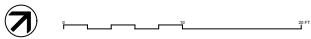
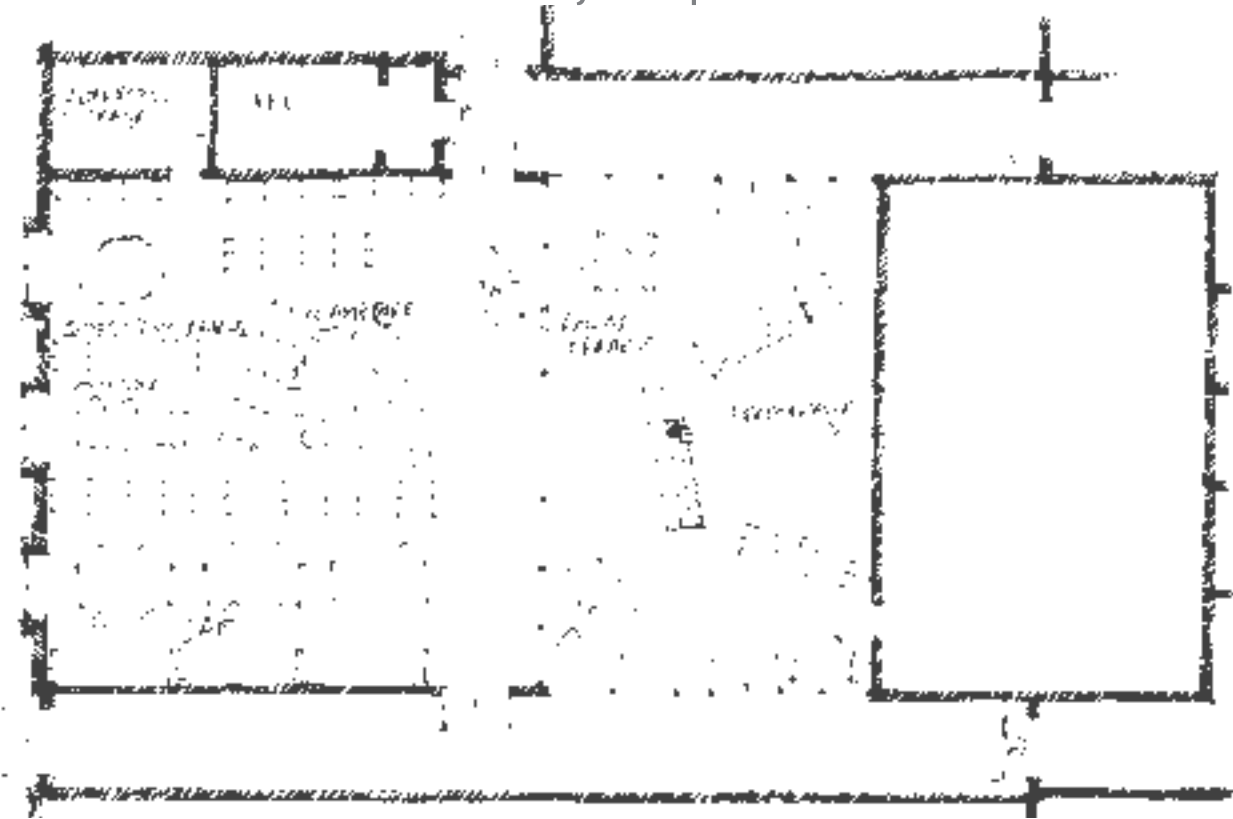


Cutler Elementary School

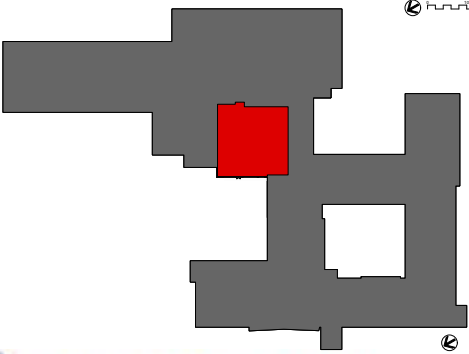
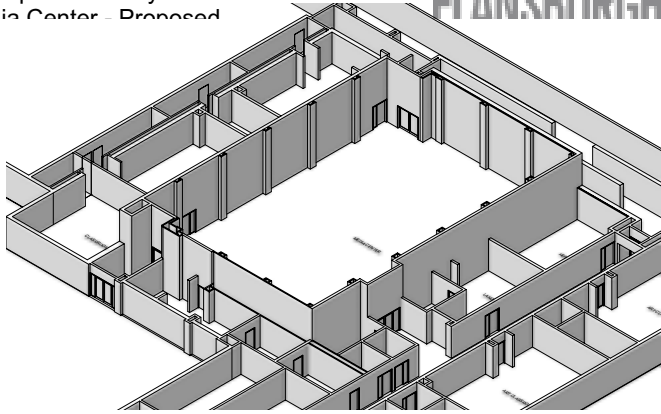








Winthrop Elementary School  
Media Center - Proposed



Hamilton-Wenham Regional High School  
Media Center









**Renovation of School Libraries  
Hamilton-Wenham Regional School District**

**Design Update Presentation October 20, 2017**

**FLANSBURGH**

## Assessed Building Value - 2017

	ASSESSED BUILDING VALUE	33% OF VALUE (Building Code Threshold)	Recent Applicable Projects (within 3 yrs.)	Maximum Permitting Costs (over 3 yrs.)
BUKER ELEM.	\$ 3,123,500	\$ 1,030,755	New Boiler: \$579,828 (2014) Insulation: \$53,670 (2014)	\$ 397,256
CUTLER ELEM.	\$ 6,076,600	\$ 2,005,278	Gazebo: \$20,000 (2016)	\$ 1,985,277
WINTHROP ELEM.	\$ 4,793,200	\$ 1,581,756	*FP Sprinkler: \$900,000 (2018)	\$ 681,755
HWRSD MS/HS	\$ 45,332,900	\$ 14,959,857	Water Heater: \$100,000 (2016) **BIM: 500,000 (2017)	\$ 14,359,856

\*Winthrop Elementary FP Sprinkler estimate. Permitting Value TBD

\*\*HWRSD Middle/High School: Estimated value for the BIM system

FLANSBURGH

## Enrollment Data & Space Allocation

	Current Enrollment	Existing SF	MSBA (Library) SF *reference only	Proposed SF
BUKER ELEM.	255 (K-5)	955 Library 900 Tech CR	2,200 SF	1,915 SF
CUTLER ELEM.	254(K-5)	2,700 SF	2,200 SF	2,700 SF
WINTHROP ELEM.	292 (PK-5)	2,000 SF	2,200 SF	3,700 SF (Opt.1) 2,700 SF (Opt.2)
HWRSD MS/HS	981 (MS/HS combined)	6,600 Library 2,600 Tech CR	6,031 SF (Media) 3,600 SF (Tech)	10,200 SF (Opt.1) 9,200 SF (Opt.2)

\*Enrollment data taken from Massachusetts Department of Education

FLANSBURGH

# PRELIMINARY DESIGNS

FLANSBURGH

## Buker Elementary School - Proposed Design

### Project Summary

Library Reno: 1,915 SF

#### Walls

- All new partitions
- PLAM wainscoting (hallway)
- Two new exterior doors

#### Ceiling

- ACT (2'x4')
- Accent "wood like"

#### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

#### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

#### Mechanical

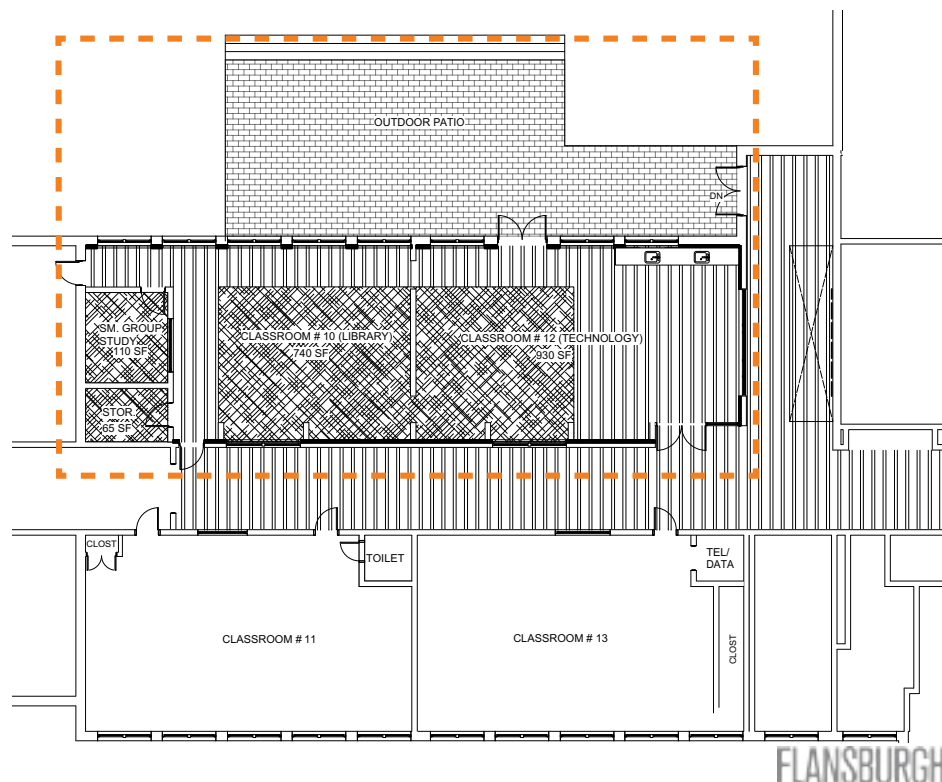
- Mini-Splits for Cooling
- New ventilation unit

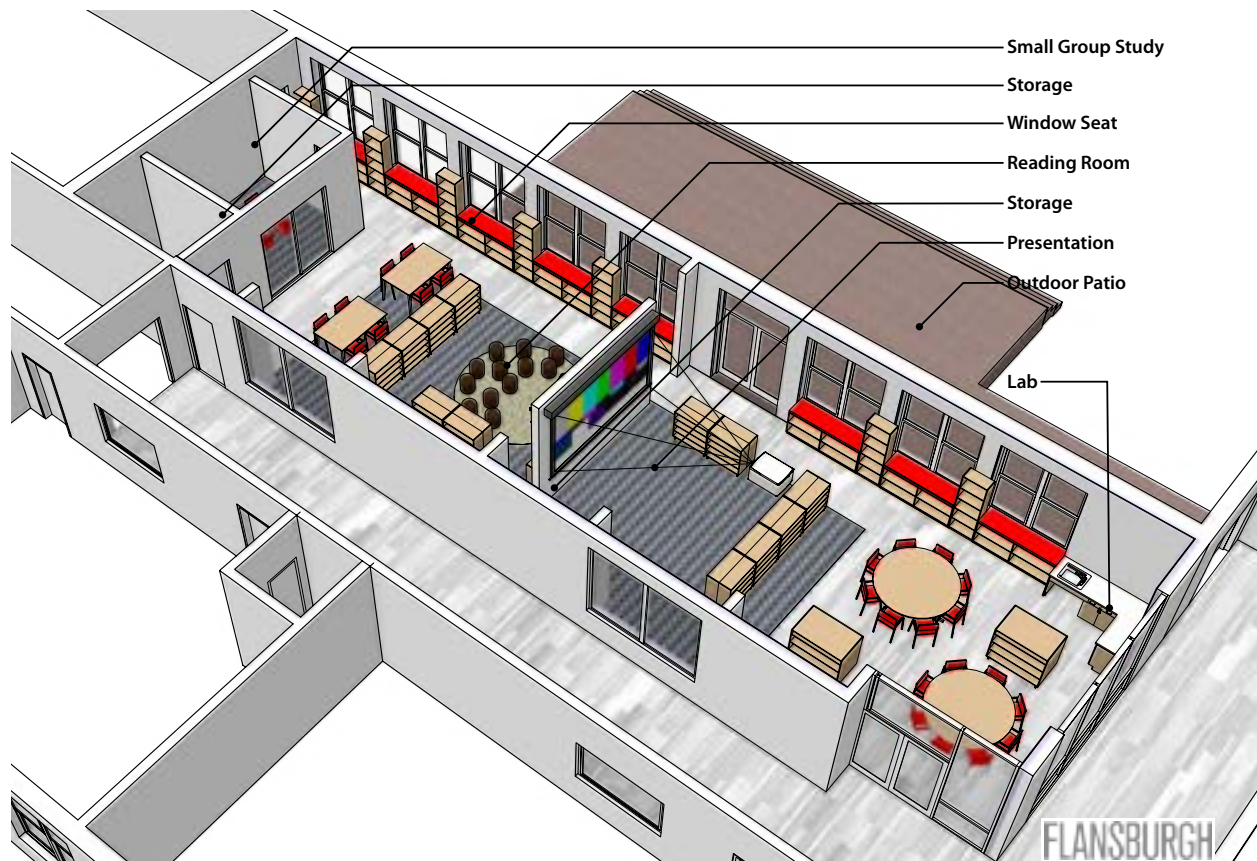
#### Plumbing

- Two new sinks

#### Landscape

- 1,500 patio
- New walking path
- Four pedestrain lights





## Buker Elementary School: Precedents



- Classic New England with a contemporary twist
- Formality in keeping with the building architecture
- Terraced patio for access to the outdoors and for community use

FLANSBURGH

Cutler Elementary School - Proposed Design

Project Summary

Library Reno: 2,700 SF

- Walls
- All new partitions
  - PLAM wainscotting (hallway)
  - Two new "single" exterior doors

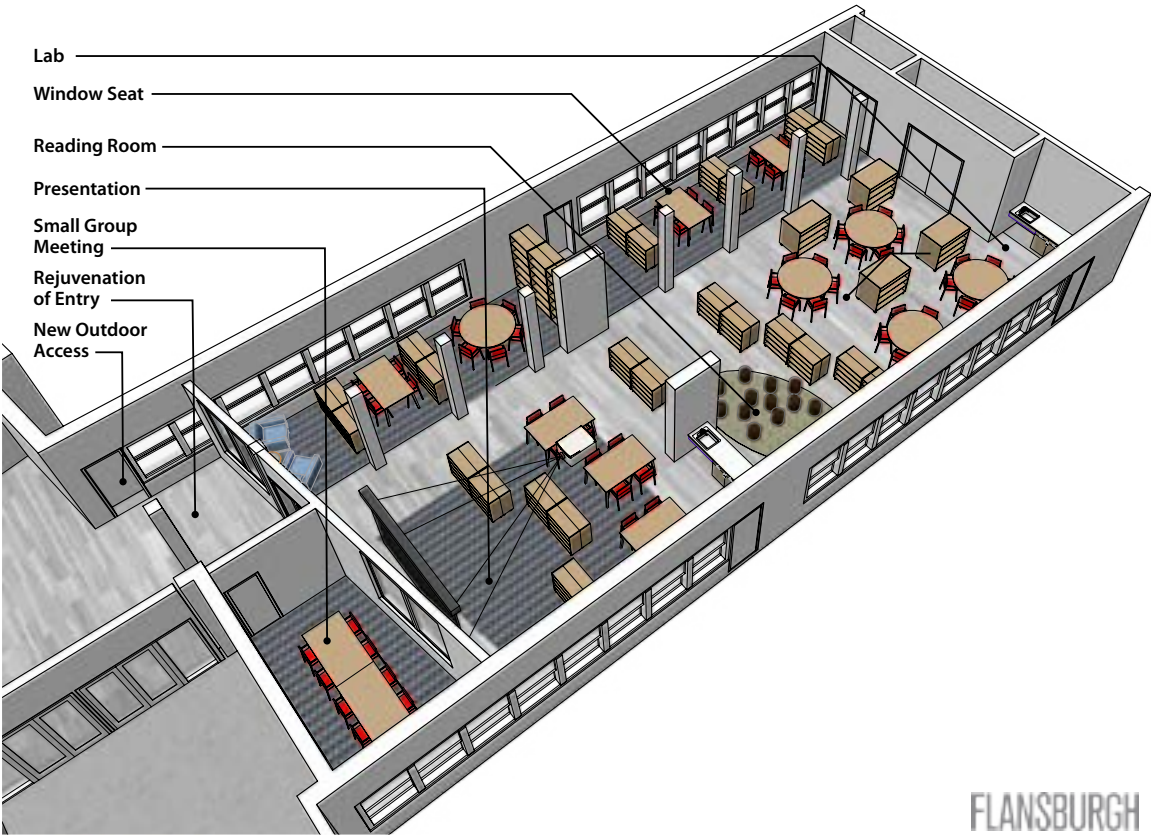
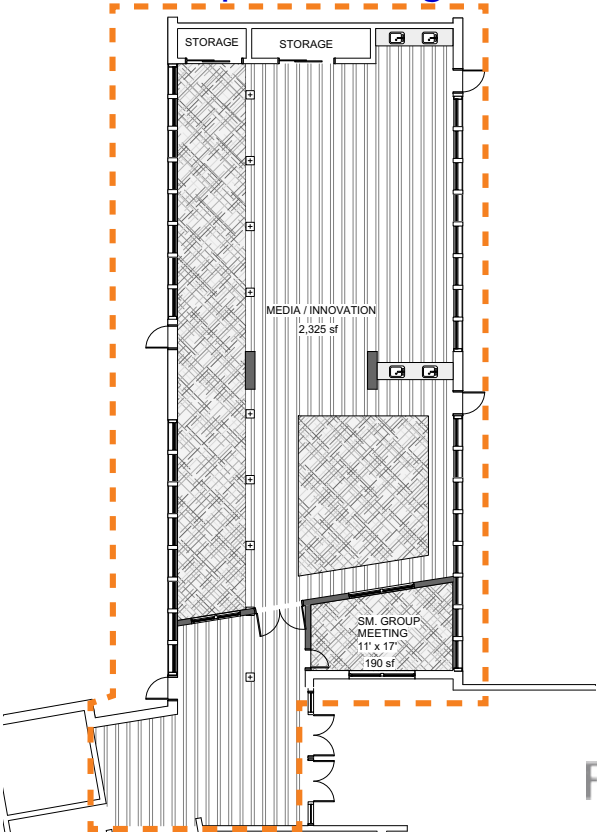
- Ceiling
- ACT (2'x4')
  - Accent "wood like"

- Flooring
- Carpet (Tiles)
  - LVT (Luxury Vinyl)

- Electrical
- Interior Lighting
  - Power Receptacles
  - Data Upgrades
  - Panel Upgrades

- Mechanical
- Mini-Splits for Cooling
  - New ventilation unit

- Plumbing
- Four new sinks (former toilet area)





## Cutler Elementary School: Precedents



- Classic and informal
- Potential for more organic materials, such as unfinished wood
- Niches along one wall allow for different, semi-private activities

FLANSBURGH

## Winthrop Elementary School - Proposed Design (Opt.1)

### Project Summary

Library/CR Reno: 3,700 SF

#### Walls

- All new partitions
- Three bay windows
- Two new exterior doors
- New glass storefront at courtyard

#### Ceiling

- New acoustic panels
- ACT in misc areas

#### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

#### Electrical

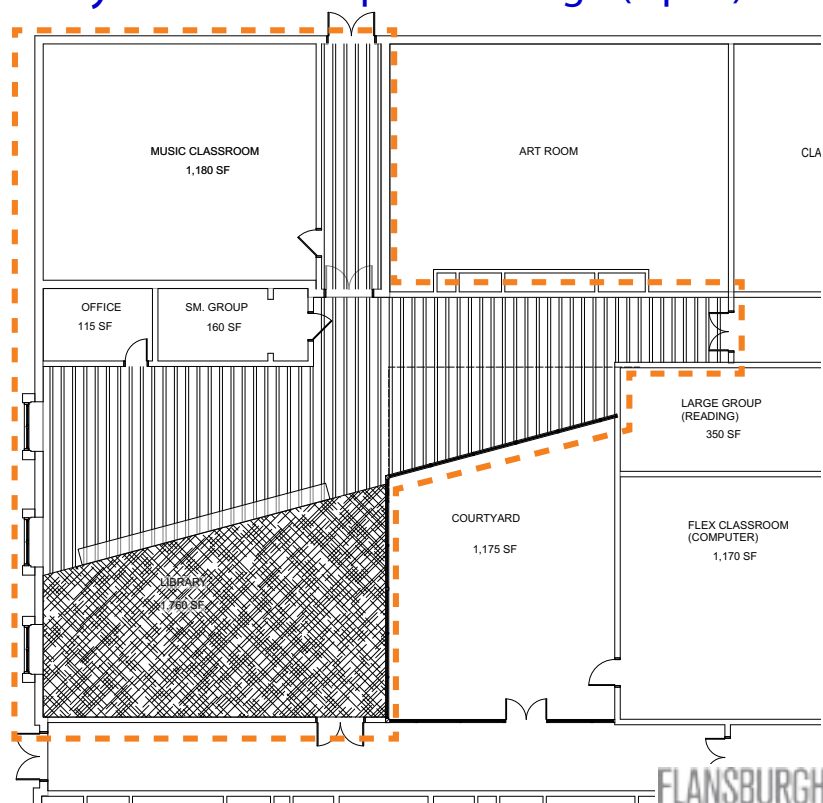
- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

#### Mechanical

- Mini-Splits for Cooling
- New ventilation unit

#### Plumbing

- Two new sinks



FLANSBURGH

## Winthrop Elementary School - Proposed Design (Opt.2)

### Project Summary

Library Reno: 2,700 SF

#### Walls

- All new partitions
- Three bay windows
- One new exterior door
- New glass storefront at courtyard

#### Ceiling

- New acoustic panels
- ACT in misc areas

#### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

#### Electrical

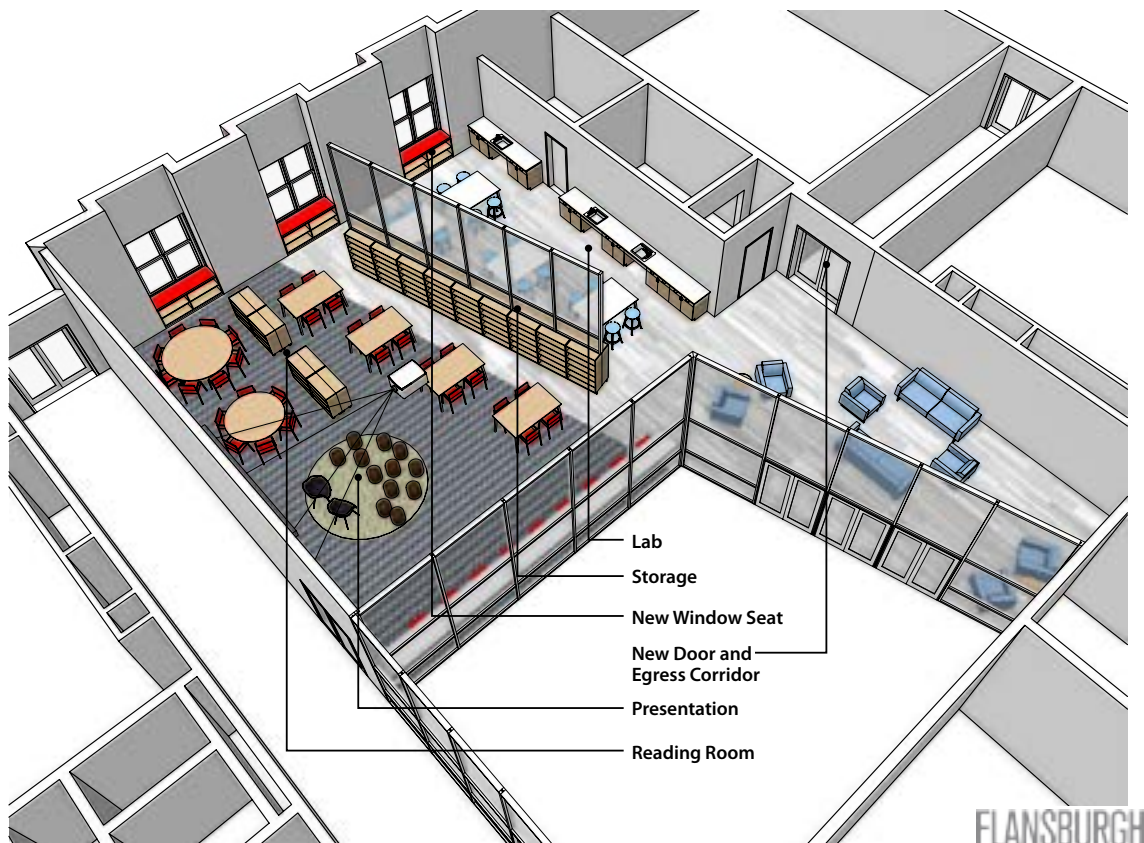
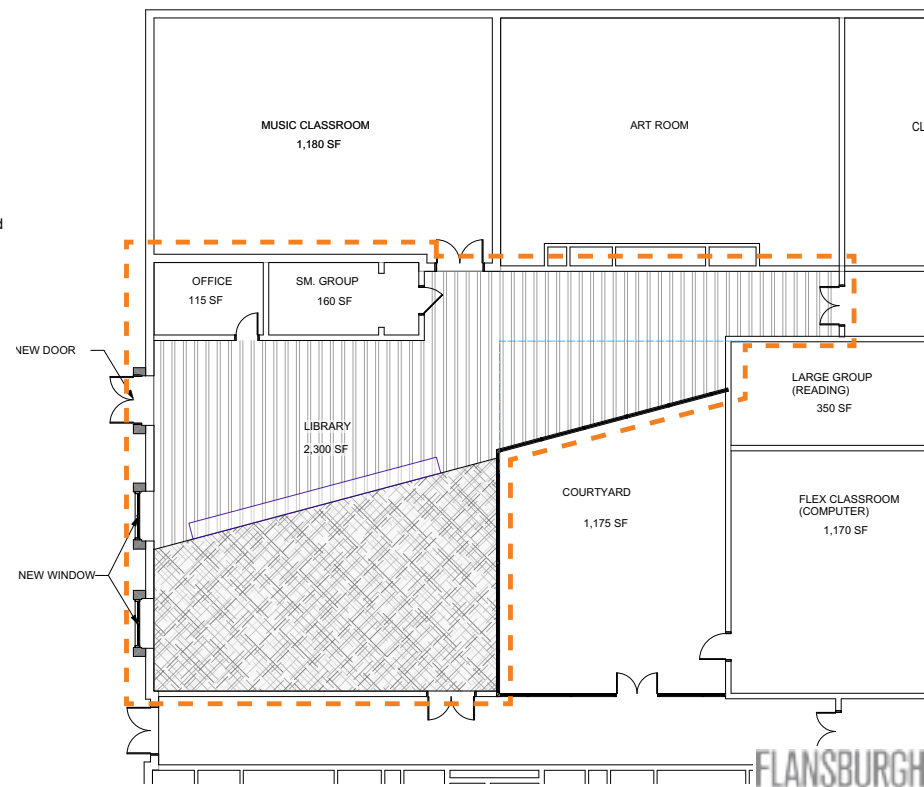
- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

#### Mechanical

- Mini-Splits for Cooling
- New ventilation unit

#### Plumbing

- Two new sinks



## Winthrop Elementary School: Precedents



- Mid-century architectural design lends itself to access to the outdoors and natural light (courtyards & building perimeter)
- Design interventions are necessary to bring the library closer to the center of the school

FLANSBURGH

## HS/MS Combination Library - Proposed Design (Opt.1)

### Project Summary

Library Reno: 10,200 SF

#### Walls

- All new partitions / patching throughout
- Glass walls at Sm. Group and HS Maker

#### Ceiling

- New acoustic panels
- ACT in misc areas
- Paint Existing ACT

#### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

#### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

#### Mechanical

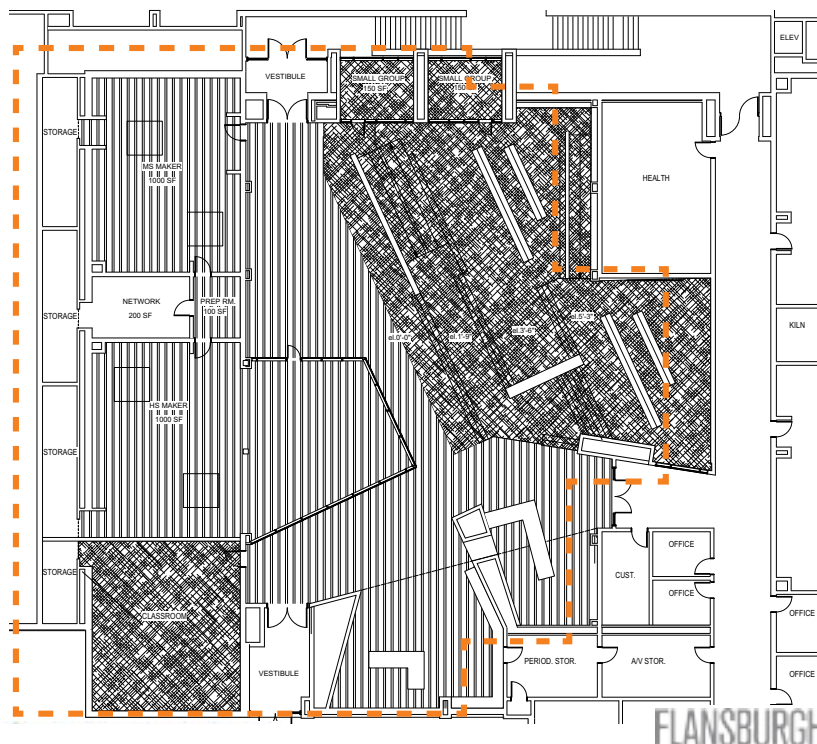
- Supplemental Cooling
- Supplemental Ventilation unit

#### Plumbing

- Four new sinks in MS and HS Maker

#### Fire Protection

- Modification at new partitioned spaces







## HS/MS Combination Library: Precedents



- The library volume has the potential to be bold, modern & contemporary
- The existing space should be broken into smaller, more comfortable study areas
- The library should be an environment that's especially appropriate to teenagers and the varied ways in which they read, study, and create

FLANSBURGH

## PRELIMINARY COSTS

FLANSBURGH



## Estimated Construction & Project Cost

		Buker ES (3-5) 255 students	Cutler ES (3-5) 254 students	Winthrop ES (3-5) Option 1 292 students	Winthrop ES (3-5) Option 2 292 students
		Renovation	Renovation	Renovation	Renovation
Gross SF		1,915 SF	2,700 SF	3,700 SF	2,700 SF
Construction Cost \$ (Hard Cost)	Building	\$701,460	\$603,279	\$969,793	\$851,561
	Hazmat/Demo	included	included	included	included
	Sitework				
	Total	\$701,460	\$603,279	\$969,793	\$851,561
Soft Cost \$	Fees & Expenses	TBD	TBD	TBD	TBD
	FF&E	TBD	TBD	TBD	TBD
	Contingencies	TBD	TBD	TBD	TBD
Soft Cost (25%) (Typical range 20 - 30%)		\$175,365	\$150,820	\$242,450	\$212,890
* TOTAL		\$876,825	\$755,000	\$1.21 M	\$1.064 M
		* cost includes 1250 sf of hallway flooring			
Cost per SF		\$458	\$280	\$328	\$394

FLANSBURGH

## Estimated Construction & Project Cost

		MS/HS Option 1 981 students	MS/HS Option 2 981 students
		Renovation	Renovation
Gross SF		10,200 SF	9,200 SF
Construction Cost \$ (Hard Cost)	Building	\$1,968,527	\$1,654,302
	Hazmat/Demo	Included	Included
	Sitework		
	Total	\$1,968,527	\$1,654,302
Soft Cost \$	Fees & Expenses	TBD	TBD
	FF&E	TBD	TBD
	Contingencies	TBD	TBD
Total Soft Cost (25%) (Typical range 20 - 30%)		\$492,130	\$413,575
* TOTAL		\$2.46 M	\$2.07M
Cost per SF		\$241	\$225

FLANSBURGH



## **Renovation of School Libraries**

Hamilton-Wenham Regional School District

### **Meeting Minutes**

Workshop 3: 10/20/2017

---

#### **GENERAL COMMENTS:**

- Cost of projects within last three years relevant because don't want to trigger full code update. Winthrop will be complete 2018 – on rolling average until 2021
- MSBA space allocation @ 2,200 sf until threshold of 350 kids; only increases by 200 sf after. MS/HS sf very close to MSBA recommendations.
- Each project is an extensive interior renovation with new walls, ceilings, floors, power, lights, tech
- Need volume count for each library

#### **BUKER ELEMENTARY:**

- Preferred location to be between gym and SPED – more prominent corner – could see activity from main entrance
- Stacks concentrated along exterior wall to make center of room more moveable and flexible.
- Ceiling to be replaced at same height. Renovation disturbance requires replacement. Ceiling above reading to be wood panel.
- Furniture/Equipment:
  - Laser cutter would require dedicated exhaust fan
  - Lab area to have tables on casters for prep area in addition to sink on fixed counter. Extend counter over first window.
- Presentation spaces to be provided on both sides of wall
  - Green screen with projection screen above
  - Markerboard

- No doors are proposed at openings between library and lab
- Outdoor patio 2 ft above grade, approximately 1500 sf
  - Ensure accessibility of patio. Integrate ramp with landscape and include steps for sitting.
  - Functionality for multi-use, including observations of nature, gardening, literacy work, and science experiments
  - Patio requires slip-resistance. Materiality could be concrete to support robotics, or additional vinyl tile area could be provided at interior for arena.
  - Existing outdoor furniture could be relocated here
  - Fixed bench/sea wall along left edge grounds space and defines presentation area; would be directly adjacent to gardens / raised beds.
  - Successful outdoor spaces include fixed and flexible seating
- Interior corridor improvements include new door, plastic laminate wainscot, glass entry at corner, and paint/wallpaper for graphic wall at rear wall of stair.

### **CUTLER ELEMENTARY:**

- Small group near entry good for library and general use
  - Doors from both hallway and library desired
- Toilets are not code compliant, but keep sinks for lab use
- Seating along exterior wall is more useful than tables
- Columns articulate zone for study with stacks at each
- Central zone to be flexible furniture for maximum usability
- Presentation zone along small group meeting wall is acceptable
- Less furniture is necessary at presentation; currently crescent tables in back and none in front
- Lab area would include project / material storage – durable furniture & equipment
- Provide balance of enclosed or lockable storage in lab area
- Include plaster traps at sink to contain sediment
- Shifting location of entry wall allows second small group meeting area outside door
- Architectural expression of this school is more informal

**WINTHROP ELEMENTARY:**

- Resolving building egress involves incorporating art and music with new lobby space adjacent to courtyard
- Option 1 includes new egress corridor / Option 2 adds new acoustical door and adds egress door off lab
  - Elimination of double door at interior of egress corridor prevents isolation of Music classroom and allows queueing area.
  - Glass added to art room wall looking into corridor puts art room on display, extends volume of art room, and increases visibility of music classroom door
- Large group meeting space is a reading space (not SPED) and currently houses electrical panels. Add wall to enclose panels.
- Overlapping area outside art, music, and lab is high traffic area; consider adding second door into art
- Ceiling can be hung acoustical panels for absorption
- Window bays can integrate seating and mechanical
- Glass partition between library and lab does not offer complete acoustic isolation but defines zones; 42" height is preferred to facilitate supervision
- Stacks can define art/music circulation

**HWRHS/MRMS**

- Appropriate SF per MSBA template
- Maintain amenity of natural light
- Create path of desire from opposing corners; MS/HS mixing encouraged
- Take advantage of high volume for reading room & create separation from social component
- Raised classroom activates hallway and announces library presence; includes presentation wall with whiteboard, green wall, and theatrical lighting
- Natural light into lab spaces with skylights, power from above
- Variety of presentation areas: raised CR, Cyber Café, enclosed CR, lab; all can include green screens. Provide portable screens as well

- Activate perimeter with variety of functions and amenities
- Size allows for multiple environments within larger volume: articulation for solitary AND collaborative study
- Acoustics critical within space; need to break up volume and add absorption
- Supervision necessary
  - Help desk may need glass into Cyber Café
  - Existing classroom at corner is always supervised by teacher utilizing
- Subdivision of large lab helpful; furniture selection important due to visibility
  - Presenter stands in front of doors with projection screen behind
- Integrate stacks throughout entire space – e.g. add to Cyber Café
- Study 20,000 volume layout (approximately 10,000 volumes shown)
  - Middle schoolers check out fiction
  - High schoolers use for research
  - Mobile stacks avoid barren shelf appearance
- Provide transparency from Middle School Maker Space into Library
- Include exhaust for Maker Spaces
- Remember focus: research space as well as community space
  - Elementary libraries focus on literacy; secondary libraries are more social



---

## 5

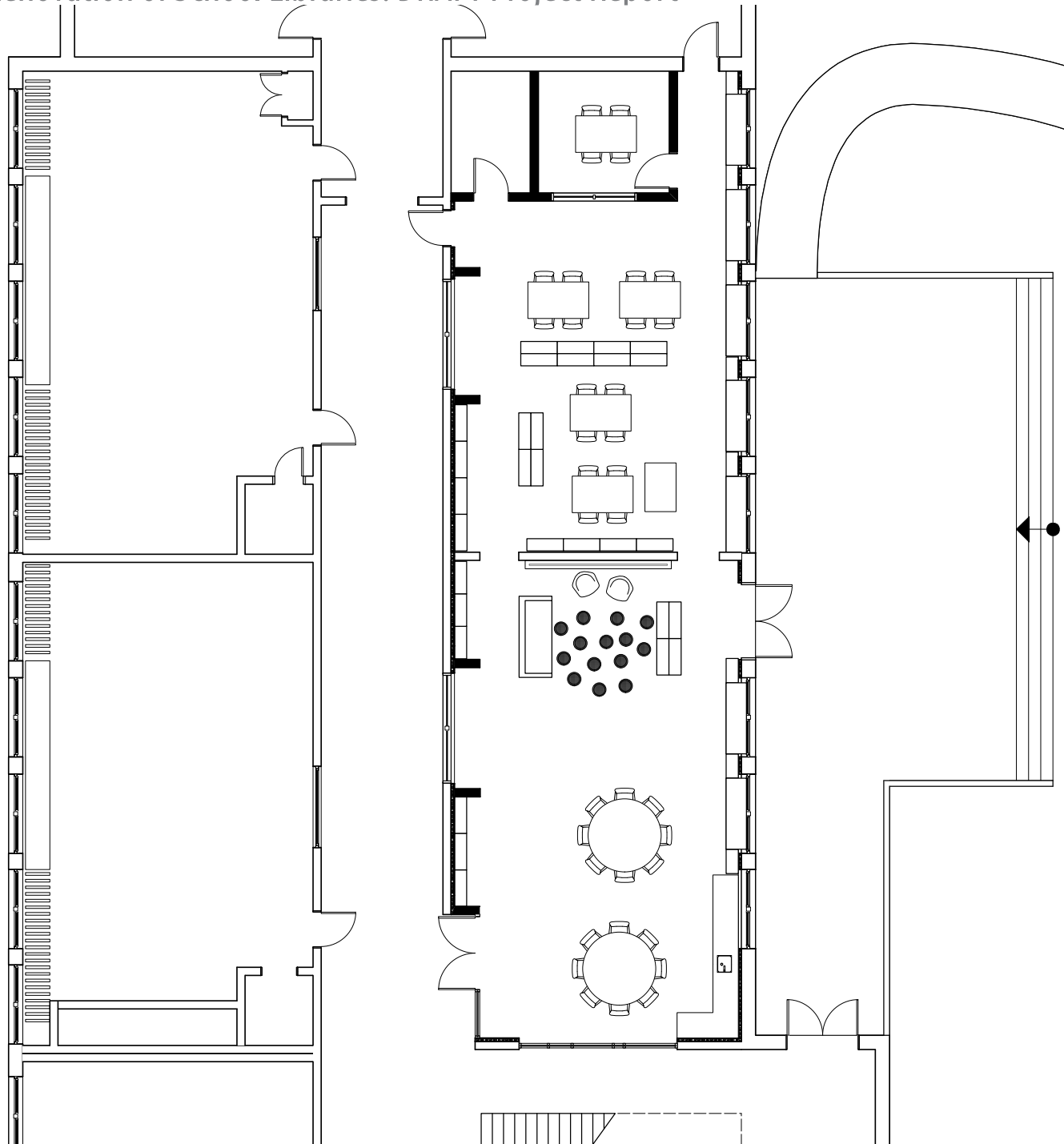
### Proposed Design Solutions

Hamilton-Wenham Regional School District  
Renovation of School Libraries

---

## **Bessie Buker Elementary School**

# Renovation of School Libraries: DRAFT Project Report



## Project Summary: Library Reno: 1,915 SF

### Walls

- All new partitions
- PLAM wainscoting (hallway)
- Two new exterior doors

### Ceiling

- ACT (2'x4')
- Accent "wood like"

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

### Plumbing

- Two new sinks

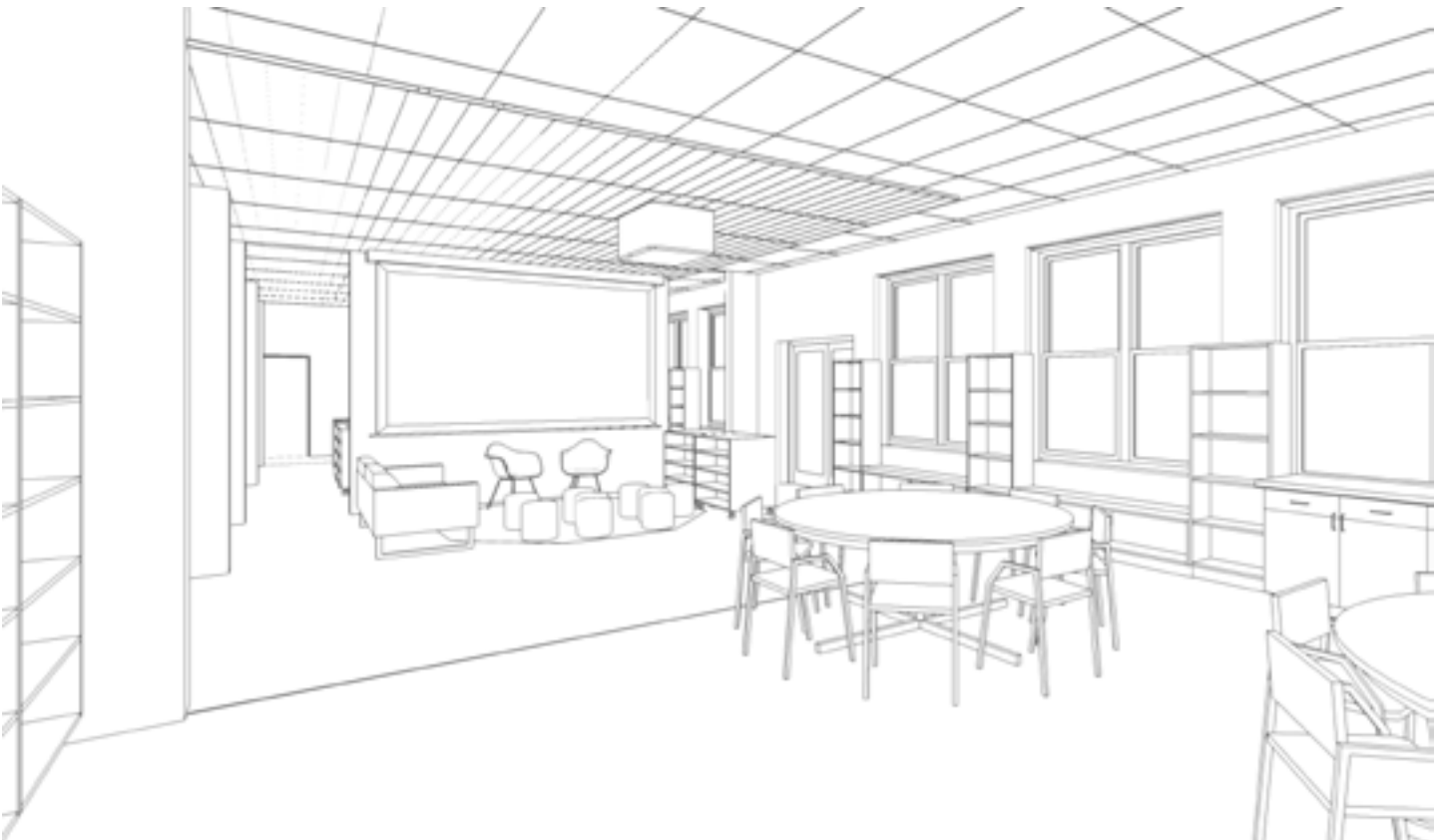
### Mechanical

- Mini-splits Cooling
- New Ventilation Unit

### Landscape

- 1,500 patio
- New walking path
- Four pedestrain lights

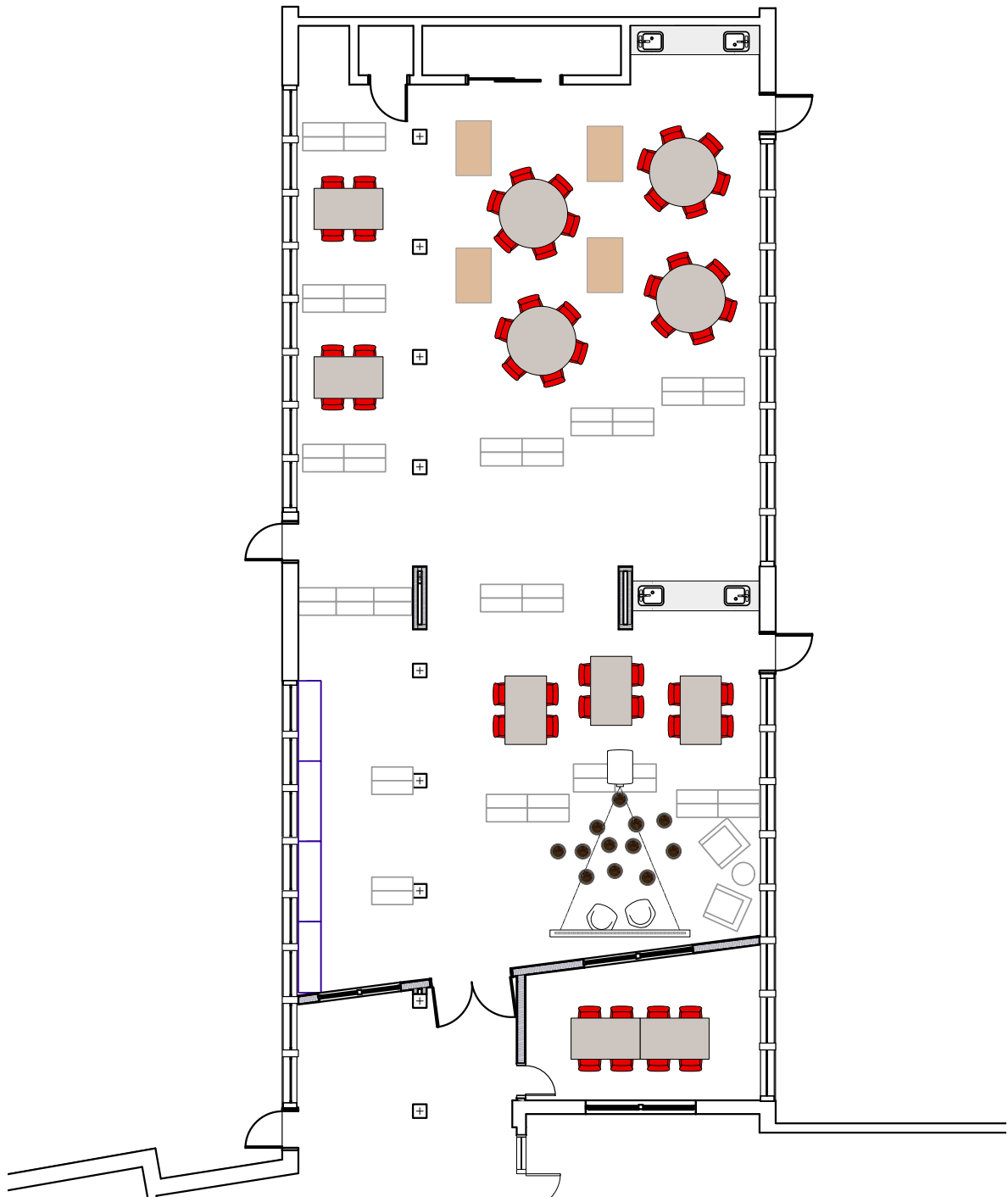
# Renovation of School Libraries: DRAFT Project Report



## **Cutler Elementary School**



# Renovation of School Libraries: DRAFT Project Report



## Project Summary: Library Reno: 2,700 SF

### Walls

- All new partitions
- PLAM wainscoting (hallway)
- Two new "single" exterior doors

### Ceiling

- ACT (2'x4')
- Accent "wood like"

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

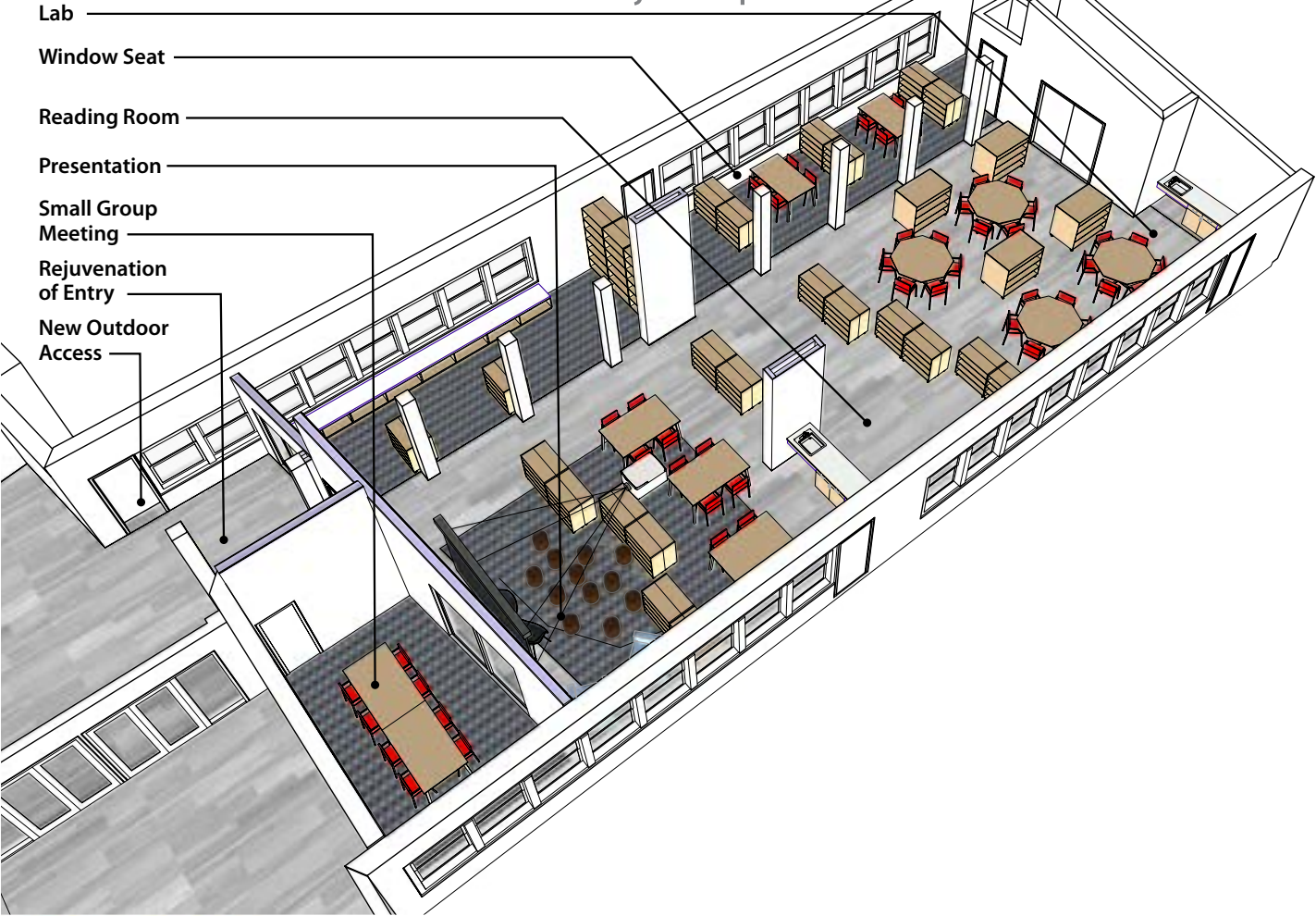
### Plumbing

- Four new sinks (former toilet area)

### Mechanical

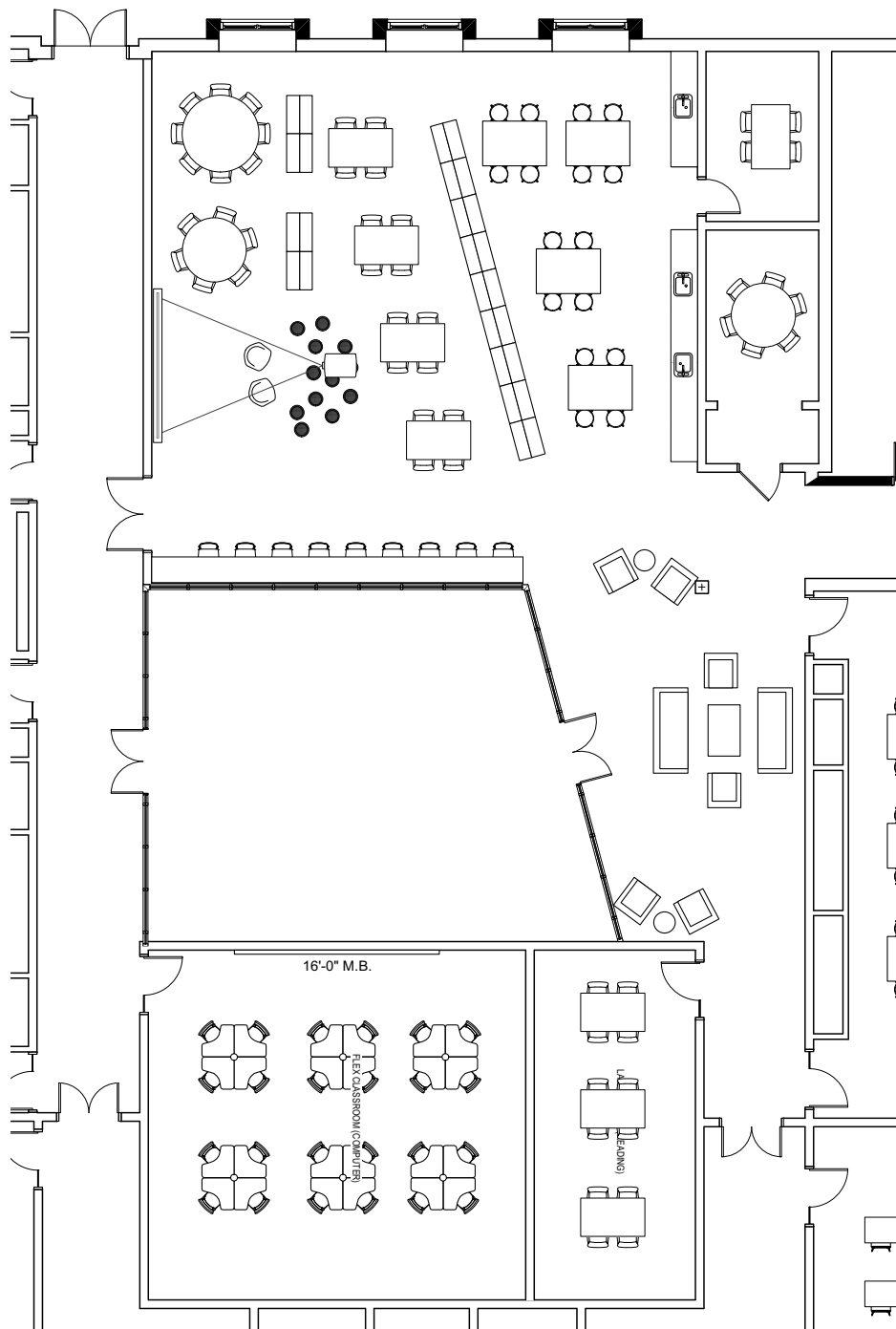
- Mini-splits Cooling
- New Ventilation Unit

# Renovation of School Libraries: DRAFT Project Report



## **Winthrop Elementary School**

# Renovation of School Libraries: DRAFT Project Report



## Project Summary: Library Reno: 3,700 SF

### Walls

- All new partitions / patching throughout
- Three bay window
- One new exterior egress door at music
- New glass storefront at courtyard

### Ceiling

- New acoustic panels
- ACT in misc areas

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

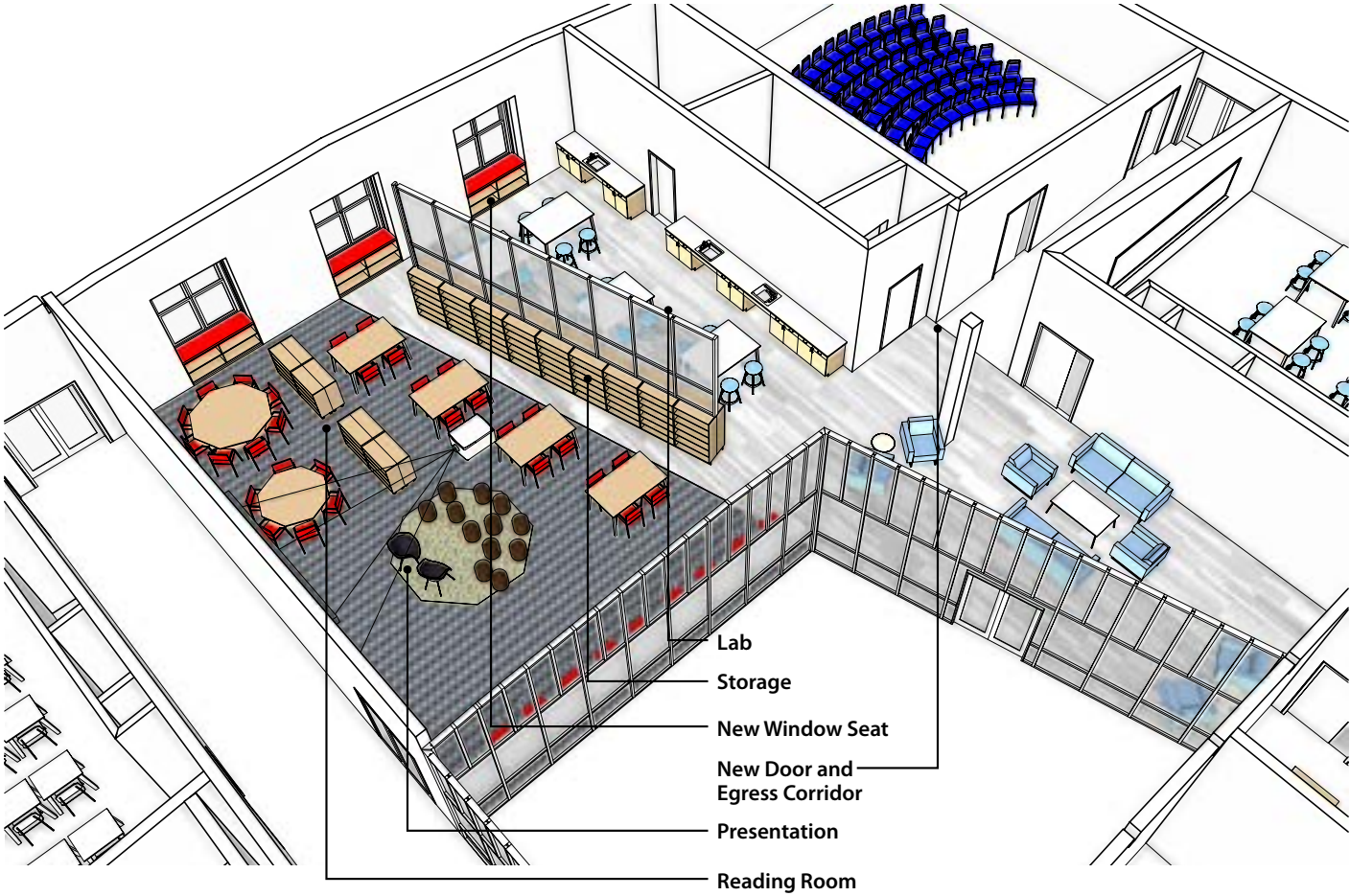
### Plumbing

- Two new sinks at lab area

### Mechanical

- Mini-splits Cooling
- New Ventilation Unit

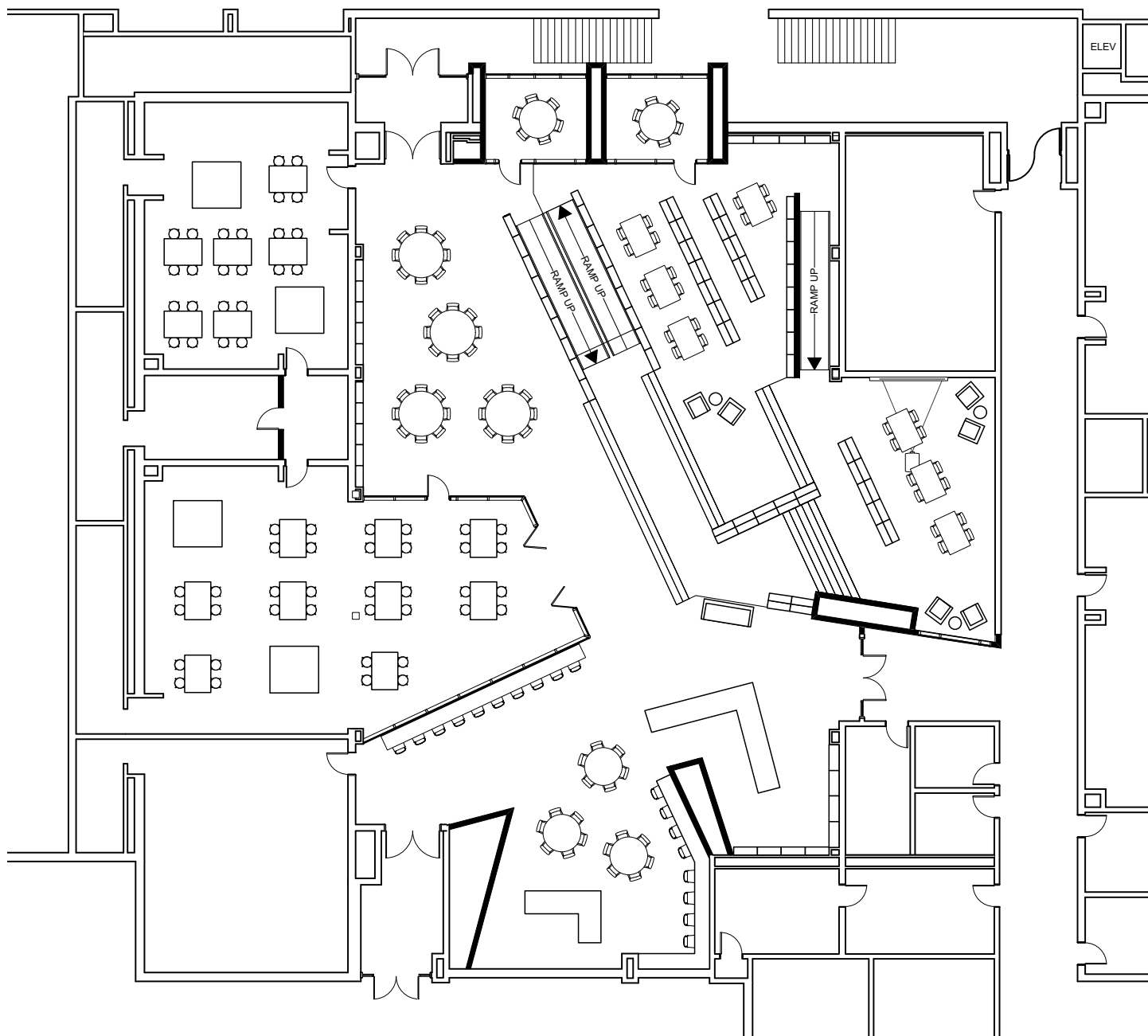
# Renovation of School Libraries: DRAFT Project Report





## **HWRHS / Miles River Middle School**

# Renovation of School Libraries: DRAFT Project Report



## Project Summary: Library Reno: 10,200 SF

### Walls

- All new partitions / patching throughout
- Glass walls at Sm. Group and HS Maker

### Ceiling

- New acoustic panels
- ACT in misc areas
- Paint Existing ACT

### Flooring

- Carpet (Tiles)
- LVT (Luxury Vinyl)

### Electrical

- Interior Lighting
- Power Receptacles
- Data Upgrades
- Panel Upgrades

### Plumbing

- Four new sinks in MS and HS Maker

### Mechanical

- Supplemental Cooling
- Supplemental Ventilation Unit

### Fire Protection

- Modification at new partitioned spaces

# Renovation of School Libraries: DRAFT Project Report

### Open Classroom (24 Students)

## Reading Room

### New Conference / Small Meeting Rooms

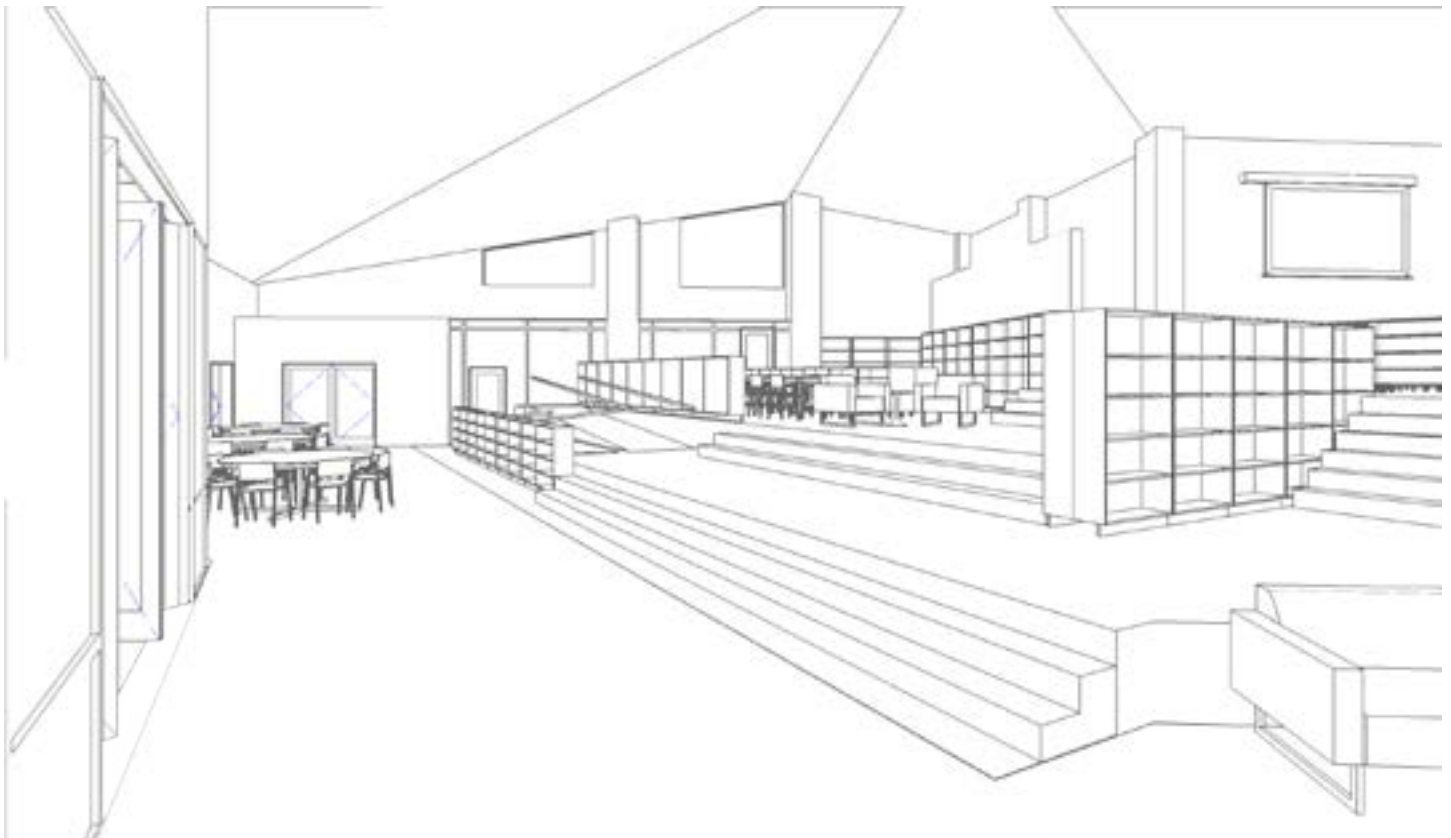
## Media Support

## Cyber Cafe

## Lab

**Lab / Presentation —**  
(accommodates ~70)

## Classroom



## **New Work narratives by Mechanical, Electrical, Plumbing and Fire Protection**

## Hamilton-Wenham Regional School District

## MEDIA CENTER RENOVATION

## A. Buker Elementary School

## 1. Existing Conditions:

## a. Fire Protection

- 1) There are no sprinkler systems serving the building.

## b. Plumbing

- 1) Classroom #10 and #12 are both fitted with sinks situated along the exterior wall. These sinks are piped primarily from below piping originating from the basement level. It is unclear if the associated waste piping is protected with a solid interceptor.

## c. HVAC

- 1) Each classroom is served by a unit ventilator. The units are placed at the exterior wall and entrain outdoor (ventilation) air from wall louvers. These units are served with hot water piping from overhead.
- 2) Each classroom is served with a converted (from steam to hot water) cast iron radiator, two per classroom. These are located at the exterior wall under the windows.

## d. Electrical

## 1) Power

- a) The main electric service is rated 208/120V, 600A, three-phase, four-wire. The distribution equipment is primarily manufactured by Frank Adam and it is older vintage (approximately 1960's) and newer vintage (approximately 1990's) or simple corresponding to year of respective facility area construction. The main electric service is located in the basement and monitored by a Westinghouse sealed utility meter. The basement also includes a 600A switchboard, 400A distribution panelboard and a mechanical panelboard. Local panelboards serving lighting and receptacles are located in corridors.
- b) The switchboard manufactured by Siemens appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing. The main panelboard in the basement serving mechanical equipment has unprotected buses. Buses shall be covered to avoid accidental contact with exposed buses.
- c) The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.



2) Fire Alarm

- a) The fire alarm panel, located on the first floor, is manufactured by Fire-Lite Alarms by Honeywell and is a MS-9600LS addressable fire alarm control panel and appears to be in good condition. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility. A red strobe beacon and Knox box are located outside the Faculty Street entrance.

3) Lighting

- a) Luminaires and lighting controls appear to be original to the construction the facility. Most of all lighting controls are manual type with no occupancy sensors or a timeclock. There is little sign of automated lighting controls for optimal efficiency. Most luminaires are fluorescent type.

2. New Work:

a. Fire Protection

- 1) No work is contemplated at this time. A new sprinkler system would have to be considered only if the level of renovation work scheduled as part of the project could trigger a total building upgrade.

b. Plumbing

- 1) Remove the existing sinks and demolish piping back to mains.
- 2) Install new sinks (two) in Classroom #12 at the perimeter wall. The sinks shall be piped primarily from below (basement level).
- 3) Provide alternate pricing to provide a sediment trap for these new sinks.

c. HVAC

- 1) Demolish existing unit ventilators and associated controls and remove hot water piping back to mains, valve and cap.
- 2) Demolish existing cast iron radiators and associated controls and remove hot water piping back to mains, valve and cap.
- 3) Install two 3 ton mini-split system air conditioners (one per room) on the exterior wall of the space. Pipe units to an outdoor (air cooled) condensing unit. Configure the units as heat recovery style heat pumps to allow heating function. Units by Mitsubishi or equal.
- 4) Install a single 100% outdoor air fan/coil unit ducted to a new outdoor air louver. Install unit above the small Group Study Room and duct to side-wall grilles located to serve each room. Install a hot water heating coil at discharge of fan/coil unit. Connect the DX coil to the same air cooled condensing unit serving the room air conditioners. The outdoor air unit

shall be a heat recovery style heat pump capable of independently providing heating or cooling of the outdoor air. The hot water coil shall provide back up for cold days. Unit by Swegon or equal.

- 5) Provide carbon dioxide sensor in the space to control the air handlers volumetric flow. This sensor shall also open the relief damper of which shall be connected to a new wall exhaust louver located high on the exterior wall. The air handling unit shall include ECM fan motor(s) to allow for variable fan speeds.
- 6) Provide control system to tie in operation of the air handling unit and VRF system.

d. Electrical

1) Power

- a) Demolish existing receptacles in classroom #10 and #11. Remove associated wire and conduit back to its point of origin.
- b) Make safe, disconnect and remove existing HVAC units scheduled to be demolished. Associated wire and conduit shall be removed back to its point of origin.
- c) Provide new panelboard in corridor to support new electrical infrastructure in new library.
- d) Provide new receptacles based on furniture layout and AV requirements. Provide new branch circuitry to be fed from new corridor panelboard.
- e) Provide new branch circuitry to new HVAC units to serve new classrooms from new panelboard in the corridor.

2) Lighting

- a) Existing lighting luminaires in classroom #10 and #11 shall be demolished. Associated wire and conduit shall be removed back to its point of origin. Remove existing single pole switches and remove associated wire and conduit back to its point of origin.
- b) Provide new energy efficient LED lighting luminaires in new library. Provide new vacancy sensors, dimmer switches for each library partition.
- c) Provide new exterior LED lighting luminaires to be controlled by a new time clock and photocell.

3) Fire Alarm

- a) Existing smoke detectors in room shall be demolished and removed back to its point of origin.
- b) Provide new smoke detectors in room to be connected to the existing fire alarm node near the space of renovation.

- c) Provide new addressable/visual notification devices in new library to be connected to existing node near space.
  - 4) Miscellaneous Electrical
    - a) Provide electrical raceways to support new AV and IT systems. Provide conduits stub ups and back boxes as required to support AV and IT systems.
- B. Cutler Elementary School
  - 1. Existing Conditions:
    - a. Fire Protection
      - 1) There are no sprinkler systems serving the building.
    - b. Plumbing
      - 1) Both the existing Library and Media Technology Rooms are fitted with sinks situated along the exterior wall. These sinks are piped primarily from overhead. The sink waste piping would be trenched since the wing is on grade. It is unclear if the associated waste piping is protected with a solid interceptor.
    - c. HVAC
      - 1) Each classroom is served by a unit ventilator. The units are placed at the exterior wall and entrain outdoor (ventilation) air from wall louvers. These units are served with hot water piping from overhead.
      - 2) Each classroom is served with a draft stop grille system designed to take down drafts from the windows and direct this cold air into the unit ventilator return air inlet. These are located at the exterior wall under the windows built into the casework.
      - 3) There is finned-tube radiation (fed from overhead piping) along the opposite exterior wall from the unit ventilators. This equipment is present in both rooms.
      - 4) Through-the-wall electric air conditioners, one per room serve the space. These are residential units.
    - d. Electrical
      - 1) Power
        - a) The main electric service is rated 208/120V, 400A, three-phase, four-wire. The distribution equipment is primarily manufactured by Siemens and Eaton and it is newer vintage (approximately 1990's) and older vintage (approximately 1950's) or simple corresponding to year of respective facility area construction. The main electric service is located in the basement and monitored by a sealed utility meter. The basement also includes a 400A distribution panelboard, 100A distribution mechanical panelboard and an older vintage boiler room panelboard. Local panelboards serving lighting and receptacles are located in closets.

- b) The distribution panelboard manufactured by Siemens appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing.
- c) The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.

2) Fire Alarm

- a) The fire alarm panel, located on the first floor, is manufactured by EST and is a Quick Start intelligent addressable fire alarm control panel and appears to be in good condition and maintained annually. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility. A red strobe beacon and Knox box are located outside the Faculty Street entrance.

3) Lighting

- a) Luminaires and lighting controls appear to be original to the construction the facility. Most of all lighting controls are manual type with no occupancy sensors. Automated lighting in common areas is achieved via master clock. The master clock is a Simplex 2350 series master time switch. Most luminaires are fluorescent type.

2. New Work:

a. Fire Protection

- 1) No work is contemplated at this time. A new sprinkler system would have to be considered only if the level of renovation work scheduled as part of the project could trigger a total building upgrade.

b. Plumbing

- 1) Remove the existing sinks and demolish piping back to mains.
- 2) Install new sinks (two) in the reconfigured room. The sinks shall be piped primarily from above with some trenching required to install waste pipe. Reconnect to the existing waste piping of which runs below the building within the foundation walls.
- 3) Provide alternate pricing to provide a sediment trap for these new sinks.

c. HVAC

- 1) Demolish existing unit ventilators and associated controls and remove hot water piping back to mains, valve and cap. Demolish the existing wall air conditioners.
- 2) Renovate the existing finned-tube radiation and associated controls.

- 3) Install two 3 ton mini-split system air conditioners (one per room) on the clerestory wall of the space. Pipe units to an outdoor (air cooled) condensing unit. Configure the units as heat recovery style heat pumps to allow heating function. Units by Mitsubishi or equal.
- 4) Install a single 100% outdoor air fan/coil unit ducted to a new outdoor air louver. Install unit above the small Group Meeting Room and duct to sidewall grilles located to serve each room. Install a hot water heating coil at discharge of fan/coil unit. Connect the DX coil to the same air cooled condensing unit serving the room air conditioners. The outdoor air unit shall be a heat recovery style heat pump capable of independently providing heating or cooling of the outdoor air. The hot water coil shall provide back up for cold days. Unit by Swegon or equal.
- 5) Provide carbon dioxide sensor in the space to control the air handlers volumetric flow. This sensor shall also open the relief damper of which shall be connected to a new wall exhaust louver located high on the exterior wall. The air handling unit shall include ECM fan motor(s) to allow for variable fan speeds.
- 6) Provide control system to tie in operation of the air handling unit, finned-tube radiation, and VRF system.

d. Electrical

1) Power

- a) Demolish existing receptacles in classroom Media Tech and Library. Remove associated wire and conduit back to its point of origin.
- b) Make safe, disconnect and remove existing HVAC units scheduled to be demolished. Associated wire and conduit shall be removed back to its point of origin.
- c) Provide new panelboard in corridor or closet to support new electrical infrastructure in new library.
- d) Provide new receptacles based on furniture layout and AV requirements. Provide new branch circuitry to be fed from new corridor panelboard.
- e) Provide new branch circuitry to new HVAC units to serve new classrooms from new panelboard in the corridor.

2) Lighting

- a) Existing lighting luminaires in Media Tech and Library shall be demolished. Associated wire and conduit shall be removed back to its point of origin. Remove existing single pole switches and remove associated wire and conduit back to its point of origin.
- b) Provide new energy efficient LED lighting luminaires in new library. Provide new vacancy sensors, dimmer switches for each library partition.
- c) Provide new exterior LED lighting luminaires to be controlled by existing time clock and new exterior photocell.



- 3) Fire Alarm
  - a) Existing smoke detectors in room shall be demolished and removed back to its point of origin.
  - b) Provide new smoke detectors in room to be connected to the existing fire alarm node near the space of renovation.
  - c) Provide new addressable/visual/Horn notification devices in new library to be connected to existing node near space.
- 4) Miscellaneous Electrical
  - a) Provide electrical raceways to support new AV and IT systems. Provide conduits stub ups and back boxes as required to support AV and IT systems.

C. Winthrop Elementary School

1. Existing Conditions:

- a. Fire Protection
  - 1) There are no sprinkler systems serving the building. It was stated that the school is scheduled for a complete sprinkler system installation for the summer of 2018.
- b. Plumbing
  - 1) The Library is fitted with a sink situated along the exterior wall. This sink is piped primarily from below piping originating from the basement level. It is unclear if the associated waste piping is protected with a solid interceptor.
- c. HVAC
  - 1) The Library is served by a unit ventilator. The unit is placed at the exterior wall and entrain outdoor (ventilation) air from a wall louver. This unit is served with hot water piping from below.
  - 2) The Library is served with three wall-hung modern air conditioners complete with air cooled condensing unit located outdoors.
  - 3) There is a ducted ventilator located in the ceiling cavity of the office adjacent to the main library space. The unit provides the space with additional ventilation.
  - 4) The unit ventilator is fitted with casework complete with return air grilles to allow window drafts to be directed into the return air inlet of the unit ventilator.
- d. Electrical
  - 1) Power
    - a) The main electric service is rated 208/120V, 600A, three-phase, four-wire. The distribution equipment is primarily manufactured by General Electric and Eaton and it is newer vintage (approx-

mately 1990's) and older vintage (approximately 1990's) or simple corresponding to year of respective facility area construction. The main electric service is located on the first floor by the back entrance corridor and monitored by a Itron Sentinel Multi-measurement meter. The first floor electrical space by the back entrance corridor also includes a 600A distribution panelboard and two disconnect switches of various ratings. Local panelboards serving lighting and receptacles are located in the new boiler room, corridors and older abandoned boiler room.

- b) The distribution panelboard manufactured by General Electric appears to be in fair condition, although there are no signs of routine testing. Older distribution equipment shows signs of age and also indicates no sign of routine maintenance testing.
- c) The building does not have a generator. Life safety lighting is provided by emergency battery ballasts integral to lighting luminaires.

2) Fire Alarm

- a) The fire alarm panel, located on the first floor, is manufactured by Fire-Lite Alarms by Honeywell and is a MS2410B addressable fire alarm control panel and appears to be in good condition. The fire alarm system includes smoke detection or heat detection coverage throughout the building since the building is not sprinklered. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility. A red strobe beacon and Knox box are located outside the Faculty Street entrance.

3) Lighting

- a) Luminaires and lighting controls appear to be original to the construction the facility. Most of all lighting controls are manual type with no occupancy sensors or a timeclock. There is little sign of automated lighting controls for optimal efficiency. Most luminaires are fluorescent type.

2. New Work:

a. Fire Protection

- 1) No work is contemplated at this time. The new sprinkler system contemplated for the school should be designed with consideration for the new Media Center Design.

b. Plumbing

- 1) Remove the existing sink and demolish piping back to mains.
- 2) Install new sinks at interior wall adjacent to corridor wall. The sinks shall be piped primarily from below (basement level).

- 3) Provide alternate pricing to provide a sediment trap for these new sinks.

c. HVAC

- 1) Demolish existing unit ventilator and associated draft stop casework and controls. Remove hot water piping back to mains, valve and cap.
- 2) Demolish existing ducted H&V system located above the small office.
- 3) Demolish the existing wall hung air conditioning units and associated outdoor condensing unit. Install three, 3 ton mini-split system air conditioners on the exterior wall of the space. These units can be furred-in to the window overhangs in the new window bays. Pipe units to an outdoor (air cooled) condensing unit. Configure the units as heat recovery style heat pumps to allow heating function. Units by Mitsubishi or equal.
- 4) Install a single 100% outdoor air fan/coil unit ducted to a new outdoor air louver. Install unit above the small Office and duct to sidewall grilles located to serve each room. Install a hot water heating coil at discharge of fan/coil unit. Connect the DX coil to the same air cooled condensing unit serving the room air conditioners. The outdoor air unit shall be a heat recovery style heat pump capable of independently providing heating or cooling of the outdoor air. The hot water coil shall provide back up for cold days. Unit by Swegon or equal.
- 5) Provide carbon dioxide sensor in the space to control the air handlers volumetric flow. This sensor shall also open the relief damper of which shall be connected to a new wall exhaust louver located high on the exterior wall. The air handling unit shall include ECM fan motor(s) to allow for variable fan speeds.
- 6) Provide control system to tie in operation of the air handling unit and VRF system.
- 7) Provide hot water pedestal finned-tube radiation along the new store front exterior wall system located between the Media Center and the Courtyard.
- 8) Install a new hot water cabinet unit heater at the end of the new corridor adjacent to the Music Classroom to heat this new egress path.

d. Electrical

- 1) Power
  - a) Demolish existing receptacles on Music classroom wall to be removed, corridor wall to be removed and library. Remove associated wire and conduit back to its point of origin.
  - b) Make safe, disconnect and remove existing HVAC units scheduled to be demolished. Associated wire and conduit shall be removed back to its point of origin.
  - c) Provide new panelboard in corridor to support new electrical infrastructure in new library.

- d) Provide new receptacles based on furniture layout and AV requirements in Music classroom and library. Provide new branch circuitry to be fed from new corridor panelboard. Provide new convenience receptacles in new corridors to be fed from new corridor panelboard.
- e) Provide new branch circuitry to new HVAC units to serve library from new panelboard in the corridor.
- 2) Lighting
  - a) Existing lighting luminaires in the library and existing corridor in scope shall be demolished. Associated wire and conduit shall be removed back to its point of origin. Remove existing single pole switches and remove associated wire and conduit back to its point of origin.
  - b) Provide new energy efficient LED lighting luminaires in new library, new corridor and existing corridor. Provide new vacancy sensors, dimmer switches for library. New corridor lighting shall be tied into the existing corridor lighting control system. A portion of new corridor lighting luminaires shall be provided with integral battery backup. Provide new exit signage in new corridor with integral battery backup. Provide new wall mounted exterior LED lighting luminaire on top of new egress door with integral battery backup.
- 3) Fire Alarm
  - a) Existing smoke detectors in room shall be demolished and removed back to its point of origin.
  - b) Provide new smoke detectors in library and new corridors to be connected to the existing fire alarm node near the space of renovation.
  - c) Provide new addressable/visual/speaker notification devices in new library and corridors to be connected to existing node near space. Provide new pull station within 5 feet of new egress door.
- 4) Miscellaneous Electrical
  - a) Provide electrical raceways to support new AV and IT systems in library and music classroom Provide conduits stub ups and back boxes as required to supports AV and IT systems.

D. Hamilton-Wenham High School

1. Existing Conditions:

a. Fire Protection

- 1) Media Center and adjacent spaces are protected by a sprinkler system.

b. Plumbing

- 1) There is no plumbing work present in any of the spaces contemplated for the Media Center renovation.

c. HVAC

- 1) The main room is served with exposed HVAC ductwork originating in a mechanical penthouse located adjacent to the main (double height) media space.
- 2) The two computer labs are served with dedicated HVAC rooftop units located on the roof above the space(s).
- 3) The front workroom area of the space including the periodical storage area are served with a ducted HVAC unit also located in the Mechanical Penthouse.
- 4) The Language Office and Conference Room are served with a ducted HVAC unit of which is located in the Mechanical Penthouse.

d. Electrical

1) Power

- a) Underground electric service is provided to an exterior pad mounted transformer from a utility pole. The main incoming service into the building is rated 480/277V, 2400A, three-phase, four-wire monitored by a utility meter and located in Kitchen/Cafeteria Wing on the first floor. Local lighting 480/277V panelboards, step down transformers, and receptacle 208/120V panelboards are distributed from the main electrical room in the Kitchen/Cafeteria Wing to local electrical rooms in each wing. The distribution equipment is newer vintage (approximately 1990's). The electric service in the building was upgraded (approximately 1990's) and it is in good condition.
- b) There is a 200 kW emergency generator located in the emergency room on the penthouse of the facility. The generator primarily supports select receptacles and select lighting.

2) Fire Alarm

- a) A new fire alarm control panel was installed (approximately 1990's) in the Administration/Cafetorium area on the first floor. The fire alarm system includes smoke detection or heat detection coverage throughout the building. Manual initiation and notification devices are installed throughout the facility and at all egresses. Notification devices appear to be speaker type for voice evacuation. No bi-direction antenna (BDA) system was observed in the facility. A red strobe beacon and Knox box are located outside the Faculty Street entrance.

3) Lighting

- a) Luminaires and lighting controls appear to be original to the construction of the facility. Most of all lighting controls are manual type with no occupancy sensors. There is little sign of automated lighting controls for optimal efficiency. Lighting luminaires in common areas are controlled by a time switch located in the electrical room. Most luminaires are fluorescent type.



2. New Work:

a. Fire Protection

- 1) The existing sprinkler system shall be modified as required for the new space configuration.

b. Plumbing

- 1) Provide four new sinks (two sinks per Maker Room). The sinks shall be piped from above with waste piping trenched into the existing slab(s).
- 2) Provide alternate pricing to provide a solid interceptor for the waste piping of the new sinks.

c. HVAC

- 1) Reconfigure ceiling diffusers and grilles to remain serving the two "Maker" Rooms with the existing ducted rooftop HVAC units.
- 2) The added floor space for the "HS Maker" Room (from the original computer lab space) may be required to add a small split-system air conditioner in the space to handle the added cooling load.
- 3) The overhead diffusers connected to the HVAC exposed ductwork shall be modified as required to integrate into any new ceiling features installed in the space. Modify that part of the ductwork which may be compromised by the new partition wall for the HS Maker space.
- 4) Reconfigure the HVAC ductwork of which served the workroom to allow for proper thermal zoning of the part of the Media Center which includes an exterior wall.
- 5) Reconfigure the HVAC ductwork of which served the Language Office to properly condition this portion of the new Media Center.

d. Electrical

1) Power

- a) Demolish existing receptacles in computer labs, network room wall to be removed, media center, conference room, Language Office, and workroom to be removed. Remove associated wire and conduit back to its point of origin.
- b) Existing lighting and receptacle panelboards in electrical room near area of renovation shall be reused to provide power to renovation space.
- c) Provide new receptacles based on furniture layout and AV requirements. Provide new branch circuitry to be fed from existing panelboards in electrical room. In addition to convenience power on wall in MS Maker Rooms, provide cord reel drop receptacles as manufactured by Hubbell or equal.
- d) Provide new branch circuitry to new HVAC units that may be added to serve new HS Maker Room from new panelboard in existing electrical room.

2) Lighting

- a) Existing lighting luminaires in computer labs, network room, media center, conference room, Language Office, and workroom to be removed shall be demolished. Associated wire and conduit shall be removed back to its point of origin. Remove existing single pole switches and remove associated wire and conduit back to its point of origin.
- b) Provide new energy efficient LED lighting luminaires in new MS Maker, Network, Prep Room, Small Group, and Library Rooms. Provide new vacancy sensors, dimmer switches for new MS Maker, Network, Prep, Small Group, and Library Rooms. Provide a separate low voltage lighting control system similar to Lutron Graphik Eye to control Media wall area lighting in Library. Fire Alarm.
- c) Existing smoke detectors in computer labs, network room, media center, conference room, Language Office, and workroom to be removed shall be demolished and associated wire and conduit shall be removed back to its point of origin.
- d) Provide new smoke detectors in new MS Maker, Network, Prep Room, Small Group, and Library Rooms to be connected to the existing fire alarm node near the space of renovation.
- e) Provide new addressable/visual/speaker notification devices in new library and MS Maker Rooms to be connected to existing node near space.
- f) Provide new addressable/visual notification devices in new Small Group Rooms to be connected to existing node near space.

3) Miscellaneous Electrical

- a) Provide electrical raceways to support new AV and IT systems. Provide conduits stub-ups and back boxes as required to support AV and IT systems.

---

6

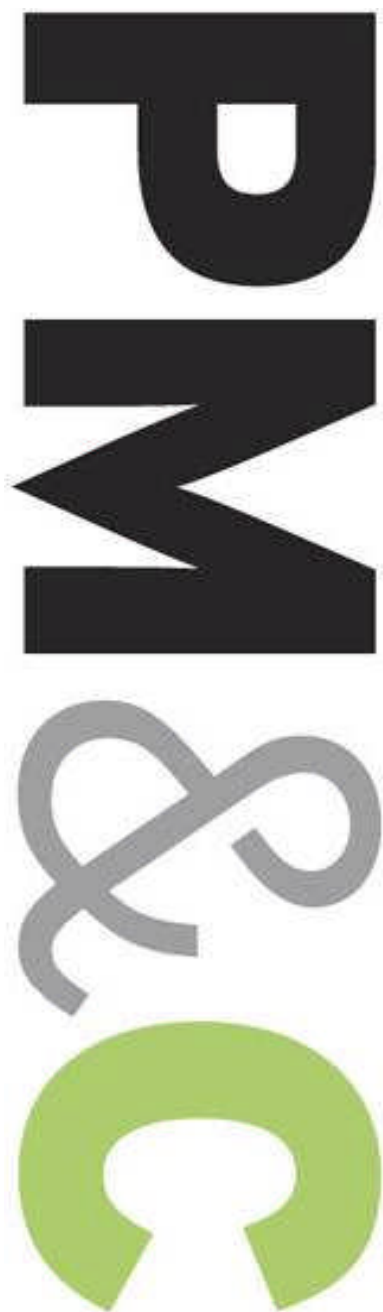
Cost Estimates

Hamilton–Wenham Regional School District  
Renovation of School Libraries

---

## Estimated Construction & Project Cost

		Buker ES (3-5) 255 students	Cutler ES (3-5) 254 students	Winthrop ES (3-5) Option 1 292 students	MS/HS Option 1 981 students
		Renovation	Renovation	Renovation	Renovation
Gross SF		1,915 SF	2,700 SF	3,700 SF	10,200 SF
Construction Cost \$ (Hard Cost)	Building	included	included	included	Included
	Hazmat/Demo	included	included	included	Included
	Sitework	included			
	Total	\$757,838	\$682,767	\$1,078,721	\$2,261,777
Soft Cost \$	Fees & Expenses	TBD	TBD	TBD	TBD
	FF&E	TBD	TBD	TBD	TBD
	Contingencies	TBD	TBD	TBD	TBD
Soft Cost (25%) (Typical range 20 - 30%)		\$190,000	\$170,000	\$270,000	\$565,000
* TOTAL		\$947,838 * cost includes additional 1250 sf of hallway flooring and exterior patio/walkways	\$852,767	\$1.35 M	\$2.83 M
Cost per SF		\$495	\$316	\$365	\$278



## **Feasibility Design Estimate**

### **Hamilton Schools New Media Center Expansion**

Hamilton, MA

**PM&C LLC**  
20 Downer Avenue, Suite 1c  
Hingham, MA 02043  
(T) 781-740-8007  
(F) 781-740-1012

Prepared for:

**Flansburgh Architects**

January 9, 2018





**Hamilton Schools**  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

**Feasibility Design Estimate**

**MAIN CONSTRUCTION COST SUMMARY**

	<b>Construction Start</b>	<b>Gross Floor Area</b>	<b>\$/sf</b>	<b>Estimated Construction Cost</b>
<b>MEDIA CENTER AT BUKER ES</b>				
CLASSROOM RENOVATION		1,915	\$248.84	\$476,536
HAZMAT REMOVALS - Allowance				\$38,300
<hr/>				
SUB-TOTAL	Jun-18	1,915	\$268.84	\$514,836
ESCALATION TO START - (assumed 4% PA)	3.0%			\$15,445
DESIGN AND PRICING CONTINGENCY	12%			\$61,780
<hr/>				
SUB-TOTAL		1,915	\$309.17	\$592,061
GENERAL CONDITIONS				\$88,809
BONDS	1.00%			\$5,921
INSURANCE	2.00%			\$11,841
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$59,206
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	1,915	\$395.74	<b>\$757,838</b>



**Hamilton Schools**  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

**Feasibility Design Estimate**

**MAIN CONSTRUCTION COST SUMMARY**

	<b>Construction Start</b>	<b>Gross Floor Area</b>	<b>\$/sf</b>	<b>Estimated Construction Cost</b>
<b>MEDIA CENTER AT CUTLER ES</b>				
CLASSROOM/LIBRARY RENOVATION		2,700	\$151.79	\$409,837
HAZMAT REMOVALS - Allowance				\$54,000
<hr/>				
SUB-TOTAL	Jun-18	2,700	\$171.79	\$463,837
ESCALATION TO START - (assumed 4% PA)	3.0%			\$13,915
DESIGN AND PRICING CONTINGENCY	12%			\$55,660
<hr/>				
SUB-TOTAL		2,700	\$197.56	\$533,412
GENERAL CONDITIONS				\$80,012
BONDS	1.00%			\$5,334
INSURANCE	2.00%			\$10,668
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$53,341
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	2,700	\$252.88	<b>\$682,767</b>

**MEDIA CENTER AT HAMILTON-WENHAM HS**

RENOVATION TO LIBRARY		10,200	\$134.26	\$1,369,411
HAZMAT REMOVALS - Allowance				\$204,000
<hr/>				
SUB-TOTAL	Jun-18	10,200	\$154.26	\$1,573,411
ESCALATION TO START - (assumed 4% PA)	3.0%			\$47,202
DESIGN AND PRICING CONTINGENCY	12%			\$188,809
<hr/>				
SUB-TOTAL		10,200	\$177.39	\$1,809,422
GENERAL CONDITIONS				\$217,131
BONDS	1.00%			\$18,094
INSURANCE	2.00%			\$36,188
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$180,942
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	10,200	\$221.74	<b>\$2,261,777</b>



**Hamilton Schools**  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

**Feasibility Design Estimate**

**MEDIA CENTER AT WINTHROP ES**

LIBRARY/CLASSROOM RENOVATION		3,700	\$178.06	\$658,826
HAZMAT REMOVALS - Allowance				\$74,000
<hr/>				
SUB-TOTAL	Jun-18	3,700	\$198.06	\$732,826
ESCALATION TO START - (assumed 4% PA)	3.0%			\$21,985
DESIGN AND PRICING CONTINGENCY	12.0%			\$87,939
<hr/>				
SUB-TOTAL		3,700	\$227.77	\$842,750
GENERAL CONDITIONS				\$126,413
BONDS	1.00%			\$8,428
INSURANCE	2.00%			\$16,855
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$84,275
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	3,700	\$291.55	<b>\$1,078,721</b>

**MEDIA CENTER AT WINTHROP ES - OPTION 2**

LIBRARY/CLASSROOM RENOVATION		2,700	\$214.26	\$578,506
HAZMAT REMOVALS - Allowance				\$54,000
<hr/>				
SUB-TOTAL	Jun-18	2,700	\$234.26	\$632,506
ESCALATION TO START - (assumed 4% PA)	3.0%			\$18,975
DESIGN AND PRICING CONTINGENCY	12.0%			\$75,901
<hr/>				
SUB-TOTAL		2,700	\$269.40	\$727,382
GENERAL CONDITIONS				\$109,107
BONDS	1.00%			\$7,274
INSURANCE	2.00%			\$14,548
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$72,738
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	2,700	\$344.83	<b>\$931,049</b>



**Hamilton Schools**  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

**Feasibility Design Estimate**

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

RENOVATION TO LIBRARY		9,200	\$125.09	\$1,150,819
HAZMAT REMOVALS - Allowance				\$184,000
<hr/>				
SUB-TOTAL	Jun-18	9,200	\$145.09	\$1,334,819
ESCALATION TO START - (assumed 4% PA)	3.0%			\$40,045
DESIGN AND PRICING CONTINGENCY	12%			\$160,178
<hr/>				
SUB-TOTAL		9,200	\$166.85	\$1,535,042
GENERAL CONDITIONS				\$184,205
BONDS	1.00%			\$15,350
INSURANCE	2.00%			\$30,701
PERMIT				NIC
OVERHEAD AND FEE	10.00%			\$153,504
OWNER CONTINGENCY				By Owner
<b>TOTAL OF ALL CONSTRUCTION</b>	Jun-18	9,200	\$208.57	<b>\$1,918,802</b>



**Hamilton Schools**  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

### **Feasibility Design Estimate**

This Feasibility Design cost estimate was produced from preliminary drawings prepared by Flansburgh Architects Inc. and their design team dated October 16, 2017. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, general contractor's overhead, fee and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

#### **ITEMS NOT CONSIDERED IN THIS ESTIMATE**

Items not included in this estimate are:

- Land acquisition, feasibility, and financing costs
- All professional fees and insurance
- Site or existing conditions surveys investigations costs, including to determine subsoil conditions
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items as indicated in the estimate
- Construction contingency





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 1,915

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT BUKER ES</b>				
<b>A10 FOUNDATIONS</b>				
A1010 Standard Foundations	\$0			
A1020 Special Foundations	\$0			
A1030 Lowest Floor Construction	\$9,575	<b>\$9,575</b>	\$5.00	2.0%
<b>B10 SUPERSTRUCTURE</b>				
B1010 Upper Floor Construction	\$0			
B1020 Roof Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>B20 EXTERIOR CLOSURE</b>				
B2010 Exterior Walls	\$0			
B2020 Windows/Curtainwall	\$0			
B2030 Exterior Doors	\$17,000	<b>\$17,000</b>	\$8.88	3.6%
<b>B30 ROOFING</b>				
B3010 Roof Coverings	\$0			
B3020 Roof Openings	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C10 INTERIOR CONSTRUCTION</b>				
C1010 Partitions	\$78,000			
C1020 Interior Doors	\$13,000			
C1030 Specialties/Millwork	\$6,315	<b>\$97,315</b>	\$50.82	20.4%
<b>C20 STAIRCASES</b>				
C2010 Stair Construction	\$0			
C2020 Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30 INTERIOR FINISHES</b>				
C3010 Wall Finishes	\$28,745			
C3020 Floor Finishes	\$35,424			
C3030 Ceiling Finishes	\$35,300	<b>\$99,469</b>	\$51.94	20.9%
<b>D10 CONVEYING SYSTEMS</b>				
D1010 Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20 PLUMBING</b>				
D20 Plumbing	\$16,000	<b>\$16,000</b>	\$8.36	3.4%
<b>D30 HVAC</b>				
D30 HVAC	\$85,555	<b>\$85,555</b>	\$44.68	18.0%
<b>D40 FIRE PROTECTION</b>				
D40 Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 1,915

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT BUKER ES</b>					
<b>D50</b>	<b>ELECTRICAL</b>				
D5010	Electrical Systems	\$54,700	<b>\$54,700</b>	\$28.56	11.5%
<b>E10</b>	<b>EQUIPMENT</b>				
E10	Equipment	\$0	<b>\$0</b>	\$0.00	0.0%
<b>E20</b>	<b>FURNISHINGS</b>				
E2010	Fixed Furnishings	\$0			
E2020	Movable Furnishings	NIC	<b>\$0</b>	\$0.00	0.0%
<b>F10</b>	<b>SPECIAL CONSTRUCTION</b>				
F10	Exterior Work	\$75,750	<b>\$75,750</b>	\$39.56	15.9%
<b>F20</b>	<b>SELECTIVE BUILDING DEMOLITION</b>				
F2010	Building Elements Demolition	\$21,172			
F2020	Hazardous Components Abatement	\$0	<b>\$21,172</b>	\$11.06	4.4%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$476,536</b>	<b>\$248.84</b>	<b>100.0%</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 1,915

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT BUKER ES**

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>1,915 GSF</b>
-----------------------------------	------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

No work in this section

SUBTOTAL

-

**A1020 SPECIAL FOUNDATIONS**

No work in this section

SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

Patch existing slab/trenching for plumbing

1,915

sf

5.00

9,575

SUBTOTAL

9,575

<b>TOTAL - FOUNDATIONS</b>	<b>\$9,575</b>
----------------------------	----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

No work in this section

SUBTOTAL

-

**B1020 ROOF CONSTRUCTION**

SUBTOTAL

-

<b>TOTAL - SUPERSTRUCTURE</b>	
-------------------------------	--

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

No work assumed to existing exterior

SUBTOTAL

-

**B2020 WINDOWS/CURTAINWALL**

No work assumed to existing exterior

SUBTOTAL

-

**B2030 EXTERIOR DOORS**

New glazed single door, frames and hardware

2

pr

8,500.00

17,000

SUBTOTAL

17,000

<b>TOTAL - EXTERIOR CLOSURE</b>	<b>\$17,000</b>
---------------------------------	-----------------

**B30 ROOFING**

**B3010 ROOF COVERINGS**

No work assumed to existing exterior

SUBTOTAL

-



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 1,915

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT BUKER ES**

**B3020 ROOF OPENINGS**

No work in this section

SUBTOTAL

-

**TOTAL - ROOFING**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls

1

ls

5,000.00

5,000

New partitions

700

sf

16.00

11,200

Furred partitions

1,800

sf

24.00

43,200

Drywall end caps

5

loc

400.00

2,000

Infill door opening; single door

2

loc

1,500.00

3,000

Glazed partition

170

sf

80.00

13,600

SUBTOTAL

78,000

**C1020 INTERIOR DOORS**

New single doors, frames and hardware

3

ea

2,000.00

6,000

New glazed double door, frames and hardware

1

pr

7,000.00

7,000

SUBTOTAL

13,000

**C1030 SPECIALTIES / MILLWORK**

Room Signs

1

loc

200.00

200

SS counter

15

lf

280.00

4,200

Miscellaneous sealants

1,915

sf

1.00

1,915

SUBTOTAL

6,315

**TOTAL - INTERIOR CONSTRUCTION**

**\$97,315**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section

SUBTOTAL

-

**C2020 STAIR FINISHES**

No work in this section

SUBTOTAL

-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**

**C3010 WALL FINISHES**

Paint to walls etc.

1,915

gsf

3.00

5,745

Custom wall graphic

1

ls

5,000.00

5,000

Plam wall panel

400

sf

45.00

18,000

SUBTOTAL

28,745

150



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

1,915

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT BUKER ES**

**C3020 FLOOR FINISHES**

New LVT flooring	2,204	sf	7.00	15,428		
Carpet plank	1,010	sf	6.00	6,060		
Patch existing floor at removed walls	54	lf	20.00	1,080		
Floor prep	3,214	sf	4.00	12,856		
SUBTOTAL						35,424

**C3030 CEILING FINISHES**

ACT, 2x4	1,100	sf	6.00	6,600		
Woodworks ceiling	820	sf	35.00	28,700		
SUBTOTAL						35,300

**TOTAL - INTERIOR FINISHES**

**\$99,469**

**D10 CONVEYING SYSTEMS**

No work in this section

SUBTOTAL -

**TOTAL - CONVEYING SYSTEMS**

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks	2	loc	8,000.00	16,000		
SUBTOTAL						16,000

**TOTAL - PLUMBING**

**\$16,000**

**D30 HVAC**

**D30 HVAC, GENERALLY**

Mini-Split system; 3 TON unit; includes piping to outside condenser	3	ea	15,000.00	45,000		
100% outdoor air FCU; ducted to exterior louver	1	ea	8,000.00	8,000		
Ductwork/distribution	1,915	sf	10.00	19,150		
Controls including CO sensors	1,915	sf	6.00	11,490		
HVAC cut and cap	1,915	sf	1.00	1,915		
SUBTOTAL						85,555

**TOTAL - HVAC**

**\$85,555**

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications NR

SUBTOTAL -





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

1,915

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT BUKER ES**

**TOTAL - FIRE PROTECTION**

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

New pedestrian lights	4	loc	3,500.00	14,000	
New exterior lights above doors	2	loc	1,200.00	2,400	
Lighting, power and Tele/Data modifications	1,915	sf	20.00	38,300	
SUBTOTAL					54,700

**TOTAL - ELECTRICAL**

**\$54,700**

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

No work in this section

SUBTOTAL

-

**TOTAL - EQUIPMENT**

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

No work in this section

SUBTOTAL

-

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed  
by owner

SUBTOTAL

NIC

**TOTAL - FURNISHINGS**

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION (Exterior Work)**

New paving	1,500	sf	25.00	37,500	
New steps	125	lfr	250.00	31,250	
New asphalt path	250	sf	8.00	2,000	
Miscellaneous landscaping	1	ls	5,000.00	5,000	
SUBTOTAL					75,750

**TOTAL - SPECIAL CONSTRUCTION**

**\$75,750**

**F20 SELECTIVE BUILDING DEMOLITION**

**F2010 BUILDING ELEMENTS DEMOLITION**

Remove floor finishes	1,915	sf	3.00	5,745	
Remove ceiling finishes	1,915	sf	1.50	2,873	
Create opening in existing wall for new doors	2	loc	1,200.00	2,400	



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

1,915

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>MEDIA CENTER AT BUKER ES</b>							
	Create opening in existing wall for glazing	130	sf	10.00	1,300		
	Remove walls	756	sf	4.00	3,024		
	Remove unit vents and radiators	80	lf	25.00	2,000		
	Miscellaneous demo/protection	1,915	gfa	2.00	3,830		
	SUBTOTAL					21,172	
<b>F2020 HAZARDOUS COMPONENTS ABATEMENT</b>							
	None Included						
	SUBTOTAL						
<b>TOTAL - SELECTIVE BUILDING DEMOLITION</b>							<b>\$21,172</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 2,700

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT CUTLER ES</b>					
<b>A10</b>	<b>FOUNDATIONS</b>				
A1010	Standard Foundations	\$0			
A1020	Special Foundations	\$0			
A1030	Lowest Floor Construction	\$13,500	<b>\$13,500</b>	\$5.00	3.3%
<b>B10</b>	<b>SUPERSTRUCTURE</b>				
B1010	Upper Floor Construction	\$0			
B1020	Roof Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>B20</b>	<b>EXTERIOR CLOSURE</b>				
B2010	Exterior Walls	\$0			
B2020	Windows/Curtainwall	\$0			
B2030	Exterior Doors	\$8,000	<b>\$8,000</b>	\$2.96	2.0%
<b>B30</b>	<b>ROOFING</b>				
B3010	Roof Coverings	\$0			
B3020	Roof Openings	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C10</b>	<b>INTERIOR CONSTRUCTION</b>				
C1010	Partitions	\$42,538			
C1020	Interior Doors	\$9,000			
C1030	Specialties/Millwork	\$8,620	<b>\$60,158</b>	\$22.28	14.7%
<b>C20</b>	<b>STAIRCASES</b>				
C2010	Stair Construction	\$0			
C2020	Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30</b>	<b>INTERIOR FINISHES</b>				
C3010	Wall Finishes	\$8,100			
C3020	Floor Finishes	\$35,394			
C3030	Ceiling Finishes	\$45,615	<b>\$89,109</b>	\$33.00	21.7%
<b>D10</b>	<b>CONVEYING SYSTEMS</b>				
D1010	Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20</b>	<b>PLUMBING</b>				
D20	Plumbing	\$32,000	<b>\$32,000</b>	\$11.85	7.8%
<b>D30</b>	<b>HVAC</b>				
D30	HVAC	\$121,500	<b>\$121,500</b>	\$45.00	29.6%
<b>D40</b>	<b>FIRE PROTECTION</b>				
D40	Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 2,700

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT CUTLER ES</b>					
<b>D50</b>	<b>ELECTRICAL</b>				
D5010	Electrical Systems	\$54,000	<b>\$54,000</b>	\$20.00	13.2%
<b>E10</b>	<b>EQUIPMENT</b>				
E10	Equipment	\$0	<b>\$0</b>	\$0.00	0.0%
<b>E20</b>	<b>FURNISHINGS</b>				
E2010	Fixed Furnishings	\$2,058			
E2020	Movable Furnishings	NIC	<b>\$2,058</b>	\$0.76	0.5%
<b>F10</b>	<b>SPECIAL CONSTRUCTION</b>				
F10	Special Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>F20</b>	<b>SELECTIVE BUILDING DEMOLITION</b>				
F2010	Building Elements Demolition	\$29,512			
F2020	Hazardous Components Abatement	\$0	<b>\$29,512</b>	\$10.93	7.2%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$409,837</b>	<b>\$151.79</b>	<b>100.0%</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT CUTLER ES**

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>2,700 GSF</b>
-----------------------------------	------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

No work in this section

SUBTOTAL

-

**A1020 SPECIAL FOUNDATIONS**

No work in this section

SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

Patch existing slab/trenching for plumbing

2,700

sf

5.00

13,500

SUBTOTAL

13,500

<b>TOTAL - FOUNDATIONS</b>	<b>\$13,500</b>
----------------------------	-----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

SUBTOTAL

-

**B1020 ROOF CONSTRUCTION**

SUBTOTAL

-

<b>TOTAL - SUPERSTRUCTURE</b>	
-------------------------------	--

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

No work assumed to existing exterior

SUBTOTAL

-

**B2020 WINDOWS/CURTAINWALL**

No work assumed to existing exterior

SUBTOTAL

-

**B2030 EXTERIOR DOORS**

New glazed single door, frames and hardware

2

ea

4,000.00

8,000

SUBTOTAL

8,000

<b>TOTAL - EXTERIOR CLOSURE</b>	<b>\$8,000</b>
---------------------------------	----------------

**B30 ROOFING**

**B3010 ROOF COVERINGS**

No work assumed to existing exterior

SUBTOTAL

-





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT CUTLER ES**

**B3020 ROOF OPENINGS**

No work in this section

SUBTOTAL

-

**TOTAL - ROOFING**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls 1 ls 10,000.00 10,000

New partitions 588 sf 16.00 9,408

Borrowed lights 132 sf 75.00 9,900

Clerestory windows 147 sf 90.00 13,230

SUBTOTAL

42,538

**C1020 INTERIOR DOORS**

New single doors, frames and hardware 1 ea 2,000.00 2,000

New glazed double door, frames and hardware 1 pr 7,000.00 7,000

SUBTOTAL

9,000

**C1030 SPECIALTIES / MILLWORK**

Room Signs 3 loc 200.00 600

SS counter 19 lf 280.00 5,320

Miscellaneous sealants 2,700 sf 1.00 2,700

SUBTOTAL

8,620

**TOTAL - INTERIOR CONSTRUCTION**

**\$60,158**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section

SUBTOTAL

-

**C2020 STAIR FINISHES**

No work in this section

SUBTOTAL

-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**

**C3010 WALL FINISHES**

Paint to walls etc. 2,700 gsf 3.00 8,100

SUBTOTAL

8,100

**C3020 FLOOR FINISHES**

New LVT flooring 1,574 sf 7.00 11,018

Carpet plank 1,540 sf 6.00 9,240

Patch existing floor at removed walls 134 lf 20.00 2,680



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT CUTLER ES**

Floor prep	3,114	sf	4.00	12,456		
SUBTOTAL						35,394

**C3030 CEILING FINISHES**

ACT, 2x4	1,815	sf	6.00	10,890		
Woodworks ceiling	885	sf	35.00	30,975		
GWB ceiling	250	sf	15.00	3,750		
SUBTOTAL						45,615

<b>TOTAL - INTERIOR FINISHES</b>	<b>\$89,109</b>
----------------------------------	-----------------

**D10 CONVEYING SYSTEMS**

No work in this section  
SUBTOTAL

-

<b>TOTAL - CONVEYING SYSTEMS</b>
----------------------------------

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks	4	loc	8,000.00	32,000		
SUBTOTAL						32,000

<b>TOTAL - PLUMBING</b>	<b>\$32,000</b>
-------------------------	-----------------

**D30 HVAC**

**D30 HVAC, GENERALLY**

HVAC allowance	2,700	sf	45.00	121,500		
SUBTOTAL						121,500

<b>TOTAL - HVAC</b>	<b>\$121,500</b>
---------------------	------------------

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications					NR	
SUBTOTAL						-

<b>TOTAL - FIRE PROTECTION</b>
--------------------------------

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

Lighting, power and Tele/Data modifications	2,700	sf	20.00	54,000		
SUBTOTAL						54,000



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT CUTLER ES**

<b>TOTAL - ELECTRICAL</b>	<b>\$54,000</b>
---------------------------	-----------------

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

No work in this section

SUBTOTAL

-

<b>TOTAL - EQUIPMENT</b>	
--------------------------	--

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

Window shades

147

sf

14.00

2,058

SUBTOTAL

2,058

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed  
by owner

SUBTOTAL

NIC

<b>TOTAL - FURNISHINGS</b>	<b>\$2,058</b>
----------------------------	----------------

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION**

No items in this section

SUBTOTAL

<b>TOTAL - SPECIAL CONSTRUCTION</b>	
-------------------------------------	--

**F20 SELECTIVE BUILDING DEMOLITION**

**F2010 BUILDING ELEMENTS DEMOLITION**

Remove floor finishes

2,700

sf

3.00

8,100

Remove ceiling finishes

2,700

sf

1.50

4,050

Create opening in existing wall for glazing

80

sf

10.00

800

Remove walls

1,862

sf

4.00

7,448

Remove existing windows

147

sf

12.00

1,764

Remove unit vents and radiators

78

lf

25.00

1,950

Miscellaneous demo/protection

2,700

gfa

2.00

5,400

SUBTOTAL

29,512

**F2020 HAZARDOUS COMPONENTS ABATEMENT**

None Included

SUBTOTAL

<b>TOTAL - SELECTIVE BUILDING DEMOLITION</b>	<b>\$29,512</b>
--	-----------------



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 10,200

<b>CONSTRUCTION COST SUMMARY</b>					
<i>BUILDING SYSTEM</i>		<i>SUB-TOTAL</i>	<i>TOTAL</i>	<i>\$/SF</i>	<i>%</i>
<b>MEDIA CENTER AT HAMILTON-WENHAM HS</b>					
<b>A10 FOUNDATIONS</b>					
A1010	Standard Foundations	\$0			
A1020	Special Foundations	\$0			
A1030	Lowest Floor Construction	\$22,200	<b>\$22,200</b>	\$2.18	1.6%
<b>B10 SUPERSTRUCTURE</b>					
B1010	Upper Floor Construction	\$221,700			
B1020	Roof Construction	\$0	<b>\$221,700</b>	\$21.74	16.2%
<b>B20 EXTERIOR CLOSURE</b>					
B2010	Exterior Walls	\$0			
B2020	Windows/Curtainwall	\$0			
B2030	Exterior Doors	\$0	<b>\$0</b>	\$0.00	0.0%
<b>B30 ROOFING</b>					
B3010	Roof Coverings	\$0			
B3020	Roof Openings	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C10 INTERIOR CONSTRUCTION</b>					
C1010	Partitions	\$222,644			
C1020	Interior Doors	\$18,500			
C1030	Specialties/Millwork	\$85,340	<b>\$326,484</b>	\$32.01	23.8%
<b>C20 STAIRCASES</b>					
C2010	Stair Construction	\$0			
C2020	Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30 INTERIOR FINISHES</b>					
C3010	Wall Finishes	\$30,600			
C3020	Floor Finishes	\$111,875			
C3030	Ceiling Finishes	\$38,100	<b>\$180,575</b>	\$17.70	13.2%
<b>D10 CONVEYING SYSTEMS</b>					
D1010	Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20 PLUMBING</b>					
D20	Plumbing	\$48,000	<b>\$48,000</b>	\$4.71	3.5%
<b>D30 HVAC</b>					
D30	HVAC	\$333,000	<b>\$333,000</b>	\$32.65	24.3%
<b>D40 FIRE PROTECTION</b>					
D40	Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 10,200

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT HAMILTON-WENHAM HS</b>					
<b>D50</b>	<b>ELECTRICAL</b>				
D5010	Electrical Systems	\$115,000	<b>\$115,000</b>	\$11.27	8.4%
<b>E10</b>	<b>EQUIPMENT</b>				
E10	Equipment	\$30,000	<b>\$30,000</b>	\$2.94	2.2%
<b>E20</b>	<b>FURNISHINGS</b>				
E2010	Fixed Furnishings	\$0			
E2020	Movable Furnishings	NIC	<b>\$0</b>	\$0.00	0.0%
<b>F10</b>	<b>SPECIAL CONSTRUCTION</b>				
F10	Special Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>F20</b>	<b>SELECTIVE BUILDING DEMOLITION</b>				
F2010	Building Elements Demolition	\$92,452			
F2020	Hazardous Components Abatement	\$0	<b>\$92,452</b>	\$9.06	6.8%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$1,369,411</b>	<b>\$134.26</b>	<b>100.0%</b>





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

10,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS**

Major Renovation	7,400
Minor Renovation	2,800

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>10,200 GSF</b>
-----------------------------------	-------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

No work in this section

SUBTOTAL

-

**A1020 SPECIAL FOUNDATIONS**

No work in this section

SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

Patch existing slab/trenching for plumbing	7,400	sf	3.00	22,200	
SUBTOTAL					22,200

<b>TOTAL - FOUNDATIONS</b>	<b>\$22,200</b>
----------------------------	-----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

Allowance for structural modifications/shoring at removed bearing walls	1	ls	30,000.00	30,000	
New raised floor, ramps and steps; assumed LGMF with concrete on metal deck	2,700	sf	55.00	148,500	
Premium for risers/steps	360	lfr	120.00	43,200	
SUBTOTAL					221,700

**B1020 ROOF CONSTRUCTION**

SUBTOTAL

-

<b>TOTAL - SUPERSTRUCTURE</b>	<b>\$221,700</b>
-------------------------------	------------------

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

No work assumed to existing exterior

SUBTOTAL

-

**B2020 WINDOWS/CURTAINWALL**

No work assumed to existing exterior

SUBTOTAL

-

**B2030 EXTERIOR DOORS**

No work assumed to existing exterior

SUBTOTAL

-



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

10,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS**

**TOTAL - EXTERIOR CLOSURE**

**B30 ROOFING**

**B3010 ROOF COVERINGS**

No work assumed to existing exterior  
SUBTOTAL

-

**B3020 ROOF OPENINGS**

No work in this section  
SUBTOTAL

-

**TOTAL - ROOFING**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls	1	ls	15,000.00	15,000	
New partitions	1,260	sf	16.00	20,160	
New furred walls at angled walls	1,610	sf	12.00	19,320	
Create new door opening: single	1	ea	1,500.00	1,500	
Glazed walls	1,130	sf	80.00	90,400	
Partitions above glazed walls	412	sf	22.00	9,064	
2HR rated glazing	270	sf	200.00	54,000	
Low wall with cap	66	lf	200.00	13,200	
SUBTOTAL					222,644

**C1020 INTERIOR DOORS**

New single doors, frames and hardware	4	ea	2,000.00	8,000	
New glazed single door, frames and hardware	3	ea	3,500.00	10,500	
SUBTOTAL					18,500

**C1030 SPECIALTIES / MILLWORK**

Room Signs	9	loc	200.00	1,800	
Railings at ramp and steps	90	lf	250.00	22,500	
SS counter and base cabinets	48	lf	630.00	30,240	
Circulation counter	1	ls	15,000.00	15,000	
SS counter at sinks	20	lf	280.00	5,600	
Miscellaneous sealants	10,200	sf	1.00	10,200	
SUBTOTAL					85,340

**TOTAL - INTERIOR CONSTRUCTION**

**\$326,484**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section  
SUBTOTAL

-

**C2020 STAIR FINISHES**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

10,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS**

No work in this section

SUBTOTAL

-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**

**C3010 WALL FINISHES**

Paint to walls etc.

10,200

gsf

3.00

30,600

SUBTOTAL

30,600

**C3020 FLOOR FINISHES**

New LVT flooring

5,915

sf

7.00

41,405

Carpet plank

4,285

sf

6.00

25,710

Patch existing floor at removed walls

198

lf

20.00

3,960

Floor prep

10,200

sf

4.00

40,800

SUBTOTAL

111,875

**C3030 CEILING FINISHES**

Patch existing ceiling

10,200

sf

3.00

30,600

2 HR rated GWB ceiling

300

sf

25.00

7,500

SUBTOTAL

38,100

**TOTAL - INTERIOR FINISHES**

**\$180,575**

**D10 CONVEYING SYSTEMS**

No work in this section

SUBTOTAL

-

**TOTAL - CONVEYING SYSTEMS**

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks

6

loc

8,000.00

48,000

SUBTOTAL

48,000

**TOTAL - PLUMBING**

**\$48,000**

**D30 HVAC**

**D30 HVAC, GENERALLY**

HVAC allowance; major renovated areas only

7,400

sf

45.00

333,000

SUBTOTAL

333,000

**TOTAL - HVAC**

**\$333,000**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

10,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS**

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications

NR

SUBTOTAL

-

**TOTAL - FIRE PROTECTION**

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

Ceiling electric cord reels

8

loc

500.00

4,000

Lighting, power and Tele/Data modifications; major renovations only

7,400

sf

15.00

111,000

SUBTOTAL

115,000

**TOTAL - ELECTRICAL**

**\$115,000**

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

Screen and projector

1

loc

10,000.00

10,000

Large screen and projector

1

loc

20,000.00

20,000

SUBTOTAL

30,000

**TOTAL - EQUIPMENT**

**\$30,000**

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

No work in this section

SUBTOTAL

-

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed by owner

SUBTOTAL

NIC

**TOTAL - FURNISHINGS**

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION**

No items in this section

SUBTOTAL

**TOTAL - SPECIAL CONSTRUCTION**

**F20 SELECTIVE BUILDING DEMOLITION**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

10,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>MEDIA CENTER AT HAMILTON-WENHAM HS</b>							
<b>F2010</b>	<b>BUILDING ELEMENTS DEMOLITION</b>						
	Remove floor finishes	10,200	sf	3.00	30,600		
	Remove ceiling finishes	10,200	sf	1.50	15,300		
	Remove walls	784	sf	8.00	6,272		
	Remove walls; masonry	1,988	sf	10.00	19,880		
	Miscellaneous demo/protection	10,200	gfa	2.00	20,400		
	SUBTOTAL					92,452	
<b>F2020</b>	<b>HAZARDOUS COMPONENTS ABATEMENT</b>						
	None Included						
	SUBTOTAL						
<b>TOTAL - SELECTIVE BUILDING DEMOLITION</b>							<b>\$92,452</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 3,700

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT WINTHROP ES</b>				
<b>A10 FOUNDATIONS</b>				
A1010 Standard Foundations	\$12,350			
A1020 Special Foundations	\$0			
A1030 Lowest Floor Construction	\$14,484	<b>\$26,834</b>	\$7.25	4.1%
<b>B10 SUPERSTRUCTURE</b>				
B1010 Upper Floor Construction	\$15,000			
B1020 Roof Construction	\$23,384	<b>\$38,384</b>	\$10.37	5.8%
<b>B20 EXTERIOR CLOSURE</b>				
B2010 Exterior Walls	\$9,000			
B2020 Windows/Curtainwall	\$127,340			
B2030 Exterior Doors	\$8,000	<b>\$144,340</b>	\$39.01	21.9%
<b>B30 ROOFING</b>				
B3010 Roof Coverings	\$11,460			
B3020 Roof Openings	\$0	<b>\$11,460</b>	\$3.10	1.7%
<b>C10 INTERIOR CONSTRUCTION</b>				
C1010 Partitions	\$43,060			
C1020 Interior Doors	\$2,000			
C1030 Specialties/Millwork	\$30,340	<b>\$75,400</b>	\$20.38	11.4%
<b>C20 STAIRCASES</b>				
C2010 Stair Construction	\$0			
C2020 Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30 INTERIOR FINISHES</b>				
C3010 Wall Finishes	\$11,100			
C3020 Floor Finishes	\$29,041			
C3030 Ceiling Finishes	\$10,239	<b>\$50,380</b>	\$13.62	7.6%
<b>D10 CONVEYING SYSTEMS</b>				
D1010 Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20 PLUMBING</b>				
D20 Plumbing	\$16,000	<b>\$16,000</b>	\$4.32	2.4%
<b>D30 HVAC</b>				
D30 HVAC	\$166,500	<b>\$166,500</b>	\$45.00	25.3%
<b>D40 FIRE PROTECTION</b>				
D40 Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 3,700

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT WINTHROP ES</b>					
<b>D50 ELECTRICAL</b>					
D5010	Electrical Systems	\$74,000	<b>\$74,000</b>	\$20.00	11.2%
<b>E10 EQUIPMENT</b>					
E10	Equipment	\$10,000	<b>\$10,000</b>	\$2.70	1.5%
<b>E20 FURNISHINGS</b>					
E2010	Fixed Furnishings	\$0			
E2020	Movable Furnishings	NIC	<b>\$0</b>	\$0.00	0.0%
<b>F10 SPECIAL CONSTRUCTION</b>					
F10	Special Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>F20 SELECTIVE BUILDING DEMOLITION</b>					
F2010	Building Elements Demolition	\$45,528			
F2020	Hazardous Components Abatement	\$0	<b>\$45,528</b>	\$12.30	6.9%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$658,826</b>	<b>\$178.06</b>	<b>100.0%</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

3,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES**

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>3,700 GSF</b>
-----------------------------------	------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

New spread footings for new structure	4	ea	2,000.00	8,000	
New footings for storefront	29	lf	150.00	4,350	
SUBTOTAL					12,350

**A1020 SPECIAL FOUNDATIONS**

No work in this section  
SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

New slab on grade	282	sf	15.00	4,230	
Patch existing slab/trenching for plumbing	3,418	sf	3.00	10,254	
SUBTOTAL					14,484

<b>TOTAL - FOUNDATIONS</b>	<b>\$26,834</b>
----------------------------	-----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

New structure for bay windows	3	loc	5,000.00	15,000	
SUBTOTAL					15,000

**B1020 ROOF CONSTRUCTION**

New structural steel at courtyard infill; 14lbs per SF	2	tns	10,000.00	20,000	
New metal deck	282	sf	12.00	3,384	
SUBTOTAL					23,384

<b>TOTAL - SUPERSTRUCTURE</b>	<b>\$38,384</b>
-------------------------------	-----------------

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

New exterior surround at bay windows	90	sf	100.00	9,000	
SUBTOTAL					9,000

**B2020 WINDOWS/CURTAINWALL**

New storefront	1,204	sf	95.00	114,380	
New bay windows	108	sf	120.00	12,960	
SUBTOTAL					127,340

**B2030 EXTERIOR DOORS**

New glazed single door, frames and hardware	2	ea	4,000.00	8,000	
SUBTOTAL					8,000

<b>TOTAL - EXTERIOR CLOSURE</b>	<b>\$144,340</b>
---------------------------------	------------------



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

3,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES**

**B30 ROOFING**

**B3010 ROOF COVERINGS**

New roofing at bay windows	3	loc	1,000.00	3,000	
New roofing at courtyard infill	282	sf	30.00	8,460	
SUBTOTAL					11,460

**B3020 ROOF OPENINGS**

No work in this section					
SUBTOTAL					-

**TOTAL - ROOFING**

**\$11,460**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls	1	ls	15,000.00	15,000	
New partitions	420	sf	16.00	6,720	
Glazed walls	248	sf	80.00	19,840	
Infill door opening; single door	1	loc	1,500.00	1,500	
SUBTOTAL					43,060

**C1020 INTERIOR DOORS**

New single doors, frames and hardware	1	ea	2,000.00	2,000	
SUBTOTAL					2,000

**C1030 SPECIALTIES / MILLWORK**

Room Signs	3	loc	200.00	600	
Window bench	16	lf	200.00	3,200	
Circulation counter	1	ls	15,000.00	15,000	
SS counter at sinks	28	lf	280.00	7,840	
Miscellaneous sealants	3,700	sf	1.00	3,700	
SUBTOTAL					30,340

**TOTAL - INTERIOR CONSTRUCTION**

**\$75,400**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section					
SUBTOTAL					-

**C2020 STAIR FINISHES**

No work in this section					
SUBTOTAL					-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

3,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES**

**C3010 WALL FINISHES**

Paint to walls etc.	3,700	gsf	3.00	11,100		
SUBTOTAL						11,100

**C3020 FLOOR FINISHES**

New LVT flooring	1,751	sf	7.00	12,257		
Carpet plank	960	sf	6.00	5,760		
Patch existing floor at removed walls	9	lf	20.00	180		
Floor prep	2,711	sf	4.00	10,844		
SUBTOTAL						29,041

**C3030 CEILING FINISHES**

Patch existing ceiling	2,009	sf	3.00	6,027		
ACT, 2x4	702	sf	6.00	4,212		
SUBTOTAL						10,239

**TOTAL - INTERIOR FINISHES**

**\$50,380**

**D10 CONVEYING SYSTEMS**

No work in this section  
SUBTOTAL

-

**TOTAL - CONVEYING SYSTEMS**

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks	2	loc	8,000.00	16,000		
SUBTOTAL						16,000

**TOTAL - PLUMBING**

**\$16,000**

**D30 HVAC**

**D30 HVAC, GENERALLY**

HVAC allowance	3,700	sf	45.00	166,500		
SUBTOTAL						166,500

**TOTAL - HVAC**

**\$166,500**

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications					NR	
SUBTOTAL						-

**TOTAL - FIRE PROTECTION**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

3,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES**

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

Lighting, power and Tele/Data modifications	3,700	sf	20.00	74,000	
SUBTOTAL					74,000

**TOTAL - ELECTRICAL**

**\$74,000**

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

Screen and projector	1	loc	10,000.00	10,000	
SUBTOTAL					10,000

**TOTAL - EQUIPMENT**

**\$10,000**

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

No work in this section					
SUBTOTAL					-

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed by owner					
SUBTOTAL					NIC

**TOTAL - FURNISHINGS**

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION**

No items in this section					
SUBTOTAL					

**TOTAL - SPECIAL CONSTRUCTION**

**F20 SELECTIVE BUILDING DEMOLITION**

**F2010 BUILDING ELEMENTS DEMOLITION**

Remove floor finishes	3,700	sf	3.00	11,100	
Remove ceiling finishes	3,700	sf	1.50	5,550	
Remove storefront	1,400	sf	10.00	14,000	
Remove unit vents and radiators	86	lf	25.00	2,150	
Remove walls	126	sf	8.00	1,008	
Remove exterior walls for new bay windows	144	sf	30.00	4,320	
Miscellaneous demo/protection	3,700	gfa	2.00	7,400	
SUBTOTAL					45,528

**F2020 HAZARDOUS COMPONENTS ABATEMENT**

172



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 3,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

MEDIA CENTER AT WINTHROP ES  
None Included  
SUBTOTAL

TOTAL - SELECTIVE BUILDING DEMOLITION	\$45,528
---------------------------------------	----------





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 2,700

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT WINTHROP ES - OPTION 2</b>				
<b>A10 FOUNDATIONS</b>				
A1010 Standard Foundations	\$12,350			
A1020 Special Foundations	\$0			
A1030 Lowest Floor Construction	\$11,484	<b>\$23,834</b>	\$8.83	4.1%
<b>B10 SUPERSTRUCTURE</b>				
B1010 Upper Floor Construction	\$10,000			
B1020 Roof Construction	\$23,384	<b>\$33,384</b>	\$12.36	5.8%
<b>B20 EXTERIOR CLOSURE</b>				
B2010 Exterior Walls	\$9,000			
B2020 Windows/Curtainwall	\$123,020			
B2030 Exterior Doors	\$16,500	<b>\$148,520</b>	\$55.01	25.7%
<b>B30 ROOFING</b>				
B3010 Roof Coverings	\$10,460			
B3020 Roof Openings	\$0	<b>\$10,460</b>	\$3.87	1.8%
<b>C10 INTERIOR CONSTRUCTION</b>				
C1010 Partitions	\$43,060			
C1020 Interior Doors	\$2,000			
C1030 Specialties/Millwork	\$29,340	<b>\$74,400</b>	\$27.56	12.9%
<b>C20 STAIRCASES</b>				
C2010 Stair Construction	\$0			
C2020 Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30 INTERIOR FINISHES</b>				
C3010 Wall Finishes	\$8,100			
C3020 Floor Finishes	\$29,041			
C3030 Ceiling Finishes	\$10,239	<b>\$47,380</b>	\$17.55	8.2%
<b>D10 CONVEYING SYSTEMS</b>				
D1010 Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20 PLUMBING</b>				
D20 Plumbing	\$16,000	<b>\$16,000</b>	\$5.93	2.8%
<b>D30 HVAC</b>				
D30 HVAC	\$121,500	<b>\$121,500</b>	\$45.00	21.0%
<b>D40 FIRE PROTECTION</b>				
D40 Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 2,700

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT WINTHROP ES - OPTION 2</b>					
<b>D50 ELECTRICAL</b>					
D5010	Electrical Systems	\$54,000	<b>\$54,000</b>	\$20.00	9.3%
<b>E10 EQUIPMENT</b>					
E10	Equipment	\$10,000	<b>\$10,000</b>	\$3.70	1.7%
<b>E20 FURNISHINGS</b>					
E2010	Fixed Furnishings	\$0			
E2020	Movable Furnishings	NIC	<b>\$0</b>	\$0.00	0.0%
<b>F10 SPECIAL CONSTRUCTION</b>					
F10	Special Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>F20 SELECTIVE BUILDING DEMOLITION</b>					
F2010	Building Elements Demolition	\$39,028			
F2020	Hazardous Components Abatement	\$0	<b>\$39,028</b>	\$14.45	6.7%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$578,506</b>	<b>\$214.26</b>	<b>100.0%</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES - OPTION 2**

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>2,700 GSF</b>
-----------------------------------	------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

New spread footings for new structure	4	ea	2,000.00	8,000	
New footings for storefront	29	lf	150.00	4,350	
SUBTOTAL					12,350

**A1020 SPECIAL FOUNDATIONS**

No work in this section  
SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

New slab on grade	282	sf	15.00	4,230	
Patch existing slab/trenching for plumbing	2,418	sf	3.00	7,254	
SUBTOTAL					11,484

<b>TOTAL - FOUNDATIONS</b>	<b>\$23,834</b>
----------------------------	-----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

New structure for bay windows	2	loc	5,000.00	10,000	
SUBTOTAL					10,000

**B1020 ROOF CONSTRUCTION**

New structural steel at courtyard infill; 14lbs per SF	2	tns	10,000.00	20,000	
New metal deck	282	sf	12.00	3,384	
SUBTOTAL					23,384

<b>TOTAL - SUPERSTRUCTURE</b>	<b>\$33,384</b>
-------------------------------	-----------------

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

New exterior surround at bay windows/doors	90	sf	100.00	9,000	
SUBTOTAL					9,000

**B2020 WINDOWS/CURTAINWALL**

New storefront	1,204	sf	95.00	114,380	
New bay windows	72	sf	120.00	8,640	
SUBTOTAL					123,020

**B2030 EXTERIOR DOORS**

New glazed double door, frames and hardware	1	pr	8,500.00	8,500	
New glazed single door, frames and hardware	2	ea	4,000.00	8,000	
SUBTOTAL					16,500

<b>TOTAL - EXTERIOR CLOSURE</b>	<b>\$148,520</b>
---------------------------------	------------------



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES - OPTION 2**

**B30 ROOFING**

**B3010 ROOF COVERINGS**

New roofing at bay windows	2	loc	1,000.00	2,000	
New roofing at courtyard infill	282	sf	30.00	8,460	
SUBTOTAL					10,460

**B3020 ROOF OPENINGS**

No work in this section					
SUBTOTAL					-

**TOTAL - ROOFING**

**\$10,460**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls	1	ls	15,000.00	15,000	
New partitions	420	sf	16.00	6,720	
Glazed walls	248	sf	80.00	19,840	
Infill door opening; single door	1	loc	1,500.00	1,500	
SUBTOTAL					43,060

**C1020 INTERIOR DOORS**

New single doors, frames and hardware	1	ea	2,000.00	2,000	
SUBTOTAL					2,000

**C1030 SPECIALTIES / MILLWORK**

Room Signs	3	loc	200.00	600	
Window bench	16	lf	200.00	3,200	
Circulation counter	1	ls	15,000.00	15,000	
SS counter at sinks	28	lf	280.00	7,840	
Miscellaneous sealants	2,700	sf	1.00	2,700	
SUBTOTAL					29,340

**TOTAL - INTERIOR CONSTRUCTION**

**\$74,400**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section					
SUBTOTAL					-

**C2020 STAIR FINISHES**

No work in this section					
SUBTOTAL					-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES - OPTION 2**

**C3010 WALL FINISHES**

Paint to walls etc.	2,700	gsf	3.00	8,100		
SUBTOTAL						8,100

**C3020 FLOOR FINISHES**

New LVT flooring	1,751	sf	7.00	12,257		
Carpet plank	960	sf	6.00	5,760		
Patch existing floor at removed walls	9	lf	20.00	180		
Floor prep	2,711	sf	4.00	10,844		
SUBTOTAL						29,041

**C3030 CEILING FINISHES**

Patch existing ceiling	2,009	sf	3.00	6,027		
ACT, 2x4	702	sf	6.00	4,212		
SUBTOTAL						10,239

**TOTAL - INTERIOR FINISHES**

**\$47,380**

**D10 CONVEYING SYSTEMS**

No work in this section  
SUBTOTAL

-

**TOTAL - CONVEYING SYSTEMS**

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks	2	loc	8,000.00	16,000		
SUBTOTAL						16,000

**TOTAL - PLUMBING**

**\$16,000**

**D30 HVAC**

**D30 HVAC, GENERALLY**

HVAC allowance	2,700	sf	45.00	121,500		
SUBTOTAL						121,500

**TOTAL - HVAC**

**\$121,500**

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications					NR	
SUBTOTAL						-

**TOTAL - FIRE PROTECTION**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT WINTHROP ES - OPTION 2**

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

Lighting, power and Tele/Data modifications	2,700	sf	20.00	54,000		
SUBTOTAL						54,000

**TOTAL - ELECTRICAL**

**\$54,000**

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

Screen and projector	1	loc	10,000.00	10,000		
SUBTOTAL						10,000

**TOTAL - EQUIPMENT**

**\$10,000**

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

No work in this section						
SUBTOTAL						-

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed by owner						
SUBTOTAL						NIC

**TOTAL - FURNISHINGS**

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION**

No items in this section						
SUBTOTAL						

**TOTAL - SPECIAL CONSTRUCTION**

**F20 SELECTIVE BUILDING DEMOLITION**

**F2010 BUILDING ELEMENTS DEMOLITION**

Remove floor finishes	2,700	sf	3.00	8,100		
Remove ceiling finishes	2,700	sf	1.50	4,050		
Remove storefront	1,400	sf	10.00	14,000		
Remove unit vents and radiators	86	lf	25.00	2,150		
Remove walls	126	sf	8.00	1,008		
Remove exterior walls for new bay windows	144	sf	30.00	4,320		
Miscellaneous demo/protection	2,700	gfa	2.00	5,400		
SUBTOTAL						39,028





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 2,700

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
MEDIA CENTER AT WINTHROP ES - OPTION 2							
	F2020 HAZARDOUS COMPONENTS ABATEMENT						
	None Included						
	SUBTOTAL						
TOTAL - SELECTIVE BUILDING DEMOLITION							\$39,028



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 9,200

## CONSTRUCTION COST SUMMARY

BUILDING SYSTEM	SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2</b>				
<b>A10 FOUNDATIONS</b>				
A1010 Standard Foundations	\$0			
A1020 Special Foundations	\$0			
A1030 Lowest Floor Construction	\$19,200	<b>\$19,200</b>	\$2.09	1.7%
<b>B10 SUPERSTRUCTURE</b>				
B1010 Upper Floor Construction	\$167,620			
B1020 Roof Construction	\$0	<b>\$167,620</b>	\$18.22	14.6%
<b>B20 EXTERIOR CLOSURE</b>				
B2010 Exterior Walls	\$0			
B2020 Windows/Curtainwall	\$0			
B2030 Exterior Doors	\$0	<b>\$0</b>	\$0.00	0.0%
<b>B30 ROOFING</b>				
B3010 Roof Coverings	\$0			
B3020 Roof Openings	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C10 INTERIOR CONSTRUCTION</b>				
C1010 Partitions	\$155,604			
C1020 Interior Doors	\$18,500			
C1030 Specialties/Millwork	\$81,840	<b>\$255,944</b>	\$27.82	22.2%
<b>C20 STAIRCASES</b>				
C2010 Stair Construction	\$0			
C2020 Stair Finishes	\$0	<b>\$0</b>	\$0.00	0.0%
<b>C30 INTERIOR FINISHES</b>				
C3010 Wall Finishes	\$27,600			
C3020 Floor Finishes	\$99,675			
C3030 Ceiling Finishes	\$35,100	<b>\$162,375</b>	\$17.65	14.1%
<b>D10 CONVEYING SYSTEMS</b>				
D1010 Elevator	\$0	<b>\$0</b>	\$0.00	0.0%
<b>D20 PLUMBING</b>				
D20 Plumbing	\$48,000	<b>\$48,000</b>	\$5.22	4.2%
<b>D30 HVAC</b>				
D30 HVAC	\$288,000	<b>\$288,000</b>	\$31.30	25.0%
<b>D40 FIRE PROTECTION</b>				
D40 Fire Protection	\$0	<b>\$0</b>	\$0.00	0.0%



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA 9,200

### CONSTRUCTION COST SUMMARY

BUILDING SYSTEM		SUB-TOTAL	TOTAL	\$/SF	%
<b>MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2</b>					
<b>D50 ELECTRICAL</b>					
D5010	Electrical Systems	\$100,000	<b>\$100,000</b>	\$10.87	8.7%
<b>E10 EQUIPMENT</b>					
E10	Equipment	\$30,000	<b>\$30,000</b>	\$3.26	2.6%
<b>E20 FURNISHINGS</b>					
E2010	Fixed Furnishings	\$0			
E2020	Movable Furnishings	NIC	<b>\$0</b>	\$0.00	0.0%
<b>F10 SPECIAL CONSTRUCTION</b>					
F10	Special Construction	\$0	<b>\$0</b>	\$0.00	0.0%
<b>F20 SELECTIVE BUILDING DEMOLITION</b>					
F2010	Building Elements Demolition	\$79,680			
F2020	Hazardous Components Abatement	\$0	<b>\$79,680</b>	\$8.66	6.9%
<b>TOTAL DIRECT COST (Trade Costs)</b>			<b>\$1,150,819</b>	<b>\$125.09</b>	<b>100.0%</b>



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

9,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

Major Renovation	6,400
Minor Renovation	2,800

<b>TOTAL RENOVATED AREA (GFA)</b>	<b>9,200 GSF</b>
-----------------------------------	------------------

**A10 FOUNDATIONS**

**A1010 STANDARD FOUNDATIONS**

No work in this section

SUBTOTAL

-

**A1020 SPECIAL FOUNDATIONS**

No work in this section

SUBTOTAL

**A1030 LOWEST FLOOR CONSTRUCTION**

Patch existing slab/trenching for plumbing	6,400	sf	3.00	19,200	
SUBTOTAL					19,200

<b>TOTAL - FOUNDATIONS</b>	<b>\$19,200</b>
----------------------------	-----------------

**B10 SUPERSTRUCTURE**

**B1010 FLOOR CONSTRUCTION**

Allowance for structural modifications/shoring at removed bearing walls	1	ls	30,000.00	30,000	
New raised floor, ramps and steps; assumed LGMF with concrete on metal deck	2,020	sf	55.00	111,100	
Premium for risers/steps	221	lfr	120.00	26,520	
SUBTOTAL					167,620

**B1020 ROOF CONSTRUCTION**

SUBTOTAL

-

<b>TOTAL - SUPERSTRUCTURE</b>	<b>\$167,620</b>
-------------------------------	------------------

**B20 EXTERIOR CLOSURE**

**B2010 EXTERIOR WALLS**

No work assumed to existing exterior

SUBTOTAL

-

**B2020 WINDOWS/CURTAINWALL**

No work assumed to existing exterior

SUBTOTAL

-

**B2030 EXTERIOR DOORS**

No work assumed to existing exterior

SUBTOTAL

-



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

9,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

**TOTAL - EXTERIOR CLOSURE**

**B30 ROOFING**

**B3010 ROOF COVERINGS**

No work assumed to existing exterior  
SUBTOTAL

-

**B3020 ROOF OPENINGS**

No work in this section  
SUBTOTAL

-

**TOTAL - ROOFING**

**C10 INTERIOR CONSTRUCTION**

**C1010 PARTITIONS**

Patch existing walls	1	ls	15,000.00	15,000	
New partitions	1,260	sf	16.00	20,160	
New furred walls at angled walls	1,190	sf	12.00	14,280	
Create new door opening: single	1	ea	1,500.00	1,500	
Glazed walls	1,030	sf	80.00	82,400	
Partitions above glazed walls	412	sf	22.00	9,064	
2HR rated glazing	270	sf	200.00	NIC	
Low wall with cap	66	lf	200.00	13,200	
SUBTOTAL					155,604

**C1020 INTERIOR DOORS**

New single doors, frames and hardware	4	ea	2,000.00	8,000	
New glazed single door, frames and hardware	3	ea	3,500.00	10,500	
SUBTOTAL					18,500

**C1030 SPECIALTIES / MILLWORK**

Room Signs	9	loc	200.00	1,800	
Railings at ramp and steps	80	lf	250.00	20,000	
SS counter and base cabinets	48	lf	630.00	30,240	
Circulation counter	1	ls	15,000.00	15,000	
SS counter at sinks	20	lf	280.00	5,600	
Miscellaneous sealants	9,200	sf	1.00	9,200	
SUBTOTAL					81,840

**TOTAL - INTERIOR CONSTRUCTION**

**\$255,944**

**C20 STAIRCASES**

**C2010 STAIR CONSTRUCTION**

No work in this section  
SUBTOTAL

-

**C2020 STAIR FINISHES**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

9,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

No work in this section

SUBTOTAL

-

**TOTAL - STAIRCASES**

**C30 INTERIOR FINISHES**

**C3010 WALL FINISHES**

Paint to walls etc.

9,200

gsf

3.00

27,600

SUBTOTAL

27,600

**C3020 FLOOR FINISHES**

New LVT flooring

4,915

sf

7.00

34,405

Carpet plank

4,285

sf

6.00

25,710

Patch existing floor at removed walls

138

lf

20.00

2,760

Floor prep

9,200

sf

4.00

36,800

SUBTOTAL

99,675

**C3030 CEILING FINISHES**

Patch existing ceiling

9,200

sf

3.00

27,600

2 HR rated GWB ceiling

300

sf

25.00

7,500

SUBTOTAL

35,100

**TOTAL - INTERIOR FINISHES**

**\$162,375**

**D10 CONVEYING SYSTEMS**

No work in this section

SUBTOTAL

-

**TOTAL - CONVEYING SYSTEMS**

**D20 PLUMBING**

**D20 PLUMBING, GENERALLY**

New sinks including all new piping and connections to existing stacks

6

loc

8,000.00

48,000

SUBTOTAL

48,000

**TOTAL - PLUMBING**

**\$48,000**

**D30 HVAC**

**D30 HVAC, GENERALLY**

HVAC allowance; major renovated areas only

6,400

sf

45.00

288,000

SUBTOTAL

288,000

**TOTAL - HVAC**

**\$288,000**





Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

9,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

**D40 FIRE PROTECTION**

**D40 FIRE PROTECTION, GENERALLY**

Sprinkler system modifications

NR

SUBTOTAL

-

**TOTAL - FIRE PROTECTION**

**D50 ELECTRICAL**

**D5010 COMPLETE ELECTRICAL SYSTEMS**

Ceiling electric cord reels

8

loc

500.00

4,000

Lighting, power and Tele/Data modifications; major renovations only

6,400

sf

15.00

96,000

SUBTOTAL

100,000

**TOTAL - ELECTRICAL**

**\$100,000**

**E10 EQUIPMENT**

**E10 EQUIPMENT, GENERALLY**

Screen and projector

1

loc

10,000.00

10,000

Large screen and projector

1

loc

20,000.00

20,000

SUBTOTAL

30,000

**TOTAL - EQUIPMENT**

**\$30,000**

**E20 FURNISHINGS**

**E2010 FIXED FURNISHINGS**

No work in this section

SUBTOTAL

-

**E2020 MOVABLE FURNISHINGS**

All movable furnishings to be provided and installed by owner

SUBTOTAL

NIC

**TOTAL - FURNISHINGS**

**F10 SPECIAL CONSTRUCTION**

**F10 SPECIAL CONSTRUCTION**

No items in this section

SUBTOTAL

**TOTAL - SPECIAL CONSTRUCTION**

**F20 SELECTIVE BUILDING DEMOLITION**



Hamilton Schools  
New Media Center Expansion  
Hamilton, MA

09-Jan-18

Feasibility Design Estimate

GFA

9,200

	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
--	-------------	-----	------	--------------	---------------	--------------	---------------

**MEDIA CENTER AT HAMILTON-WENHAM HS - OPTION 2**

**F2010 BUILDING ELEMENTS DEMOLITION**

Remove floor finishes	9,200	sf	3.00	27,600		
Remove ceiling finishes	9,200	sf	1.50	13,800		
Remove walls; masonry	1,988	sf	10.00	19,880		
Miscellaneous demo/protection	9,200	gfa	2.00	18,400		
SUBTOTAL						79,680

**F2020 HAZARDOUS COMPONENTS ABATEMENT**

None Included  
SUBTOTAL

<b>TOTAL - SELECTIVE BUILDING DEMOLITION</b>	<b>\$79,680</b>
--	-----------------

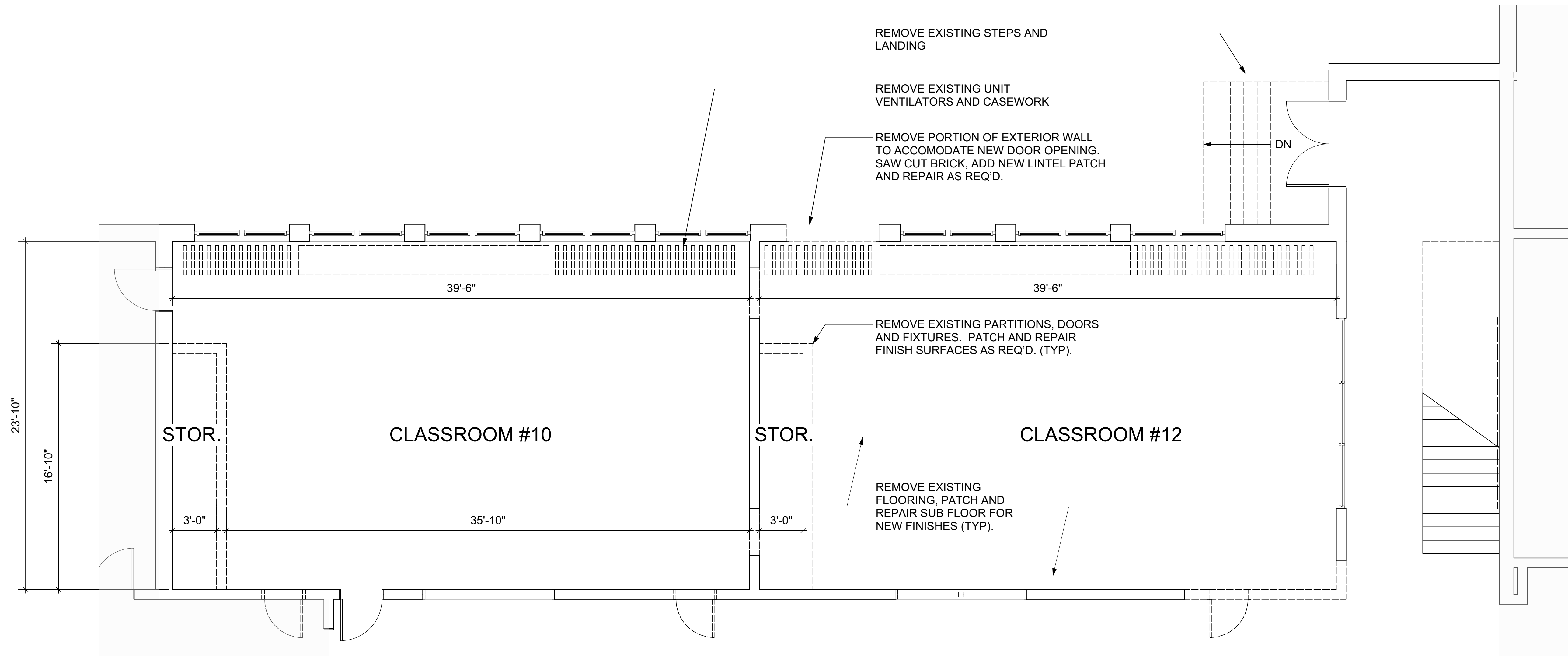
---

## 7

### Schematic Design Package

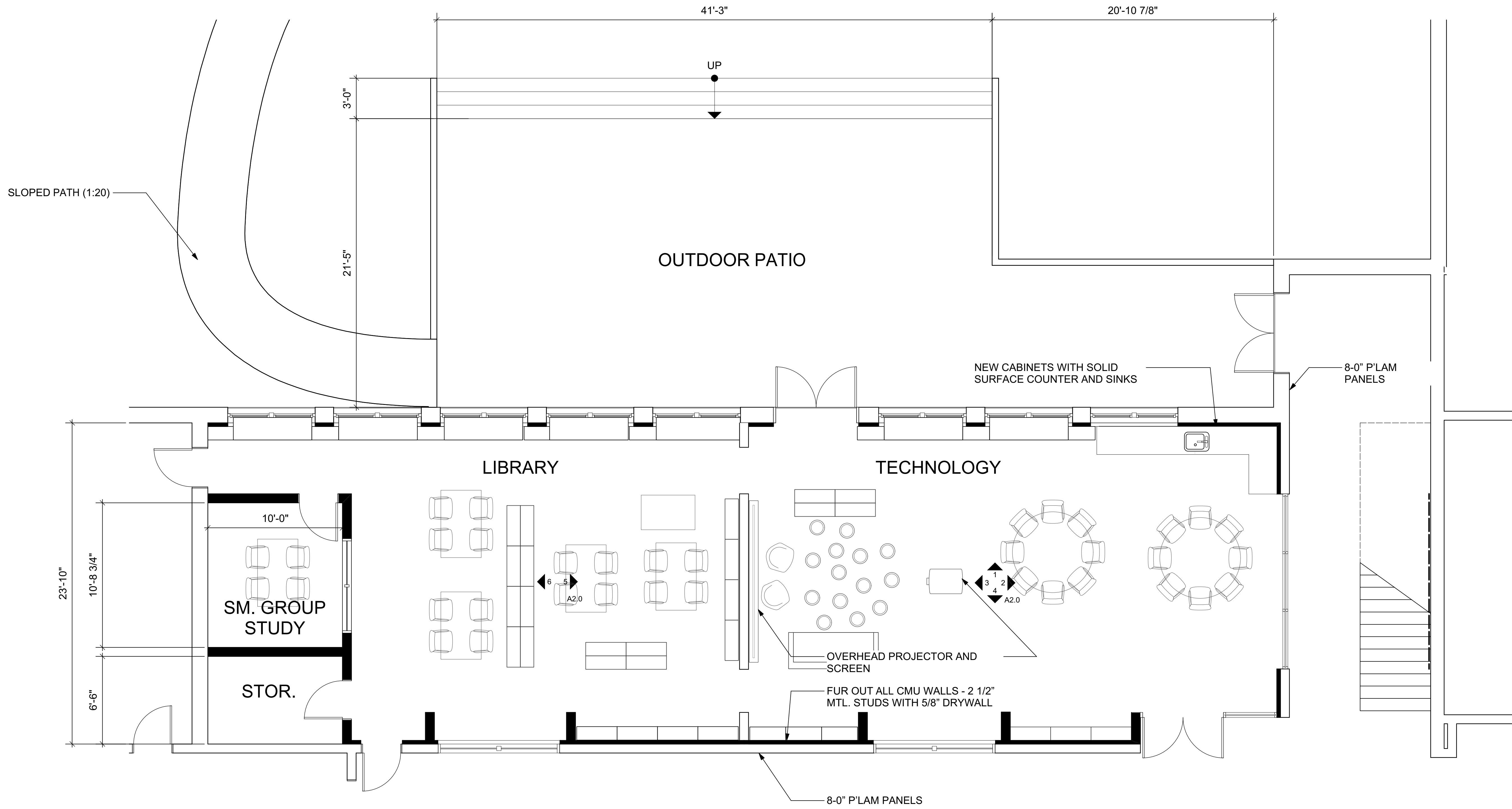
Hamilton-Wenham Regional School District  
Renovation of School Libraries

---



DEMOLITION PLAN

Scale: 1/4" = 1'-0" 1



NEW FLOOR PLAN

Scale: 1/4" = 1'-0" 2

EXISTING AREAS TO REMAIN

PARTITION KEY

- EXISTING PARTITION TO REMAIN
- EXISTING PARTITION TO BE REMOVED
- NEW METAL STUD AND DRYWALL PARTITION

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

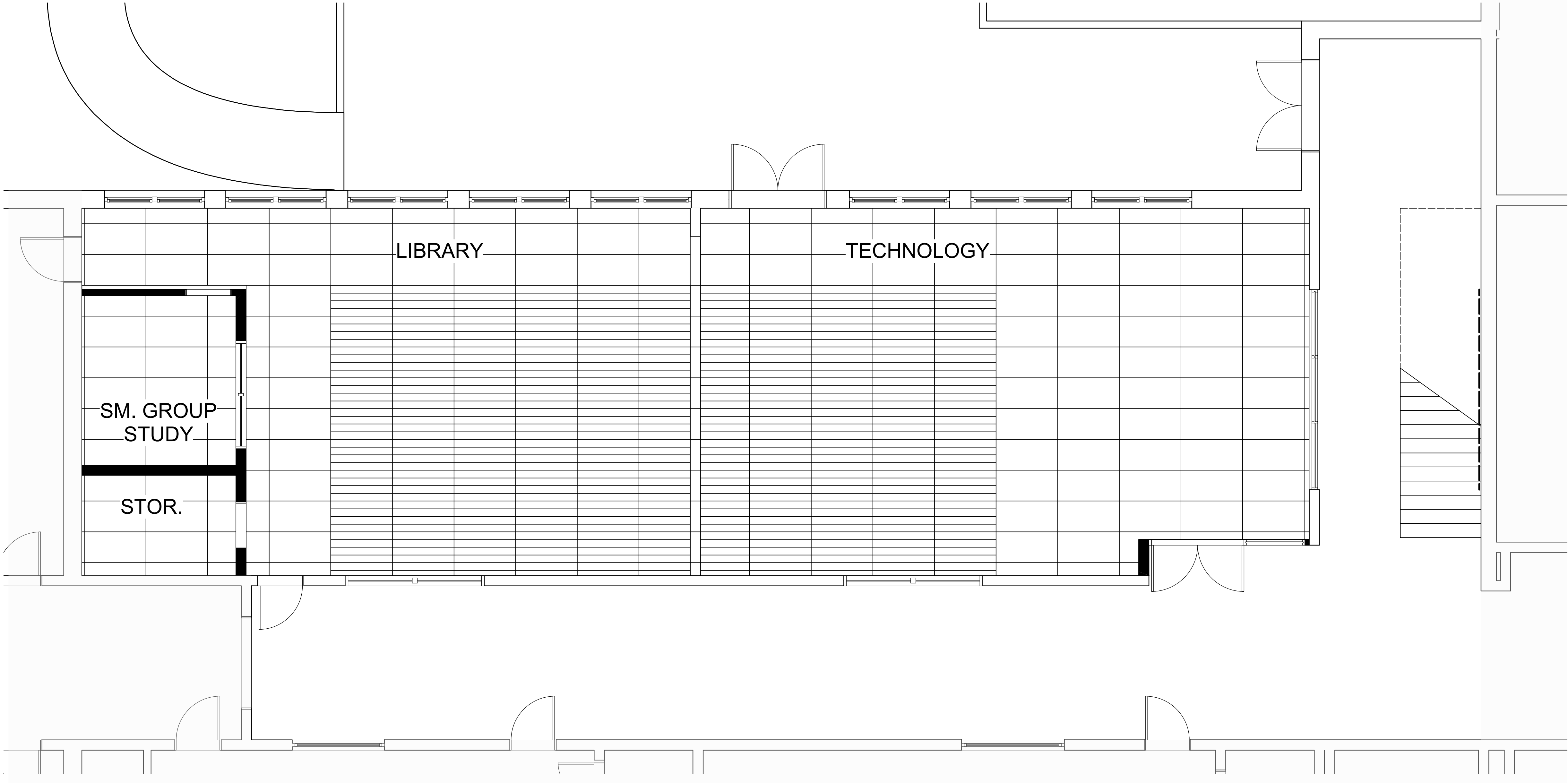
Key Plan
----------

Stamp
-------

Sheet Title
Demolition / Construction Plans
Schematic Design

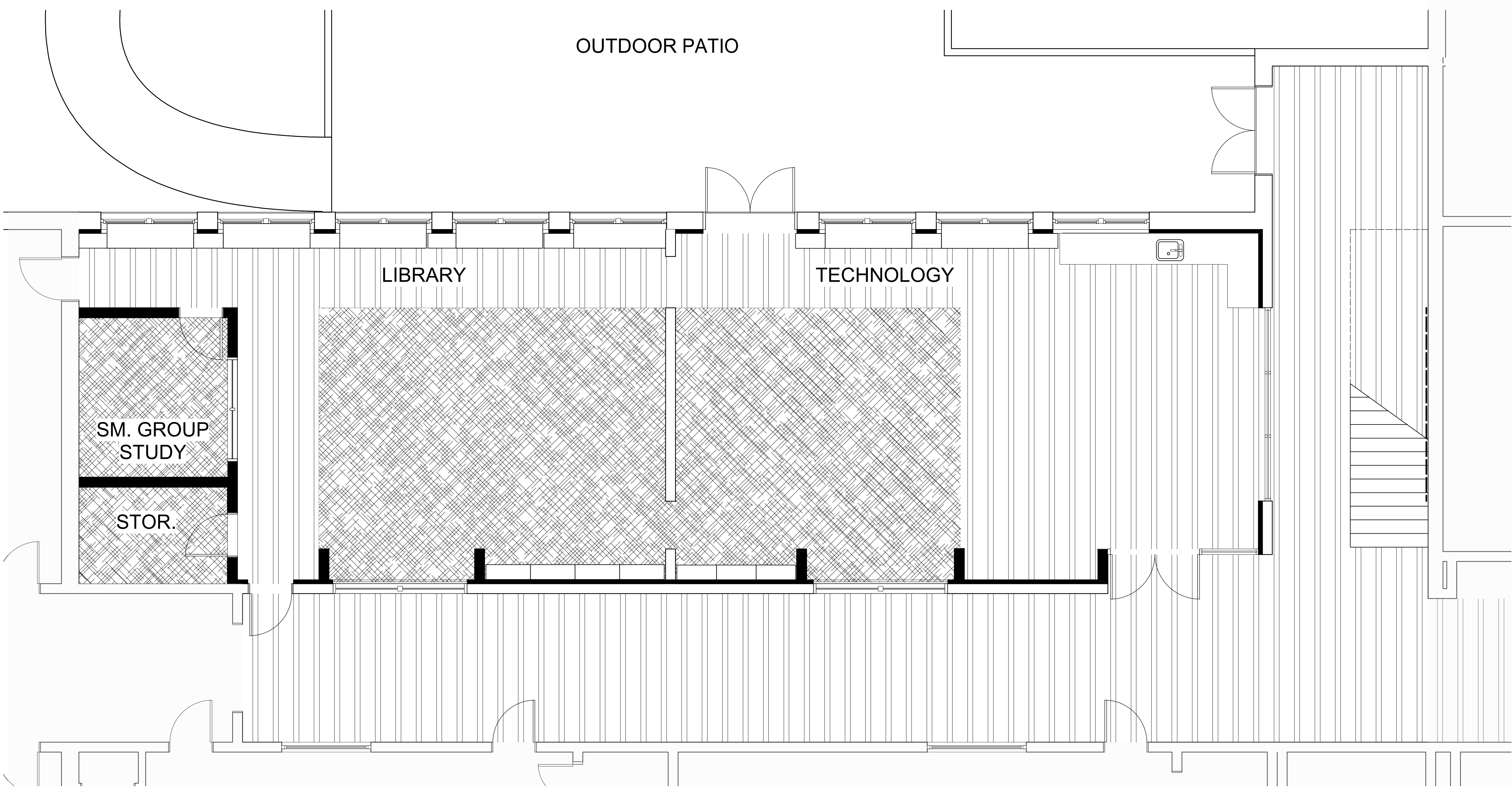
Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A1.1





REFLECTED CEILING PLAN

Scale: 1/4" = 1'-0" 2



FLOOR FINISH PLAN

Scale: 1/4" = 1'-0" 1

EXISTING AREAS TO REMAIN


CEILING LEGEND

- 2' X 4' ACOUSTICAL CEILING TILE
- 6" X 4-0" WOOD-LIKE ACCENT TILE

FLOOR FINISH LEGEND

- CARPET PLANKS
- LUXURY VINYL TILE

Date: 11/01/18  
File name: 1712-Buker SD 2017\_3 sheets view



HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

Buker Elementary School

Media Center

1 School Street

Wenham, MA 01984

FLANSBURGH

77 NORTH WASHINGTON STREET  
BOSTON, MA 02114-3910  
FLANSBURGH.COM


Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan



Stamp



Sheet Title

Reflected Ceiling / Finish Plan

Schematic Design

Drawn By  
BH

Reviewed By  
KK

Plot Date  
01/10/18

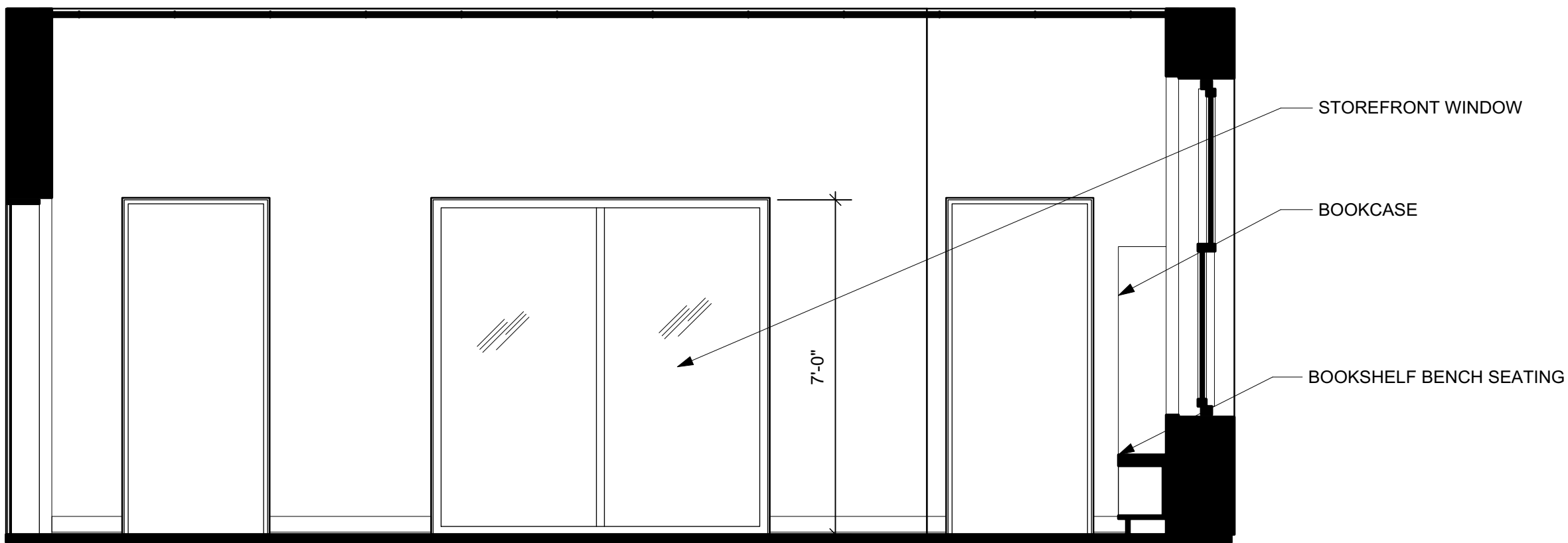
Sheet No.

Project ID  
1712

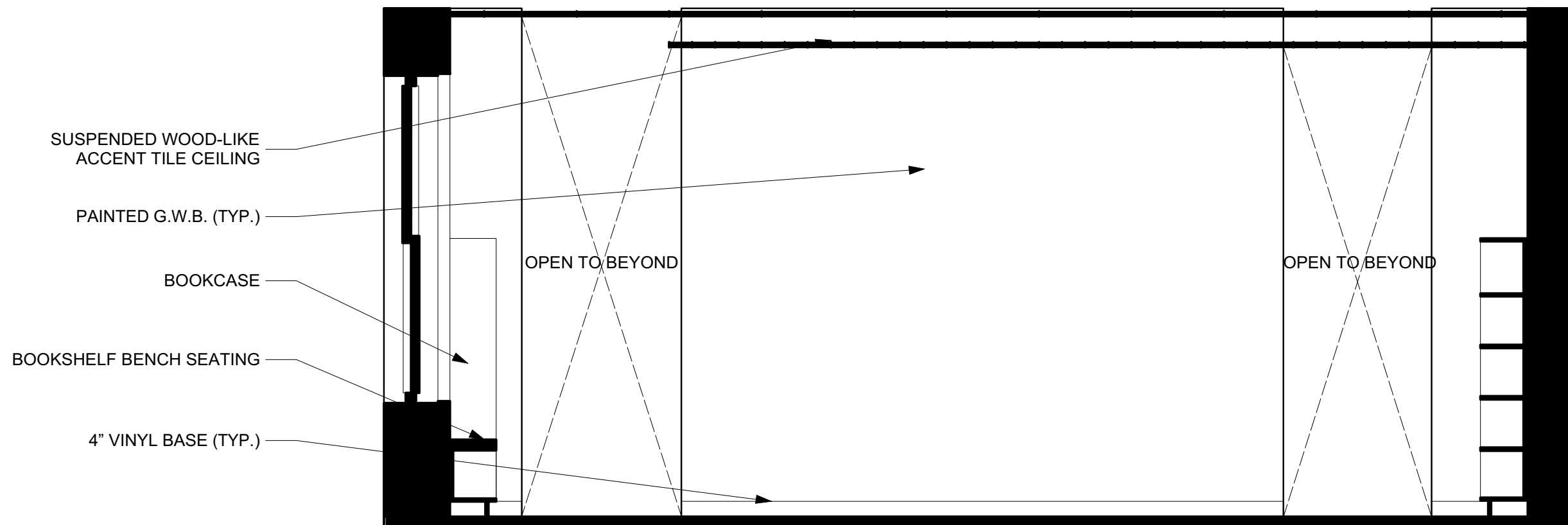
Scale  
1/4"=1'-0"

Issue Date  
01/10/18

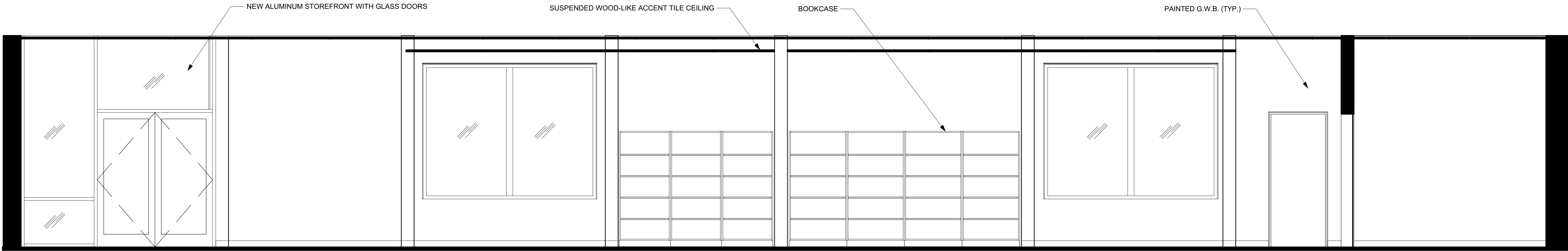
A1.2



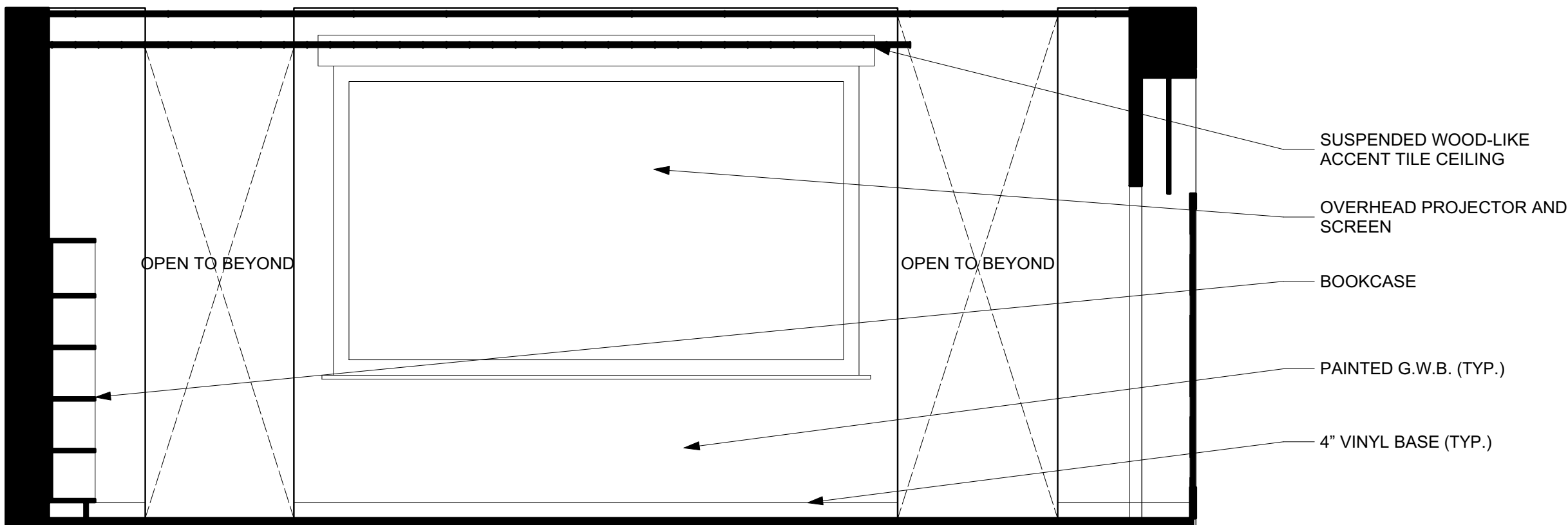
MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 6



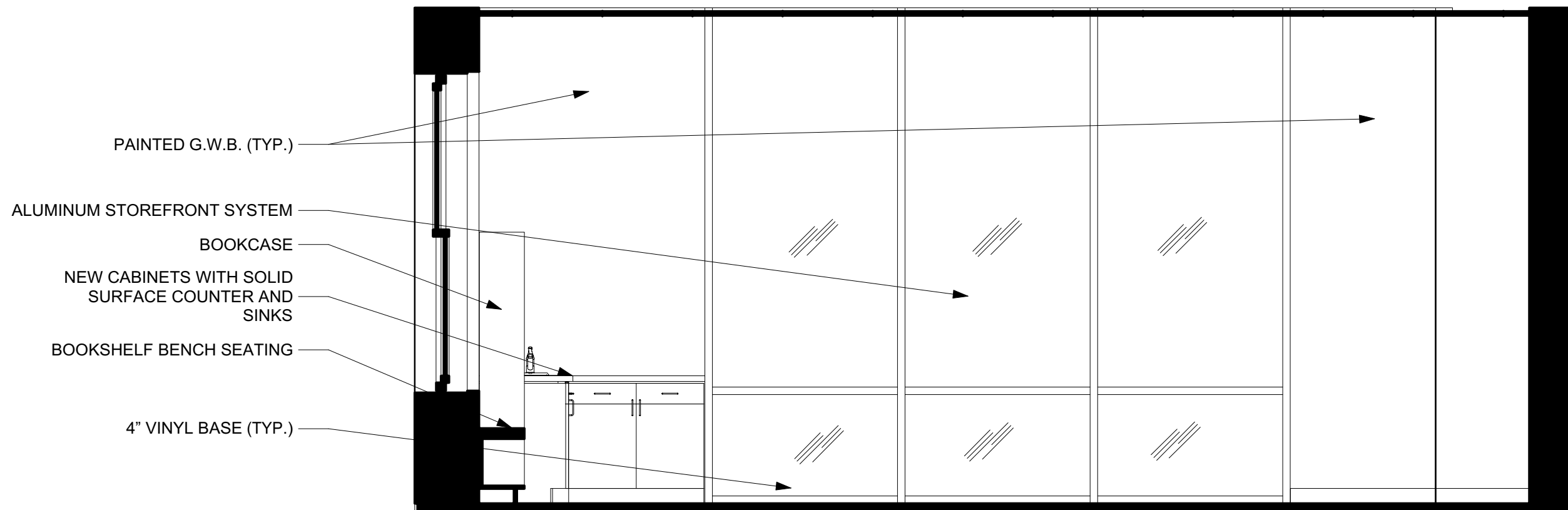
MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 5



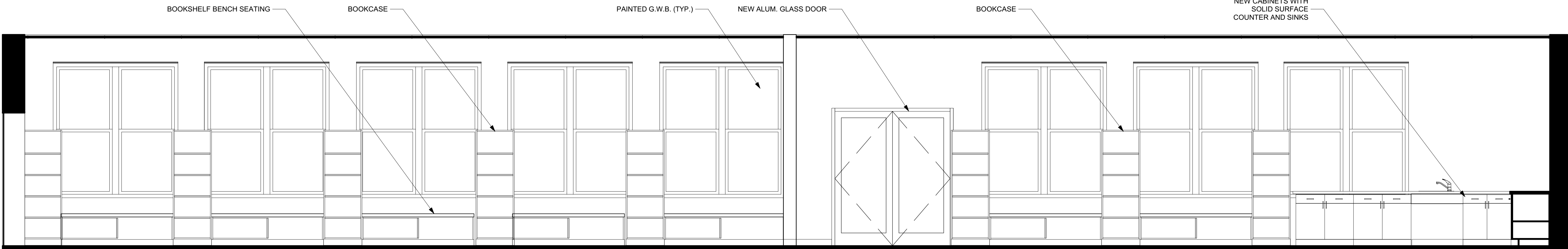
MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 4



MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 3



MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 2



MEDIA CENTER ELEVATION Scale: 3/8" = 1'-0" 1

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

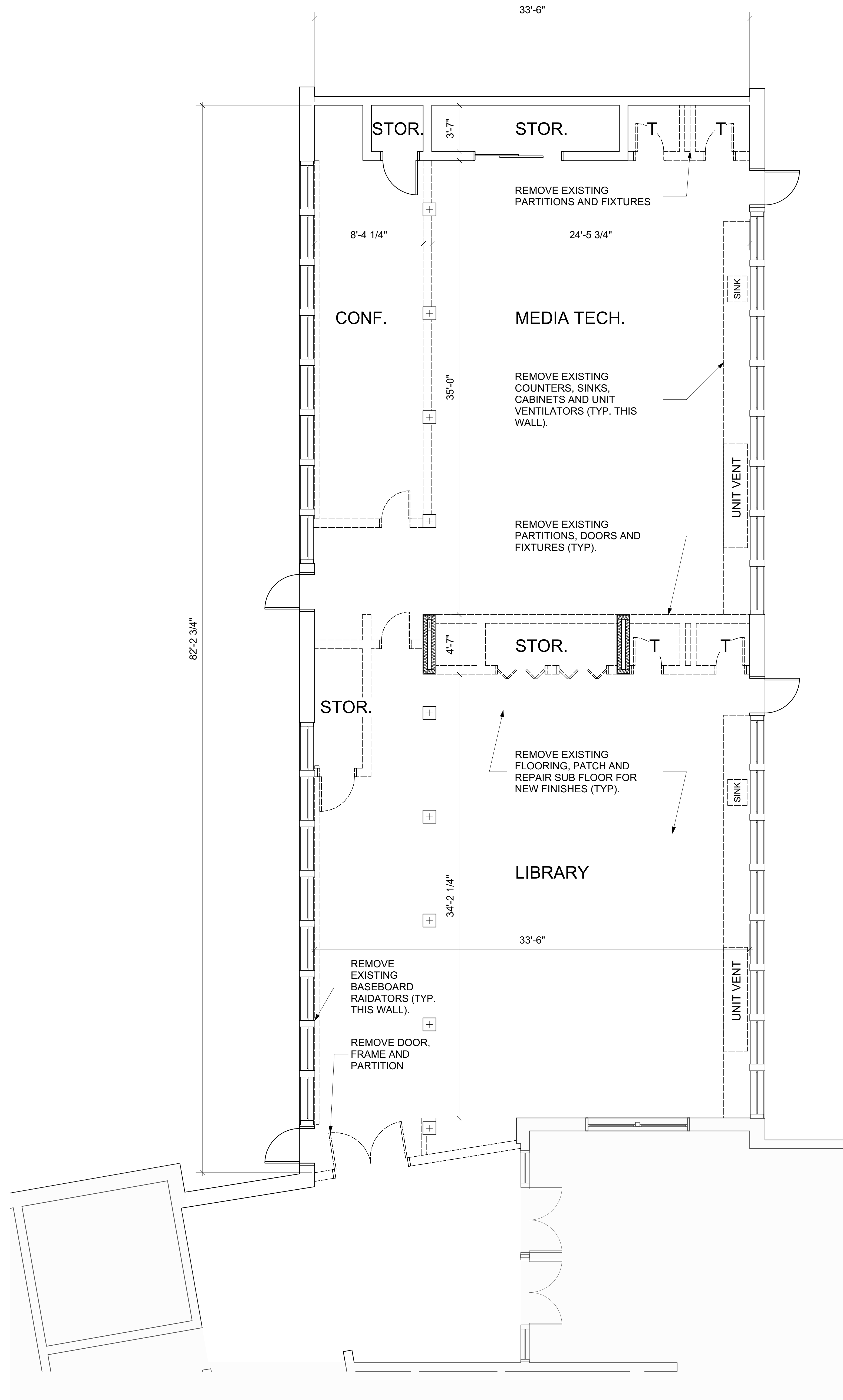
Key Plan
----------

Stamp
-------

Sheet Title
Interior Elevations
Schematic Design

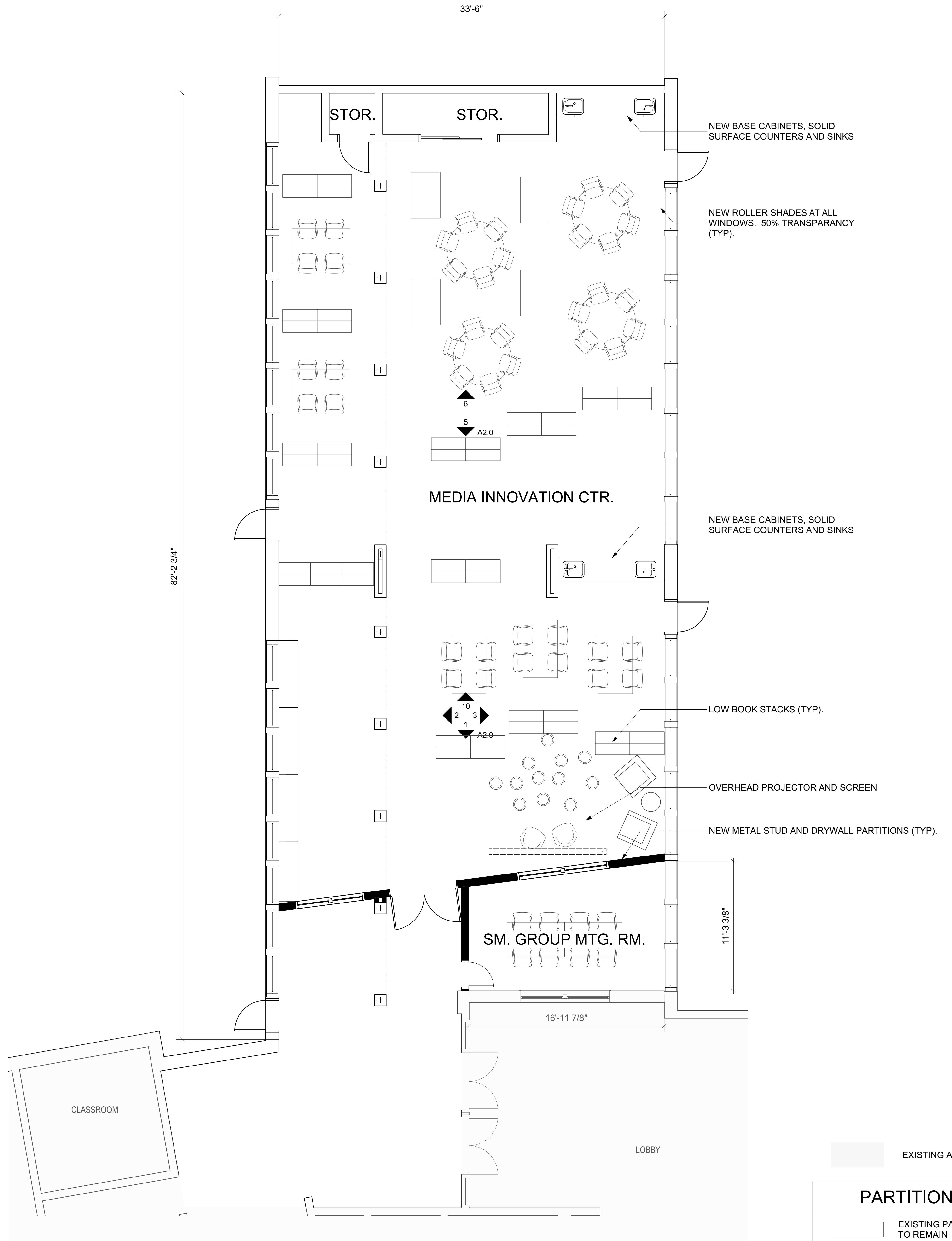
Drawn By BH	Project ID 1712
Reviewed By KK	Scale 3/8"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A2.0





DEMOLITION PLAN

Scale: 1/4" = 1'-0" 1



NEW FLOOR PLAN

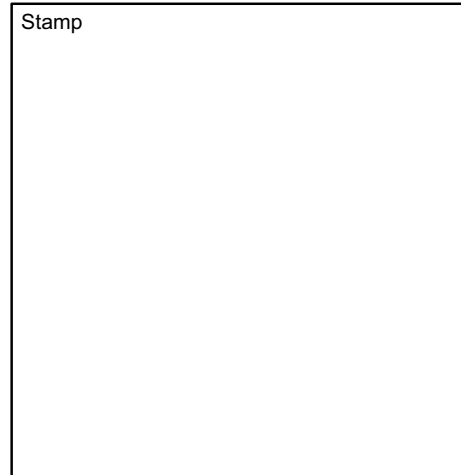
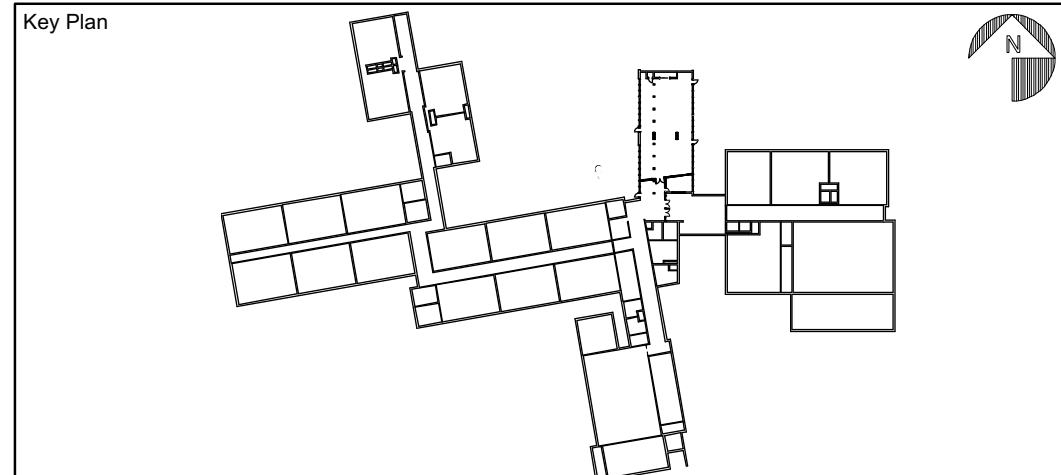
Scale: 1/4" = 1'-0" 2

EXISTING AREAS TO REMAIN

PARTITION KEY

- EXISTING PARTITION TO REMAIN
- EXISTING PARTITION TO BE REMOVED
- NEW METAL STUD AND DRYWALL PARTITION

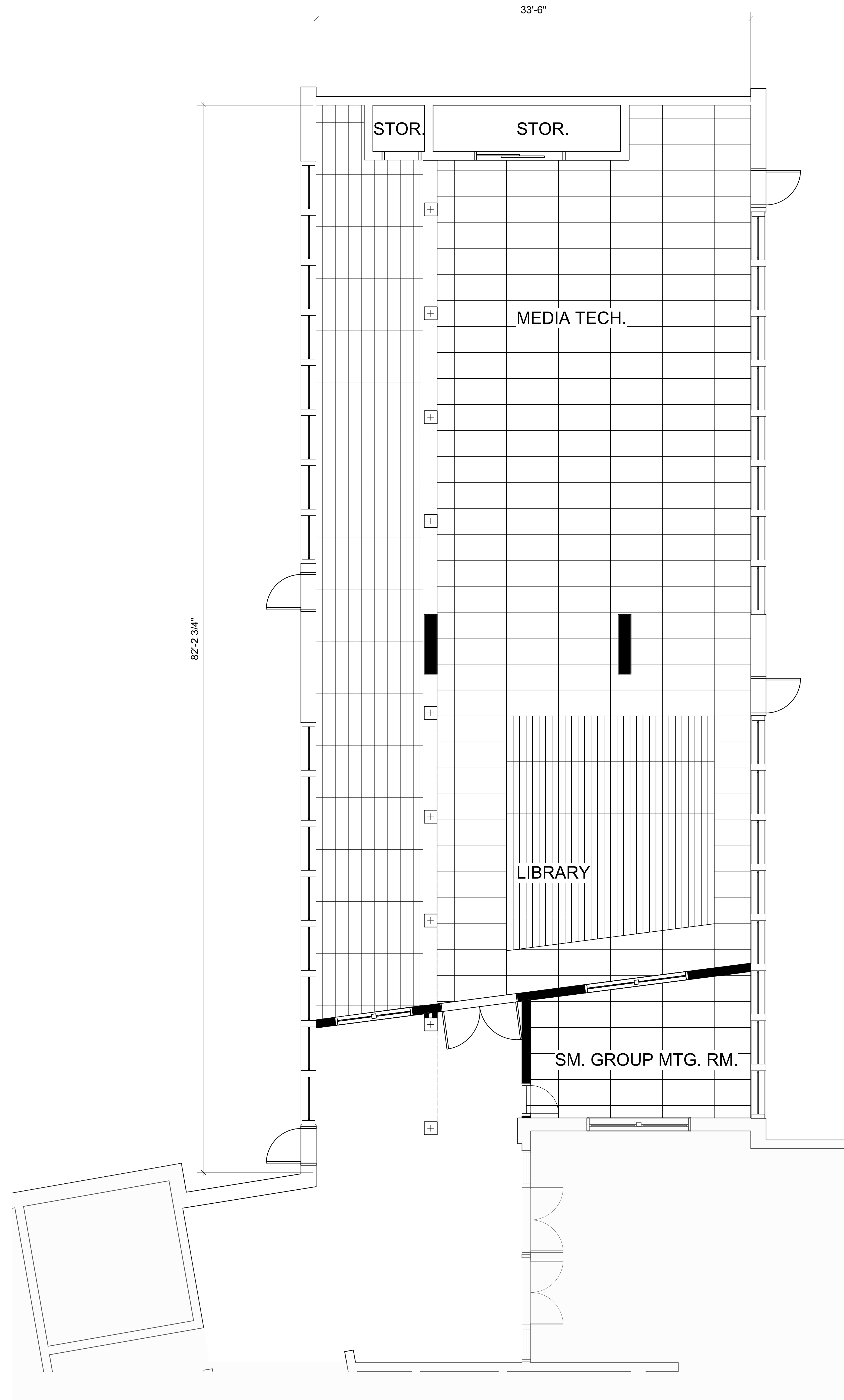
No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		



Sheet Title	Demolition / Construction Plans
Sheet No.	Schematic Design

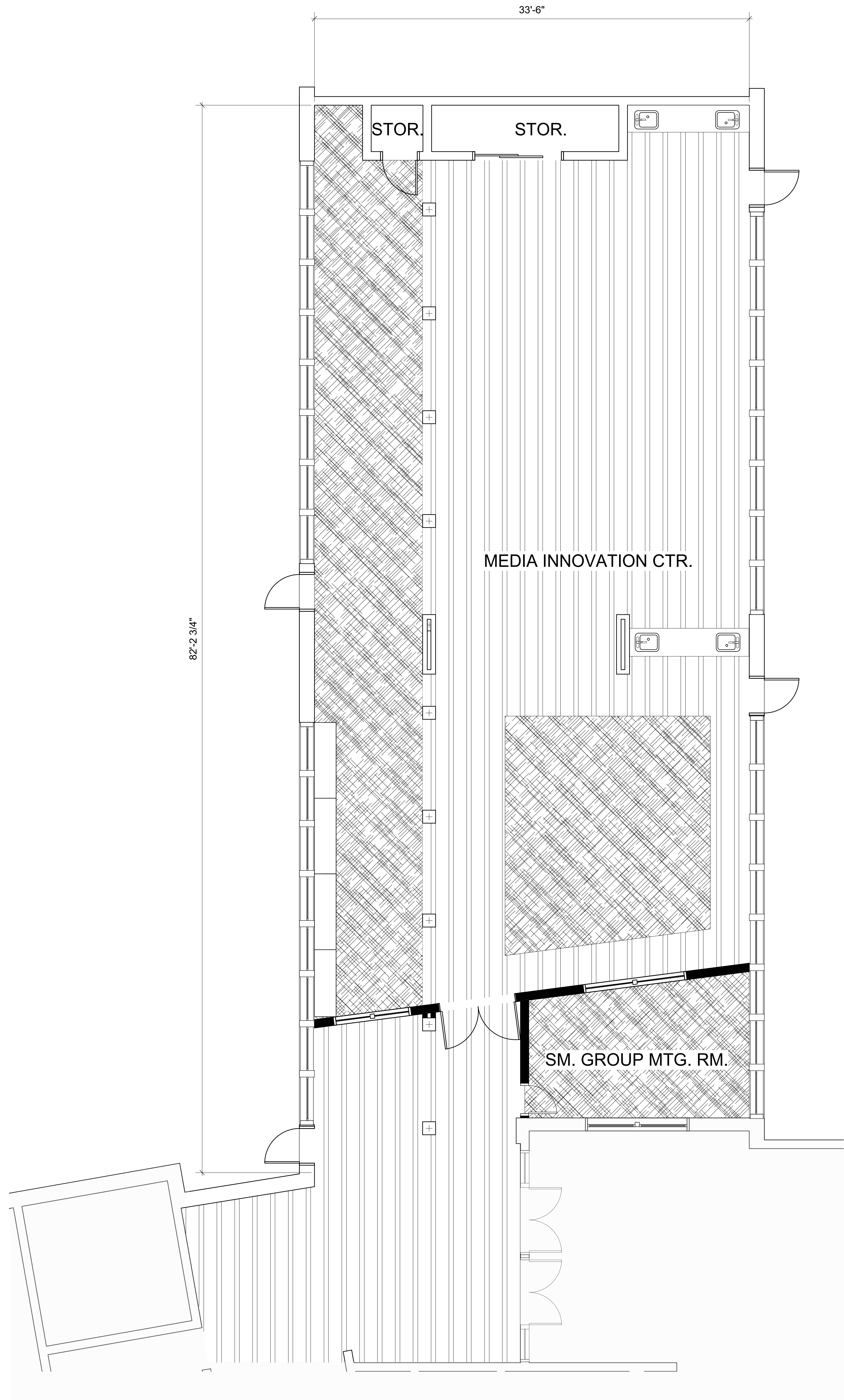
Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A1.1





REFELCTED CEILING PLAN

Scale: 1/4" = 1'-0" 1



FINISH FLOOR PLAN

Scale: 1/4" = 1'-0" 2

EXISTING AREAS TO REMAIN

#### CEILING LEGEND

- 2' X 4' ACOUSTICAL CEILING TILE
- 6" X 4'-0" WOOD-LIKE ACCENT TILE

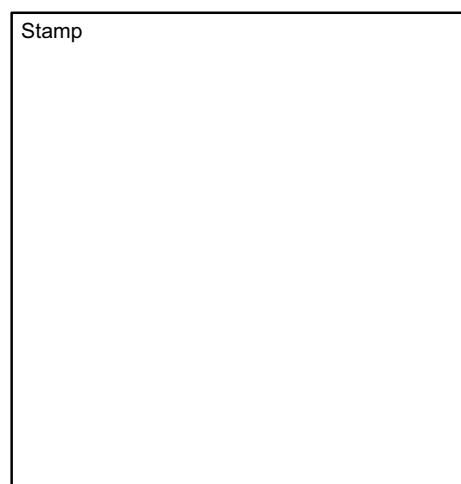
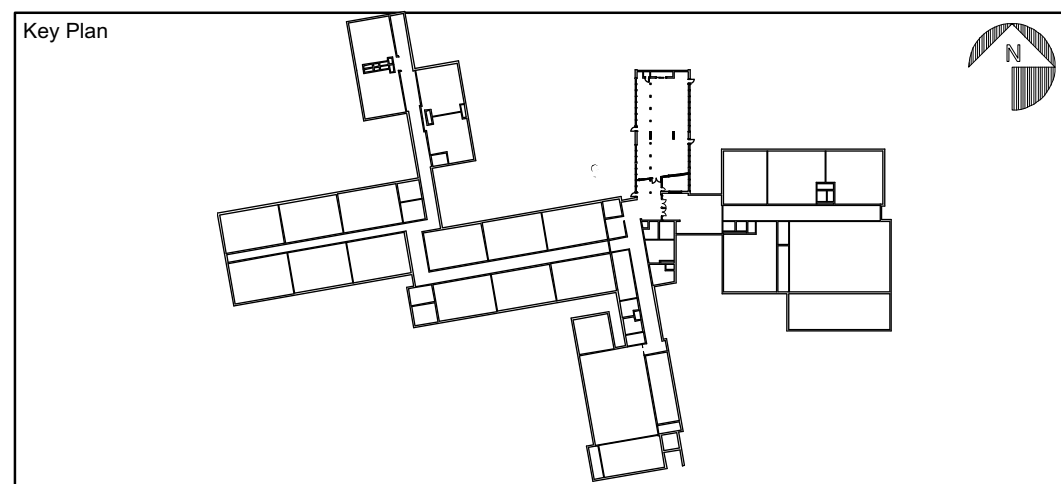
#### FLOOR FINISH LEGEND

- CARPET PLANKS
- LUXURY VINYL TILE

Date: 11/10/18  
File name: 1712-Cutler SD 2017\_3 sheets view

Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		



Reflected Ceiling / Finish Plans

Schematic Design

Drawn By  
BH  
1712

Reviewed By  
KK  
01/10/18

Project ID  
1712

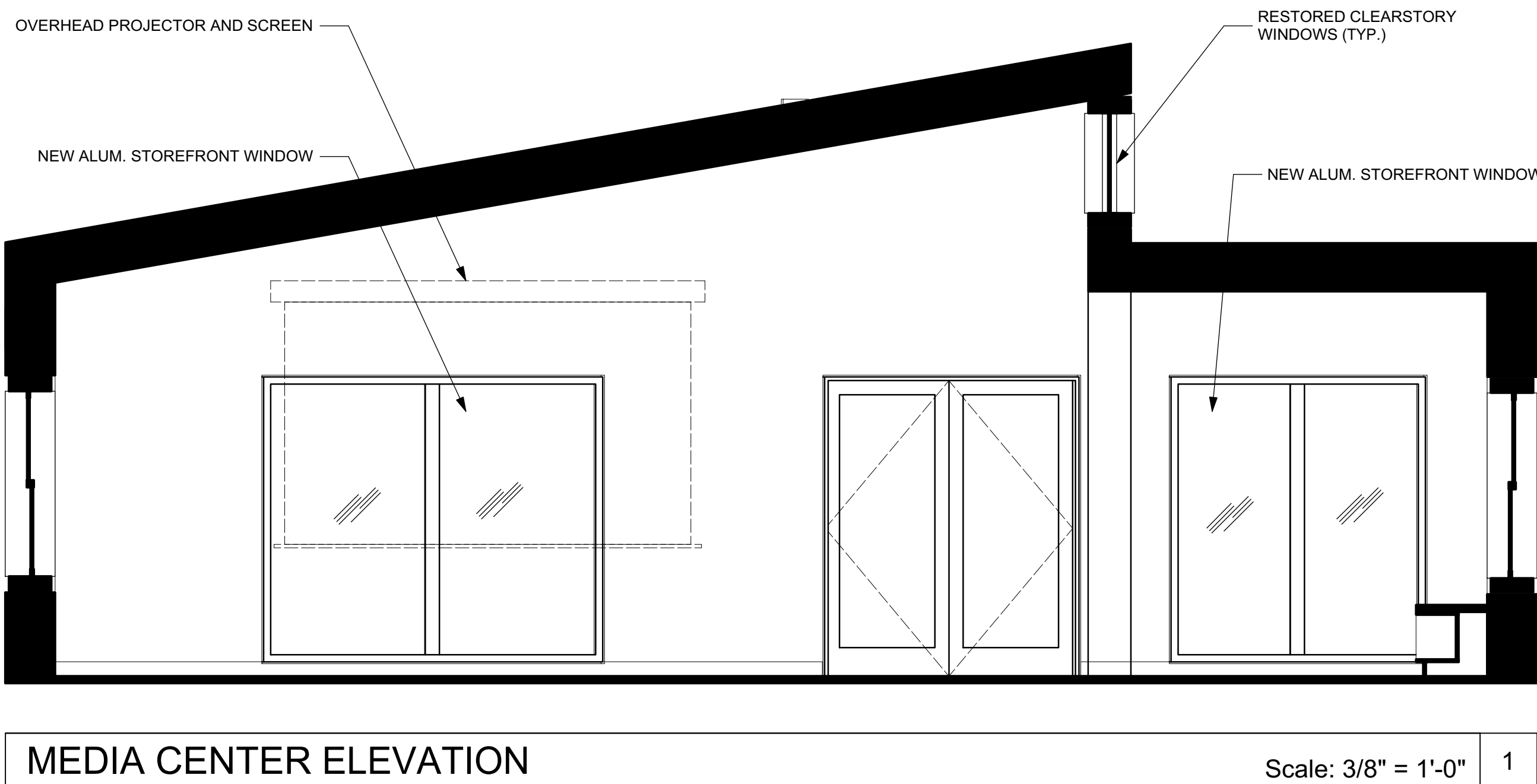
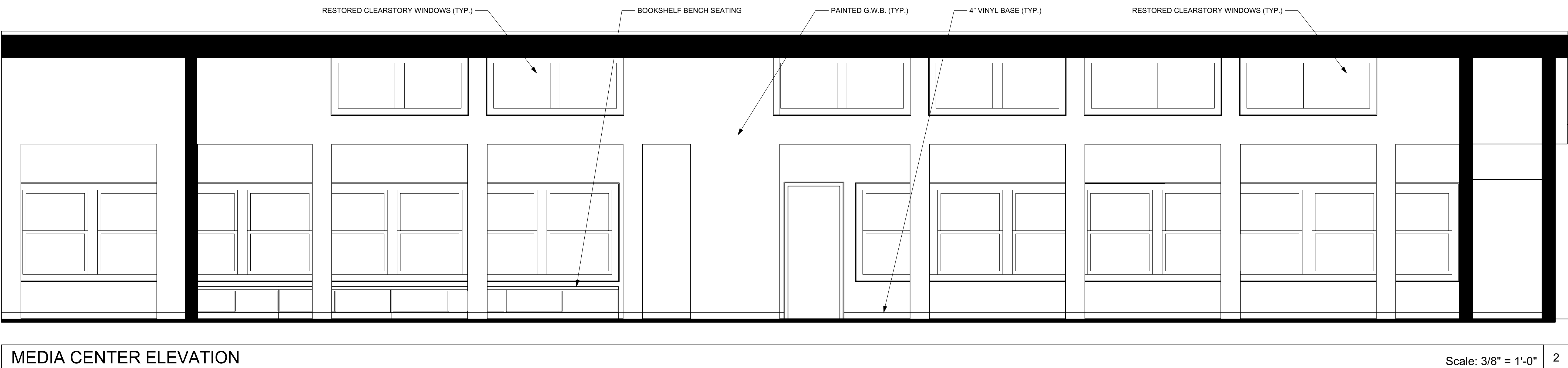
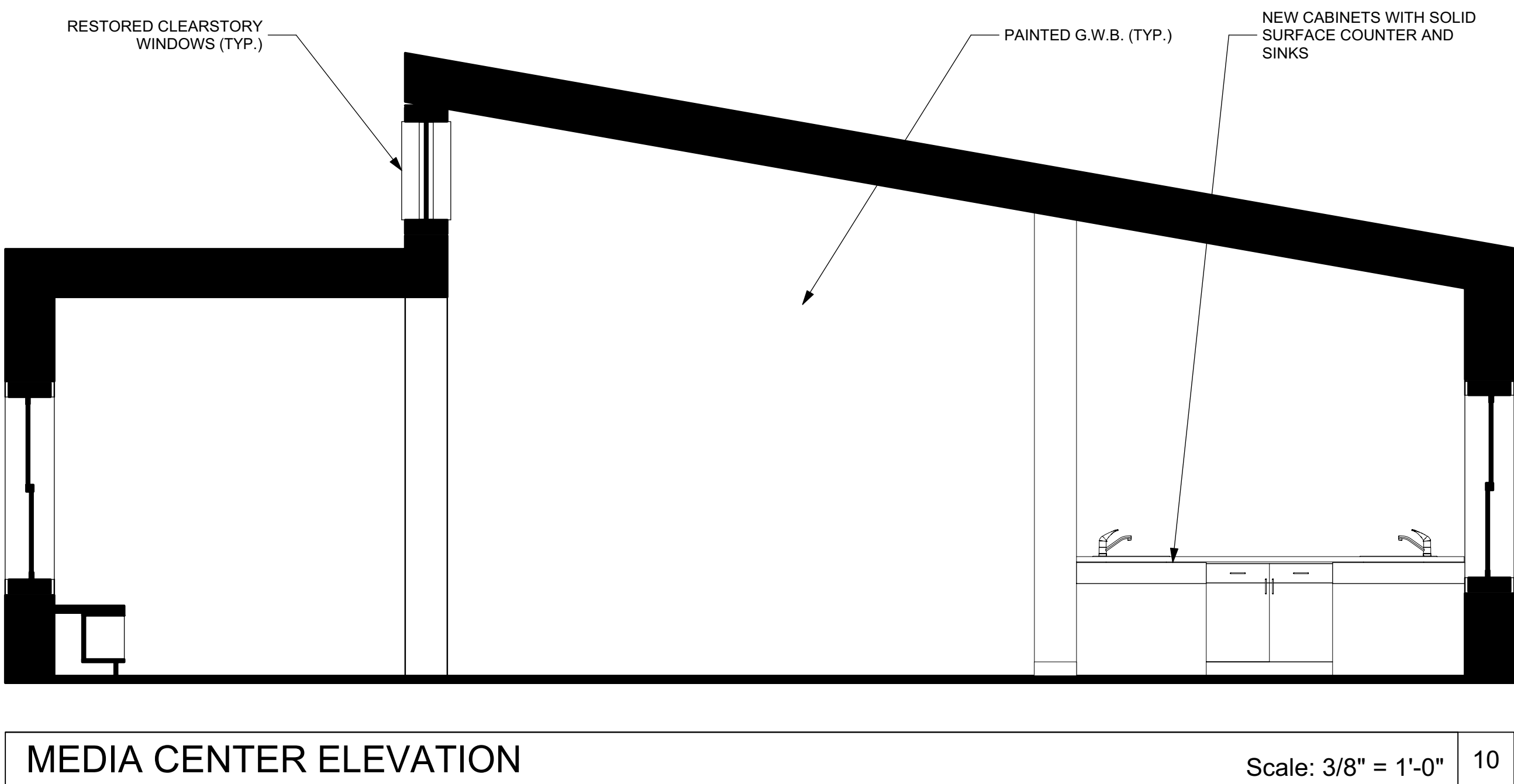
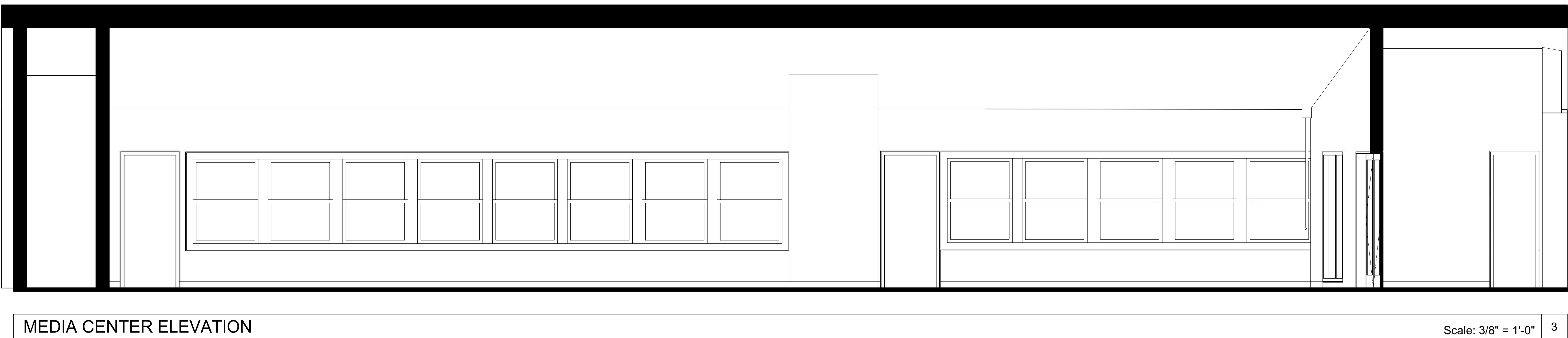
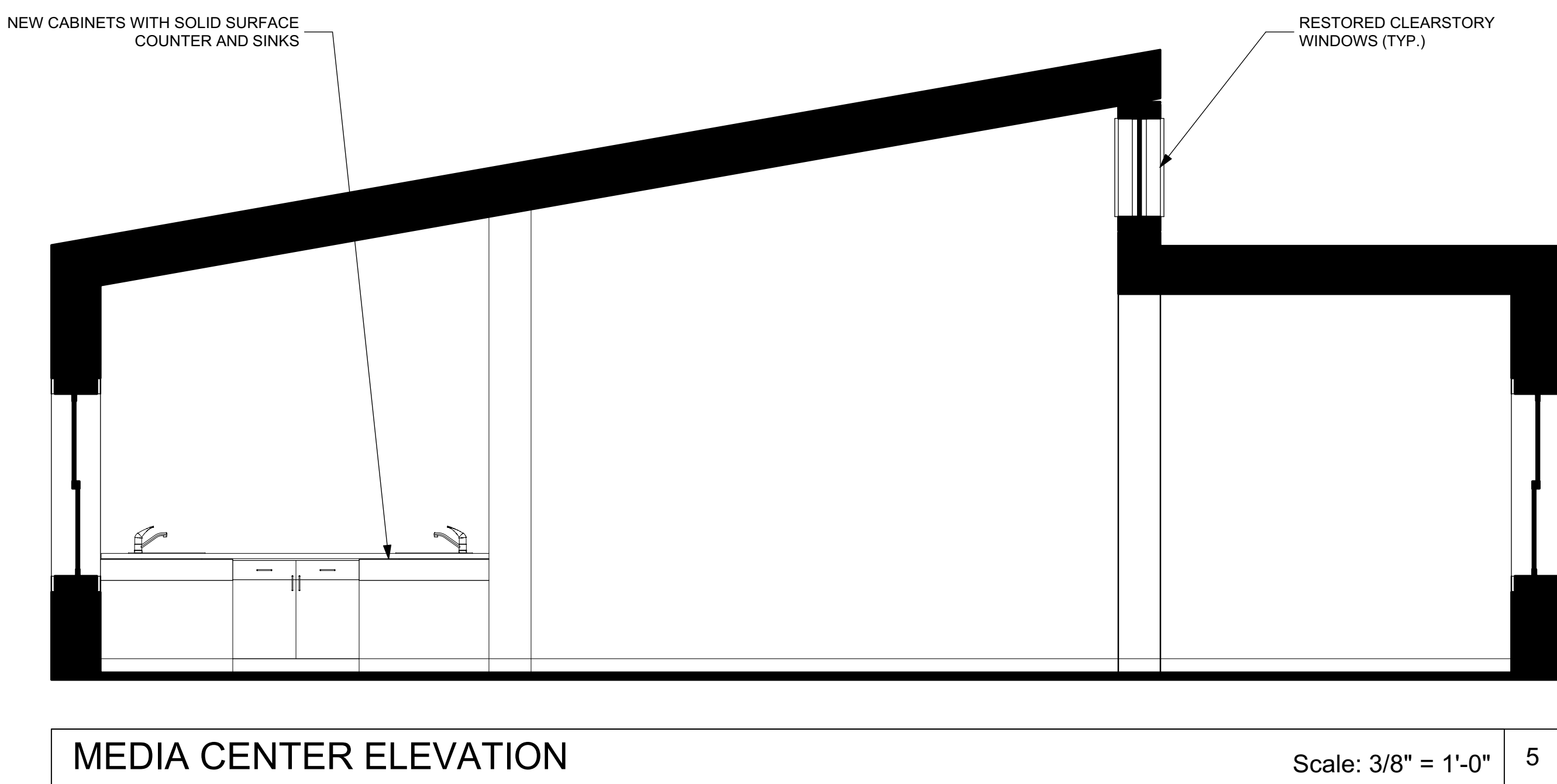
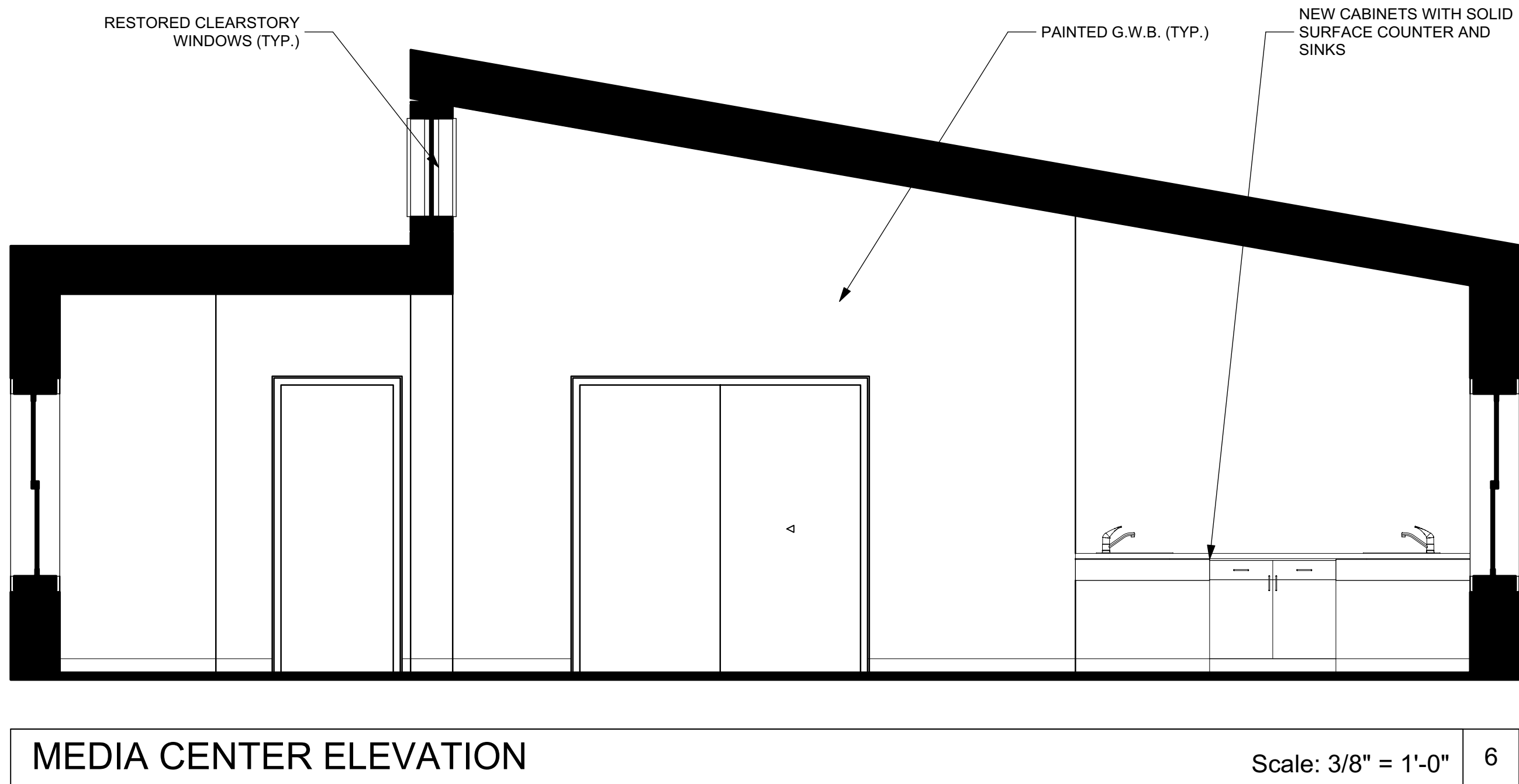
Scale  
1/4"=1'-0"

Issue Date  
01/10/18

Sheet No.

**A1.2**





No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

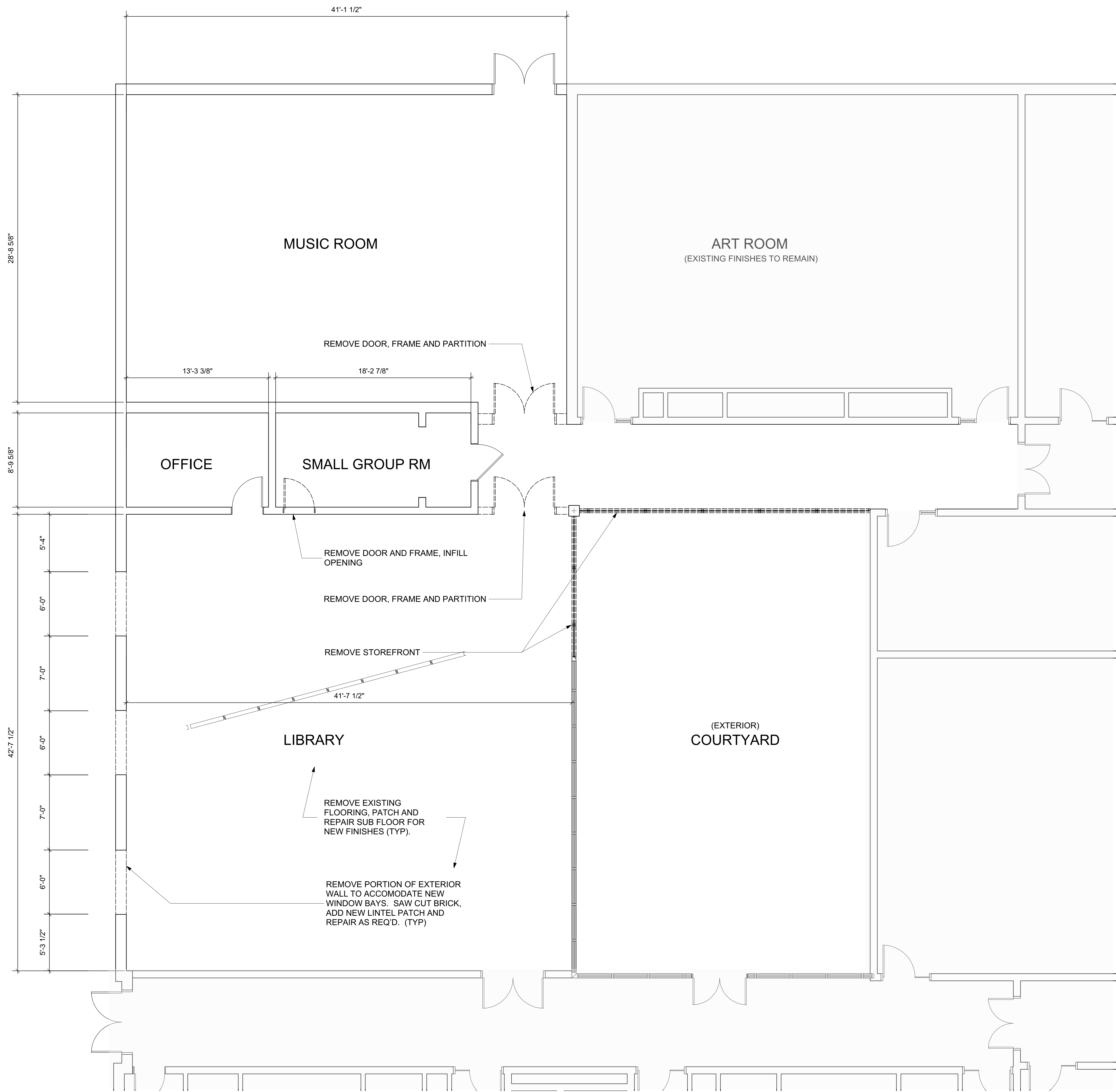
Key Plan
----------



Stamp
-------

Sheet Title
Interior Elevations
Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 3/8"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A2.0



DEMOLITION PLAN

Scale: 1/4" = 1'-0" 1

EXISTING AREAS TO REMAIN

**PARTITION KEY**

	EXISTING PARTITION TO REMAIN
	EXISTING PARTITION TO BE REMOVED
	NEW METAL STUD AND DRYWALL PARTITION

**HAMILTON-WENHAM**  
REGIONAL SCHOOL DISTRICT  
Winthrop Elementary School  
Media Center  
325 Bay Road  
South Hamilton, MA 01982

77 NORTH WASHINGTON STREET  
BOSTON, MA 02114-3810  
PLANS@HWSCHOOL.COM

Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan

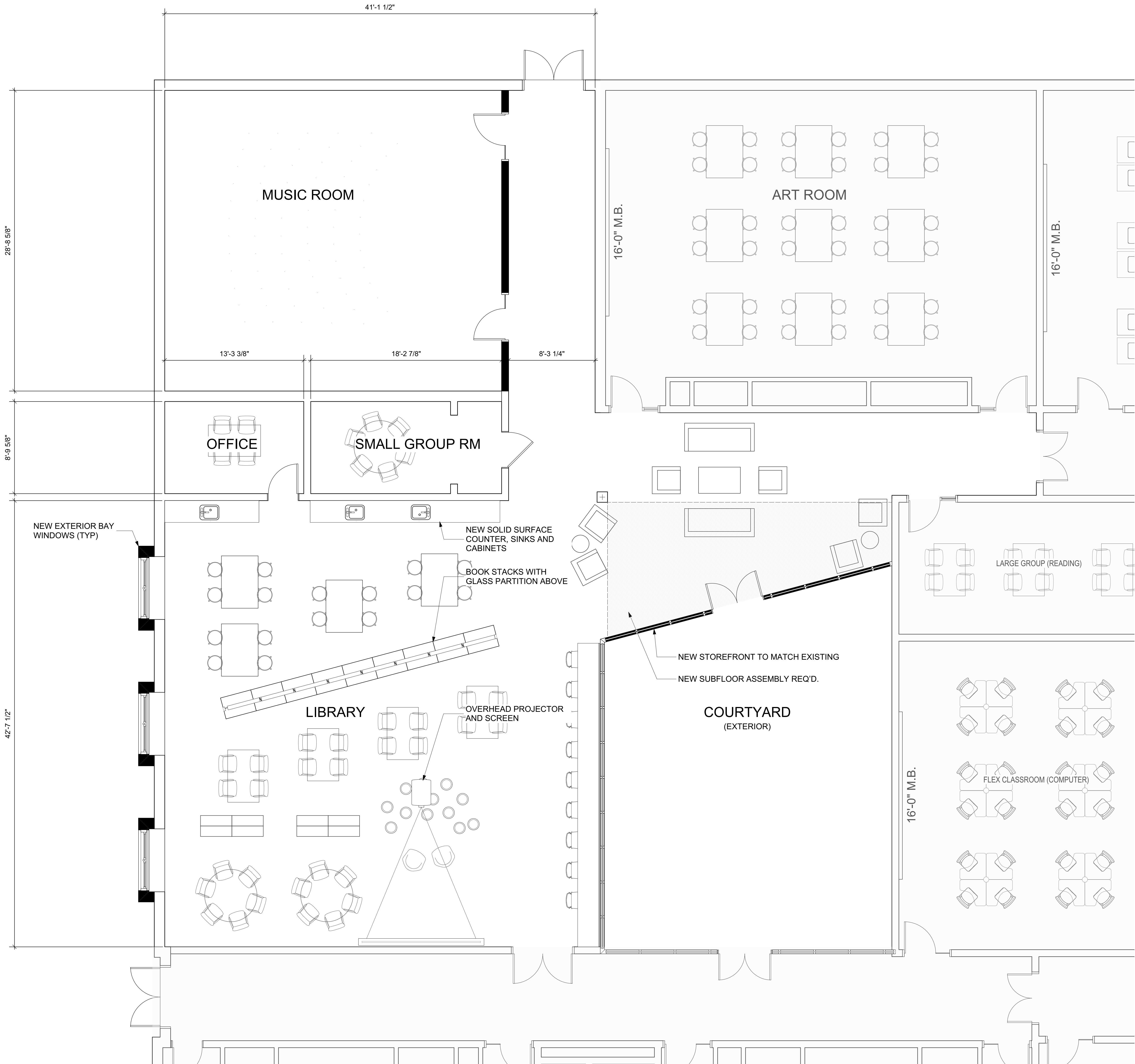
Stamp

Demolition Plan

Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	<b>A1.1</b>





NEW FLOOR PLAN

Scale: 1/4" = 1'-0" 1

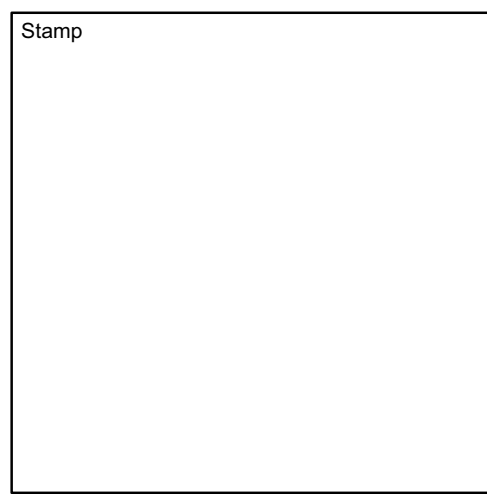
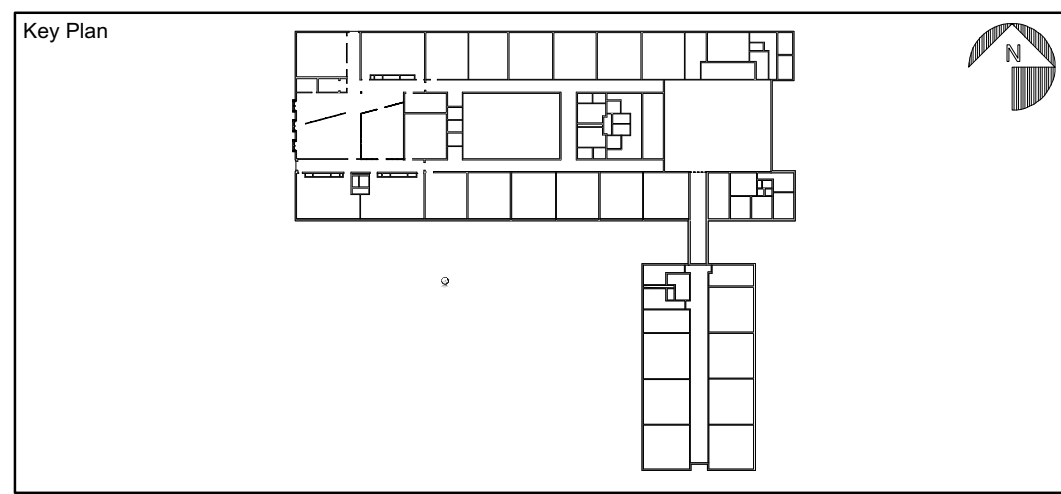
EXISTING AREAS TO REMAIN

PARTITION KEY

- EXISTING PARTITION TO REMAIN
- EXISTING PARTITION TO BE REMOVED
- NEW METAL STUD AND DRYWALL PARTITION

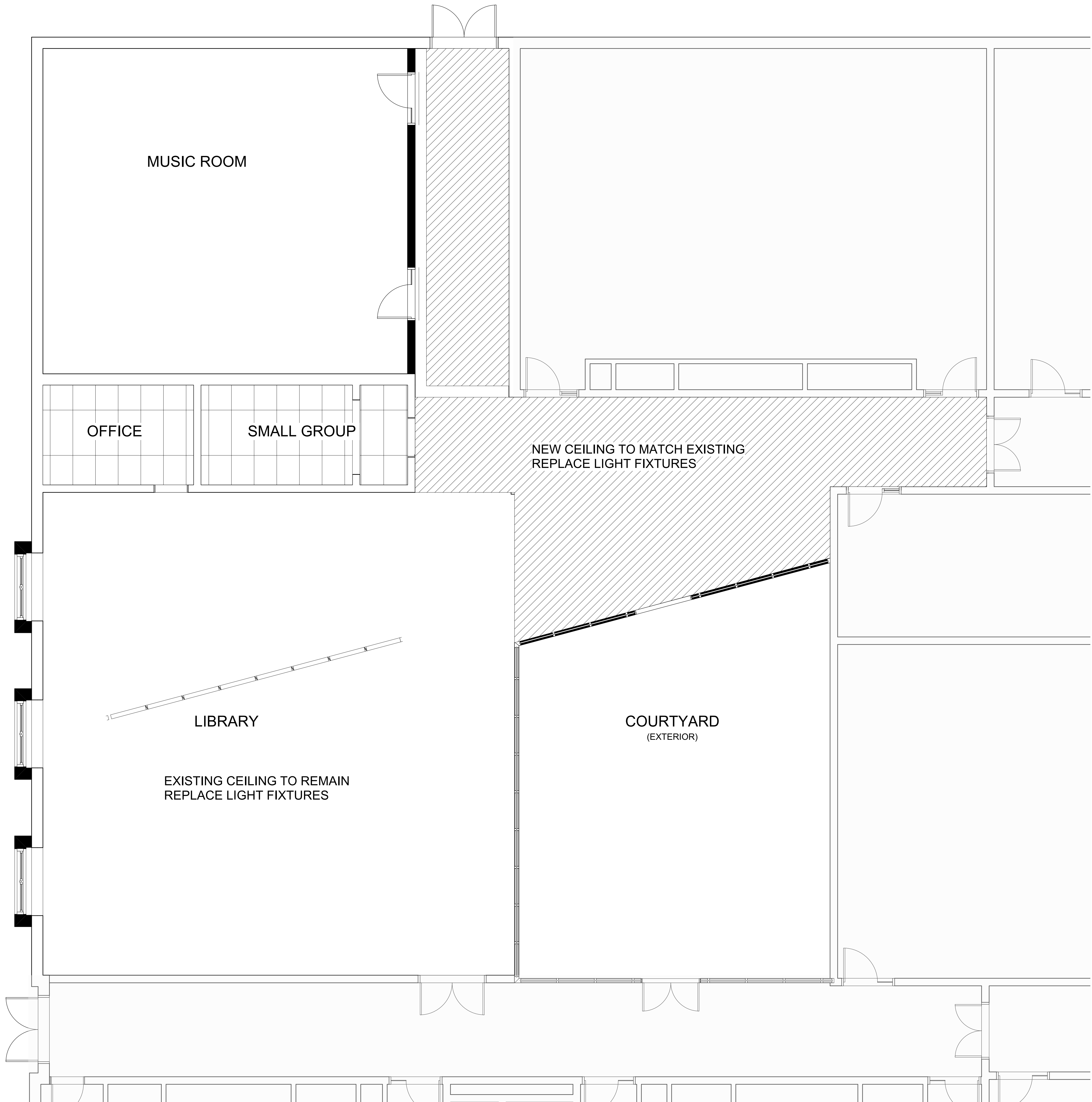
Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		



Construction Plans
Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A1.2



REFLECTED CEILING PLAN

Scale: 1/4" = 1'-0" 5

EXISTING AREAS TO REMAIN

CEILING LEGEND

2' X 4' ACOUSTICAL CEILING TILE

Date: 11/10/18  
File name: 1712-Winthrop SD 0017.dgn  
www

H

W

HAMILTON-WENHAM

REGIONAL SCHOOL DISTRICT

Winthrop Elementary School

Media Center

325 Bay Road

South Hamilton, MA 01982

77 NORTH WASHINGTON STREET  
BOSTON, MA 02114-9810  
PLANS@HWSH.EDU

Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan

Stamp

Sheet Title

Reflected Ceiling Plan

Schematic Design

Drawn By  
BH

Reviewed By  
KK

Plot Date  
01/10/18

Sheet No.

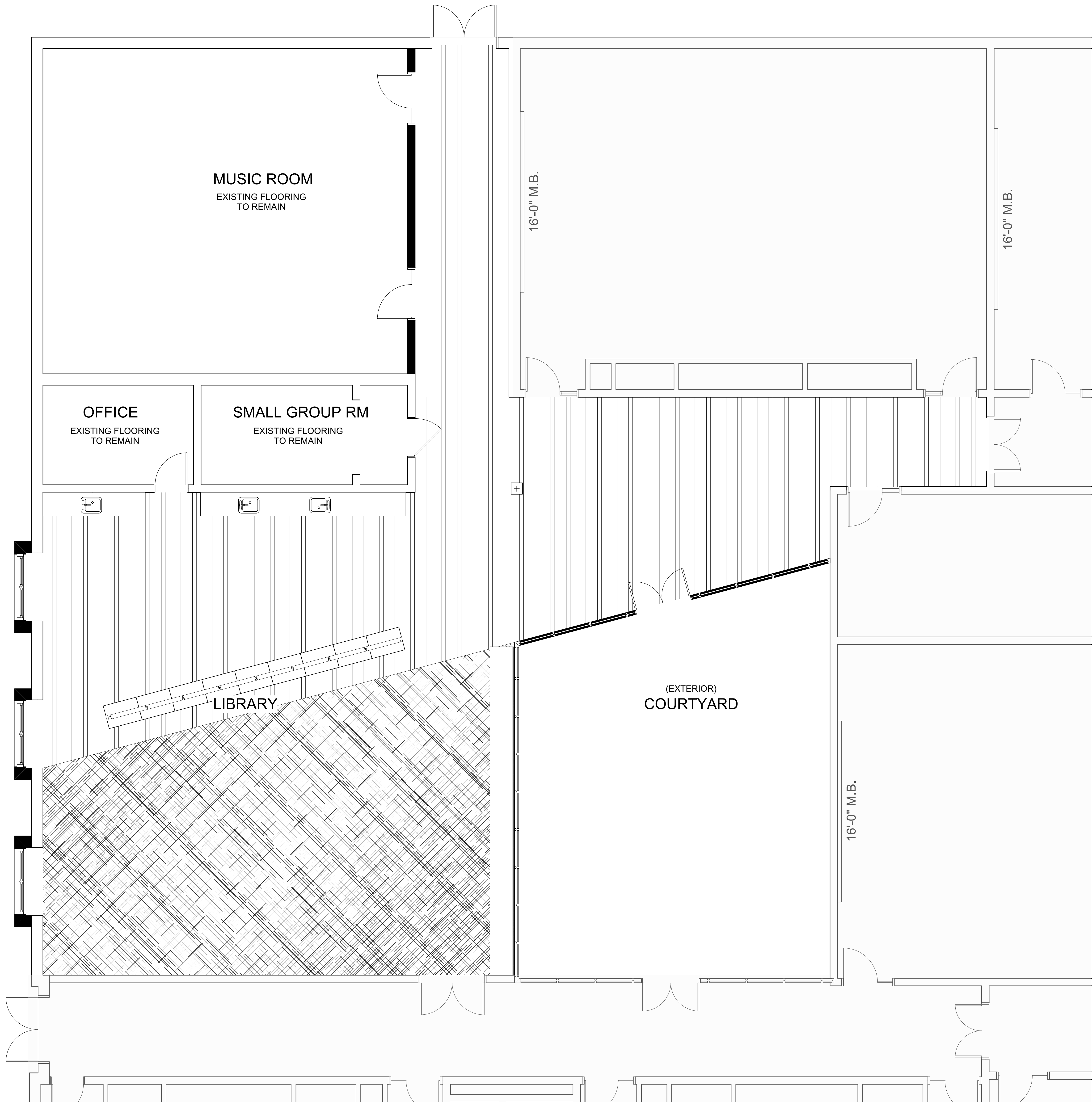
Project ID  
1712

Scale  
1/4"=1'-0"

Issue Date  
01/10/18

A1.3





FINISH FLOOR PLAN

Scale: 1/4" = 1'-0" 1

EXISTING AREAS TO REMAIN

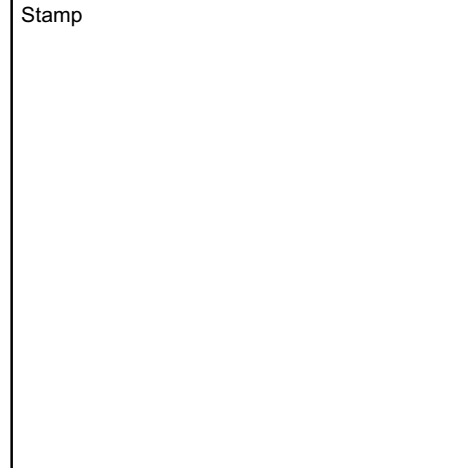
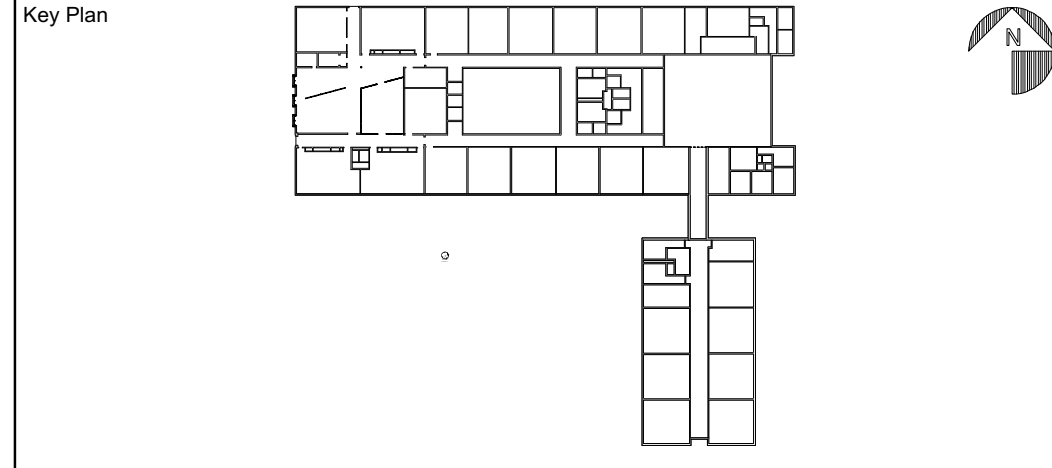
FLOOR FINISH LEGEND

CARPET PLANKS

LUXURY VINYL TILE

Consultants

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		



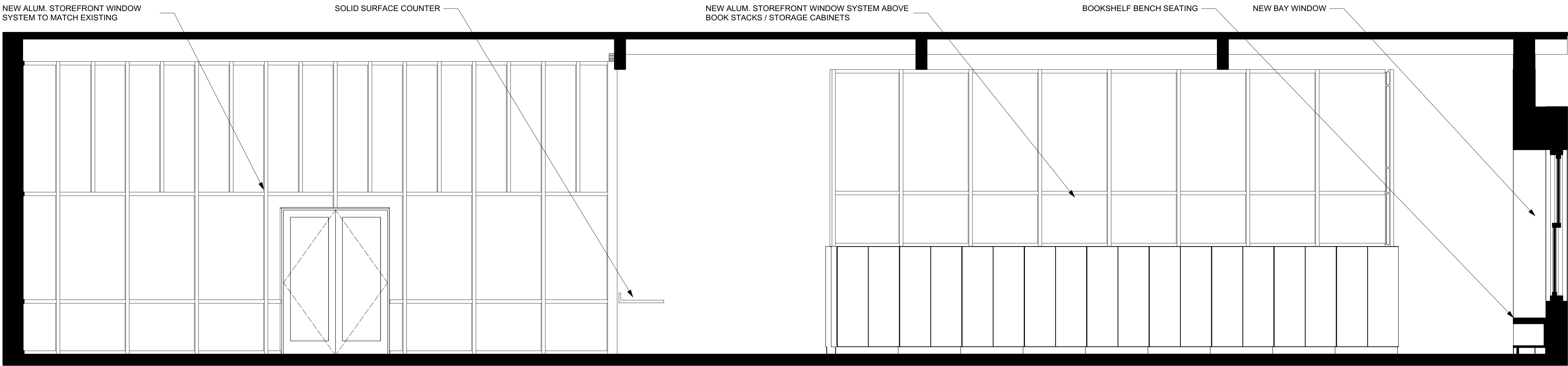
Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	

Finish Plan

Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	

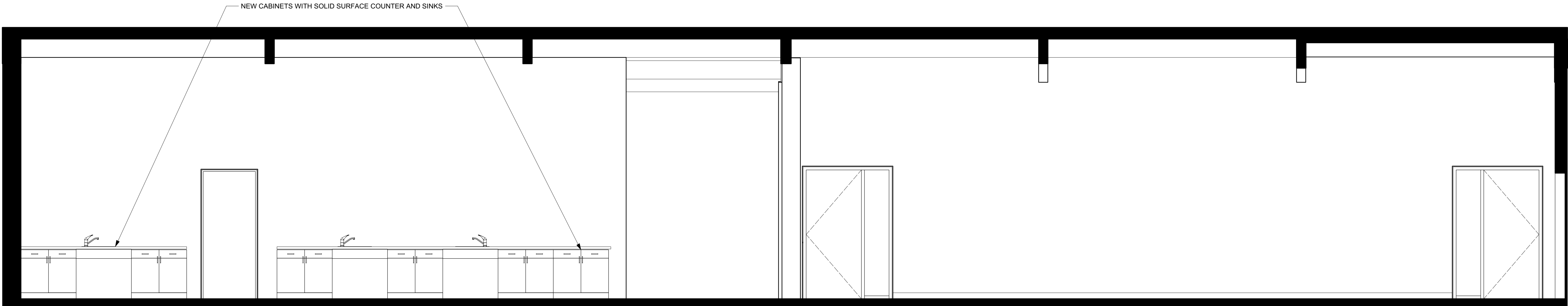
A1.4



Media Center West Elevation

Scale: 3/8" = 1'-0"

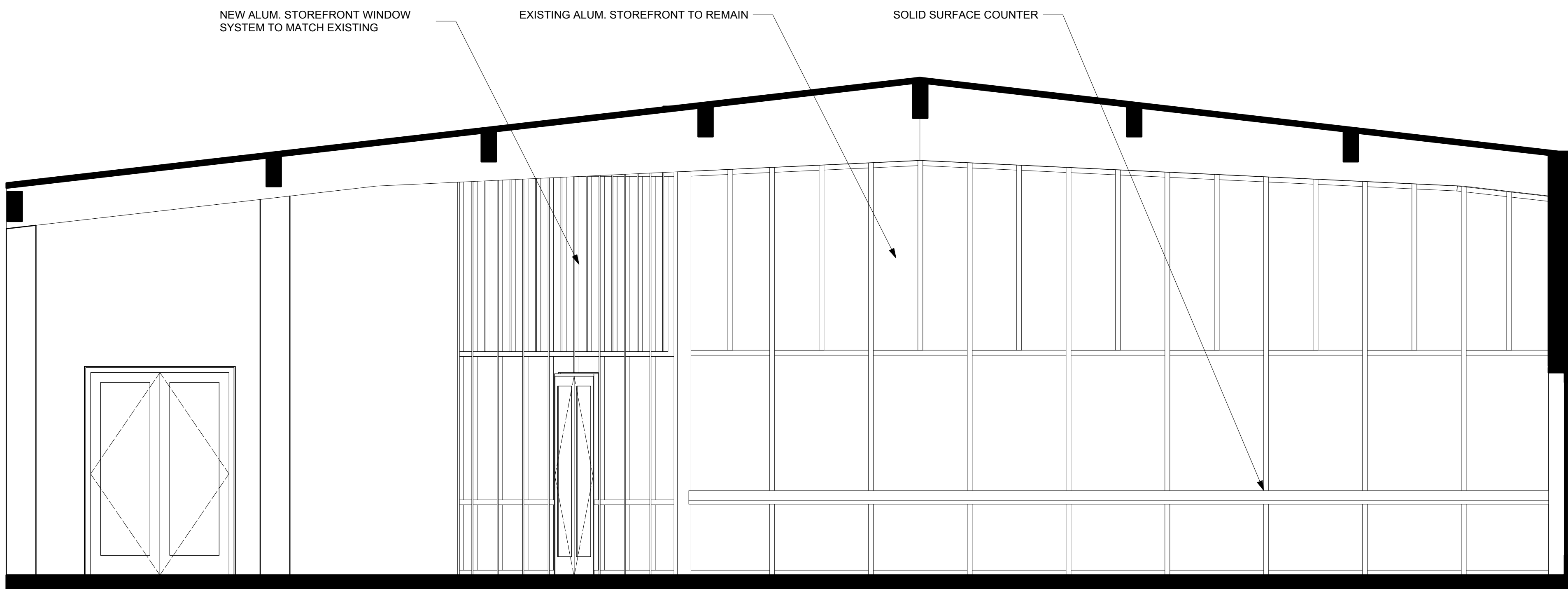
6



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0"

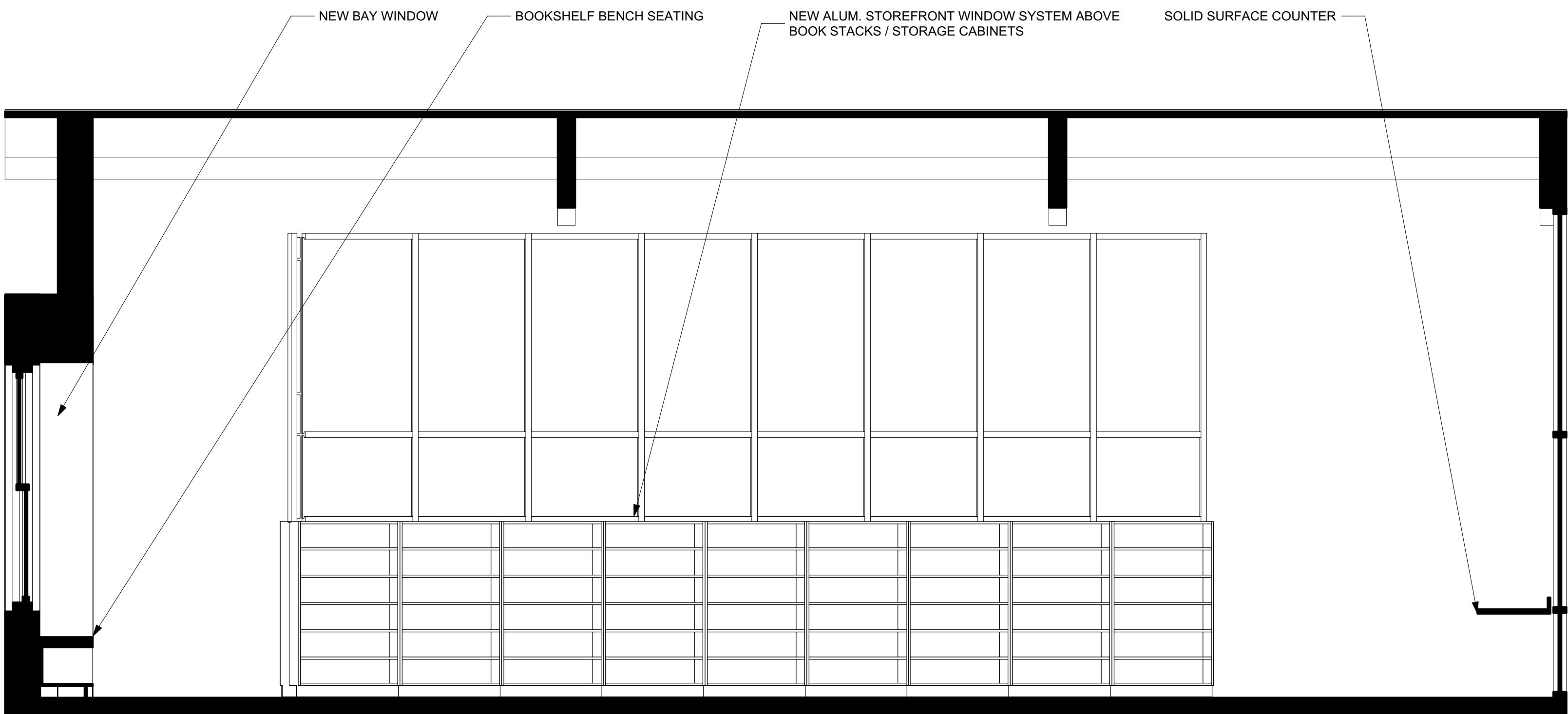
5



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0"

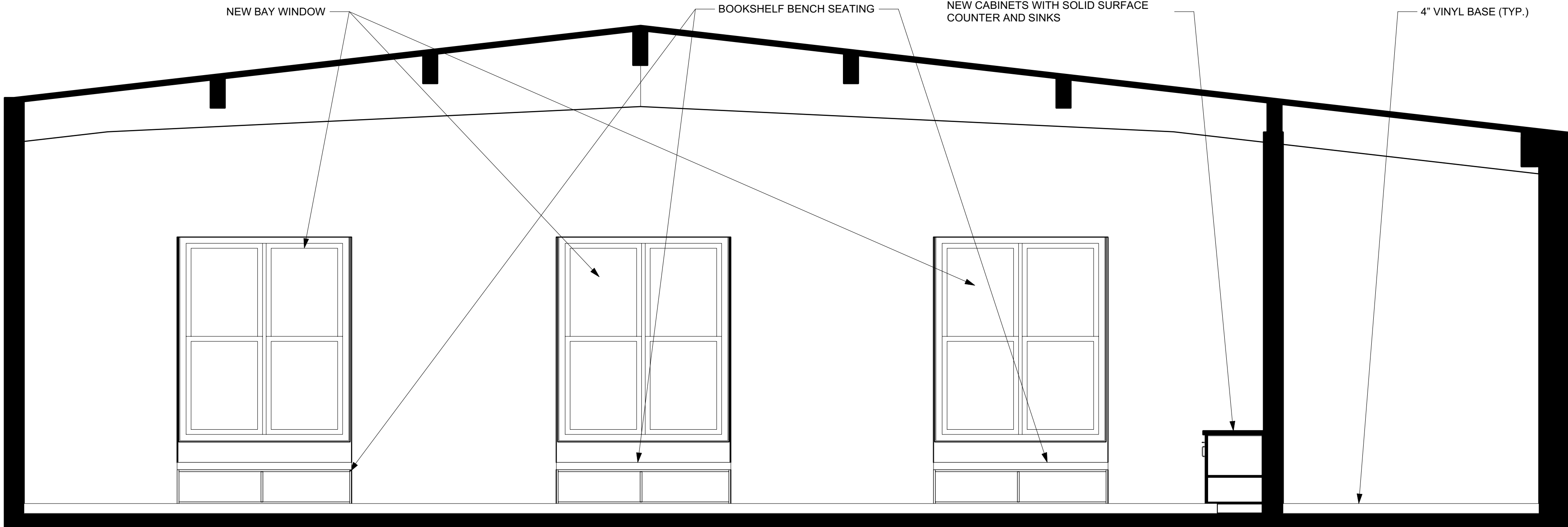
4



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0"

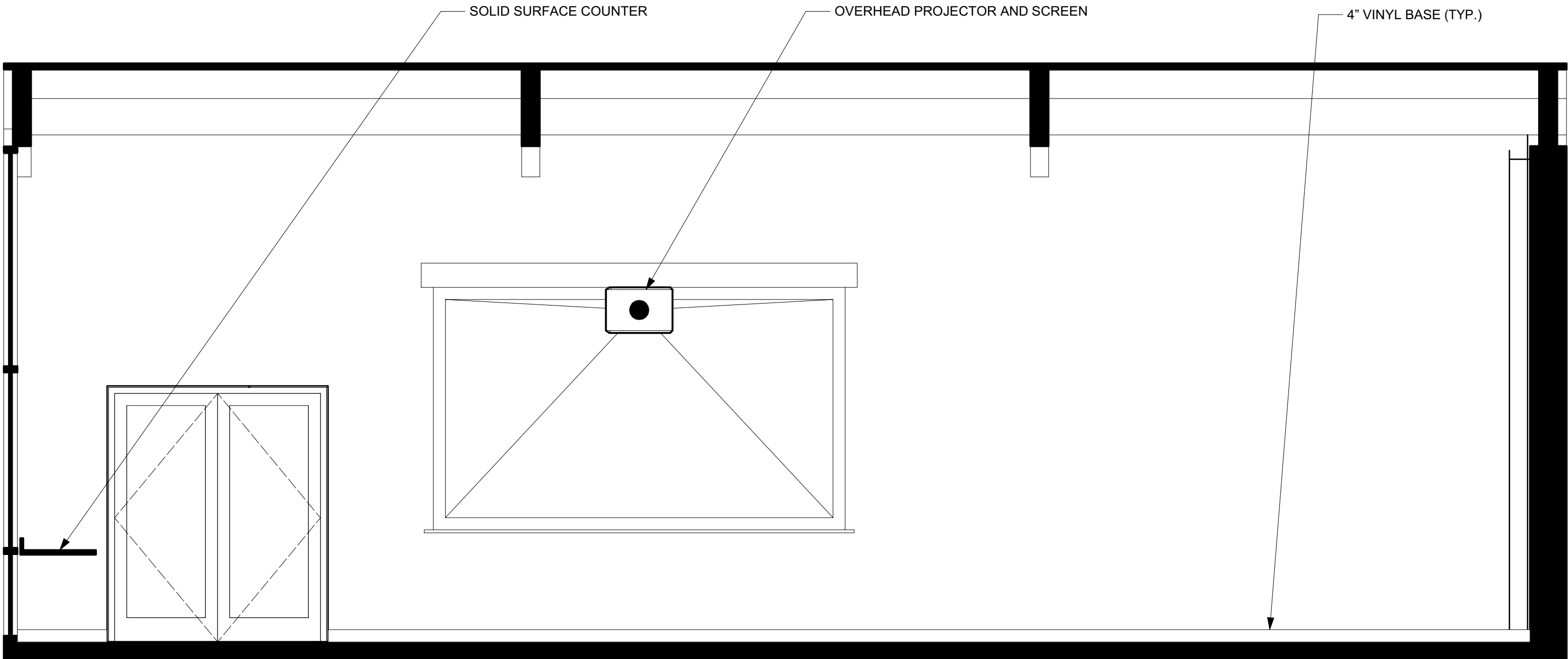
3



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0"

2



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0"

1

Consultants



Winthrop Elementary School  
Media Center  
325 Bay Road  
South Hamilton, MA 01982

77 NORTH WASHINGTON STREET  
BOSTON, MA 02114-9810  
PLANS@HURSH.COM

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan
----------

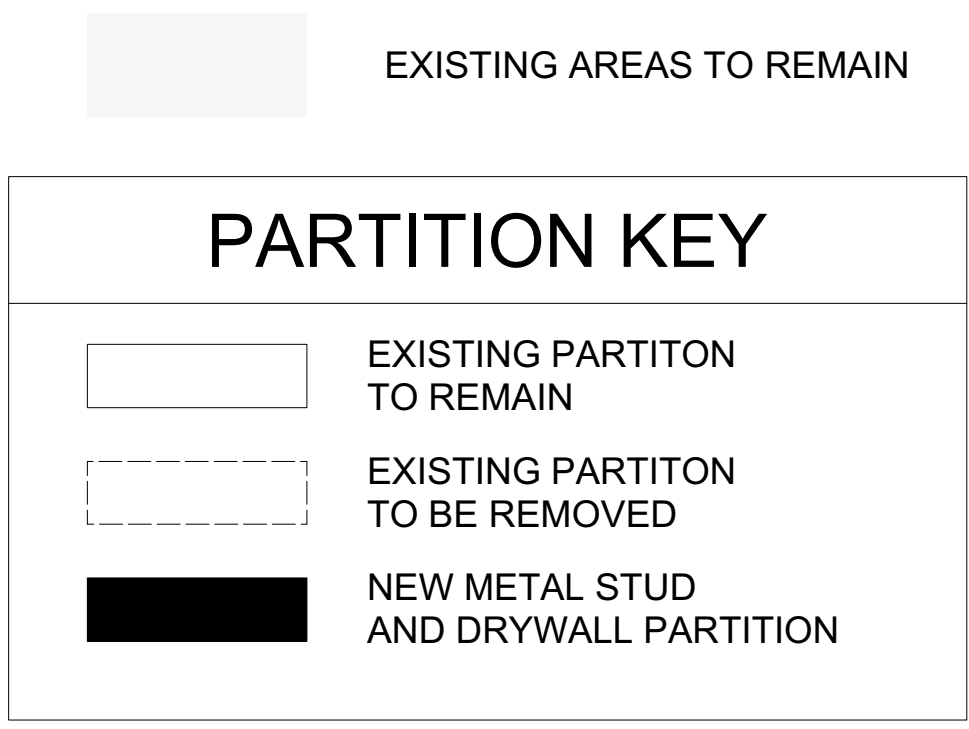


Stamp
-------

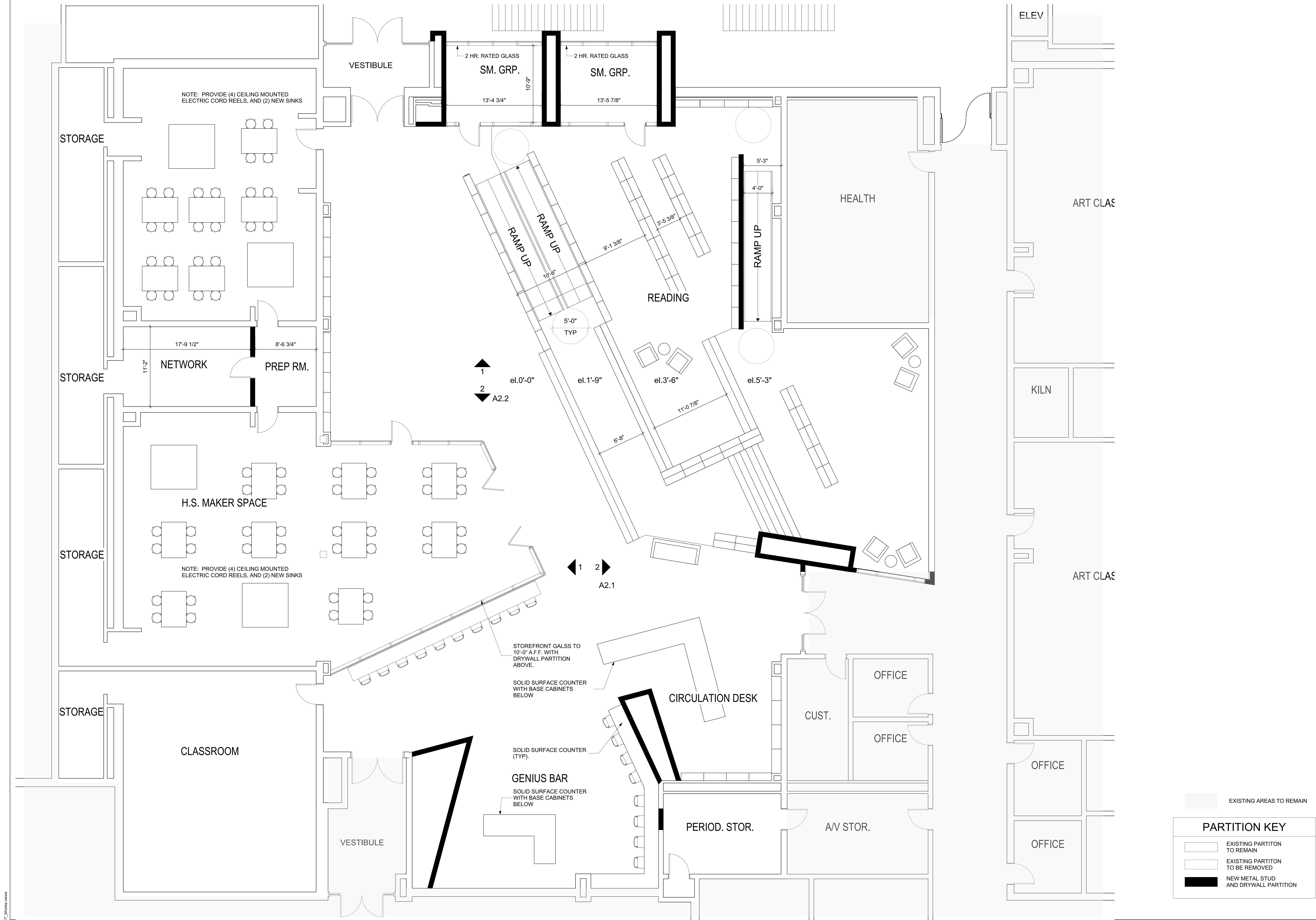
Sheet Title
Interior Elevations
Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 3/8"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A2.0

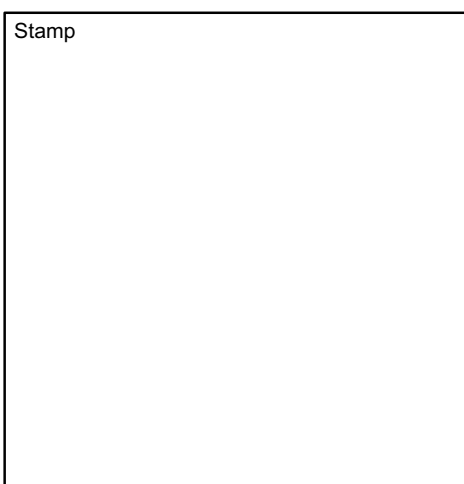
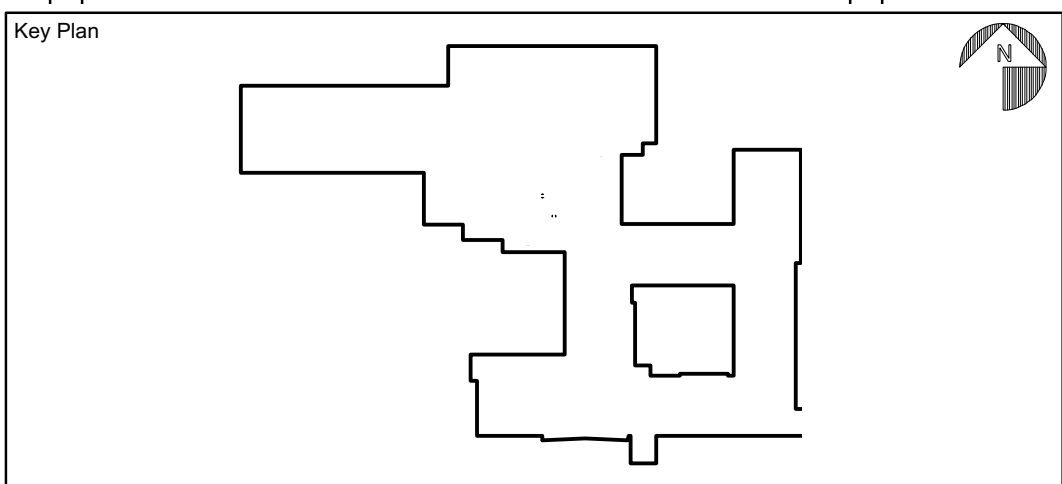








No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		



Construction Plan
Schematic Design

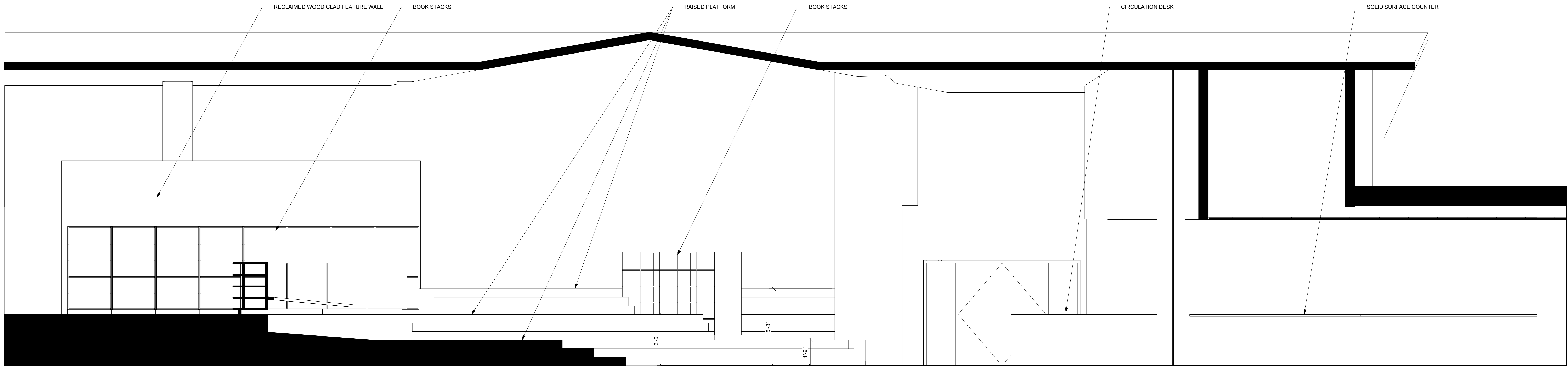
Drawn By BH	Project ID 1712
Reviewed By KK	Scale 1/4"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	<b>A1.2</b>





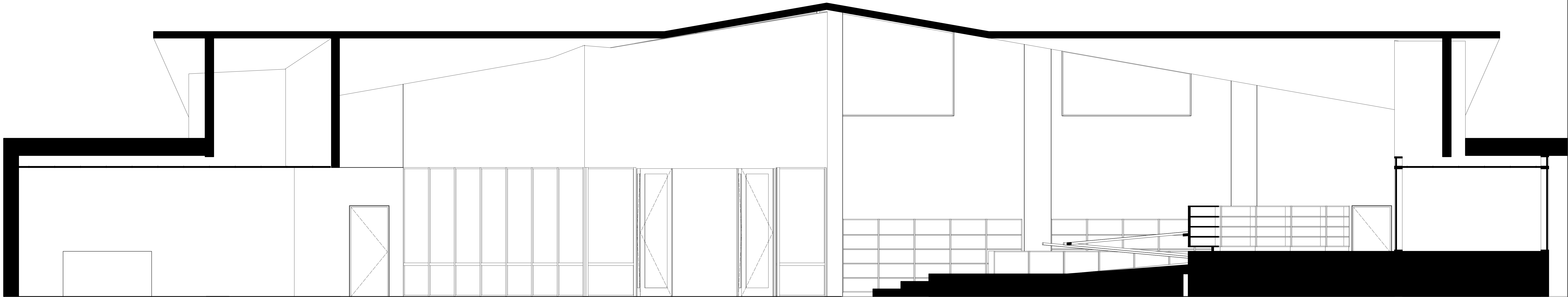






MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0" 2



MEDIA CENTER ELEVATION

Scale: 3/8" = 1'-0" 1

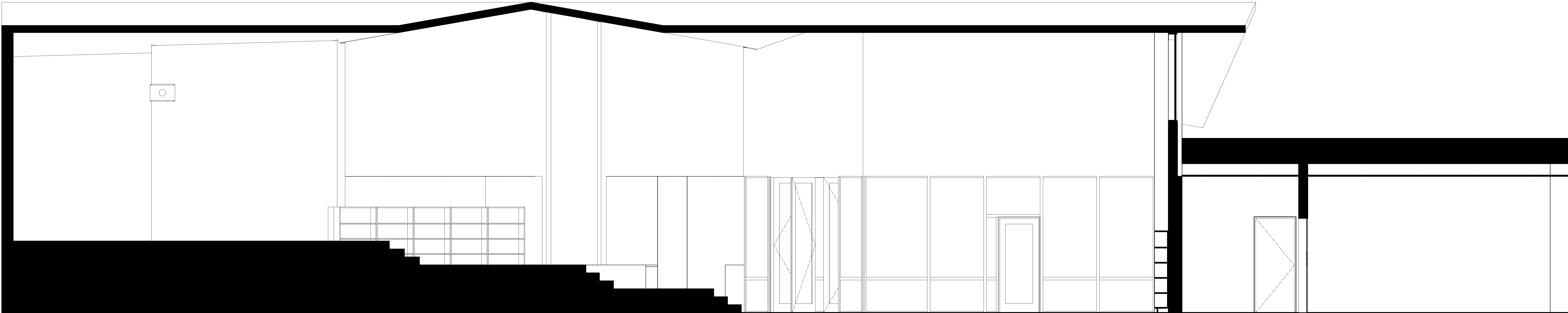
No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan
----------

Stamp
-------

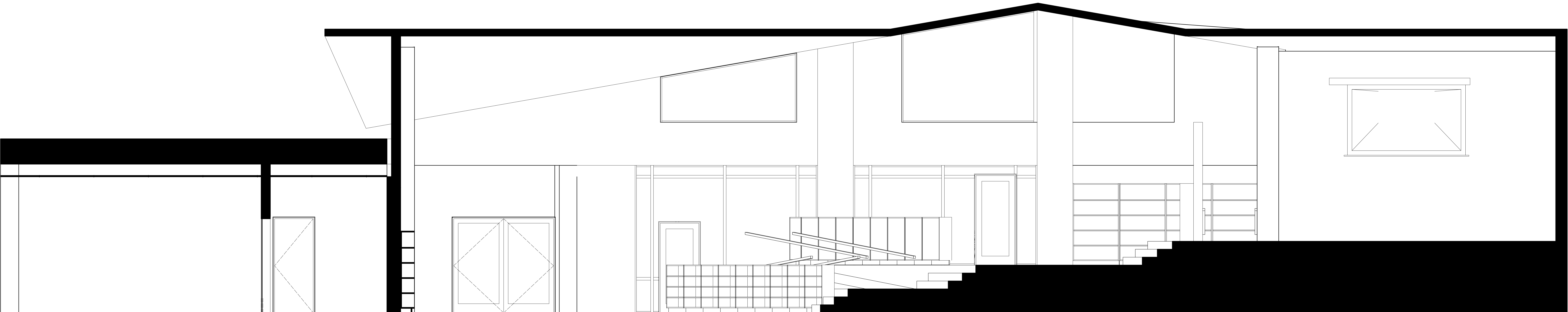
Interior Elevations
Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 3/8"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A2.1



Media Center Elevation

Scale: 3/8" = 1'-0" 2



Media Center Elevation

Scale: 3/8" = 1'-0" 1

No.	Date	Note	No.	Date	Note
REVISIONS			ISSUE		

Key Plan
----------



Stamp
-------

Sheet Title
Interior Elevations
Schematic Design

Drawn By BH	Project ID 1712
Reviewed By KK	Scale 3/8"=1'-0"
Plot Date 01/10/18	Issue Date 01/10/18
Sheet No.	A2.2



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**

*FY19 Superintendent's Budget Recommendation*  
*School Committee Presentation*  
*January 17, 2018*

Prepared by:

Dr. Michael Harvey, Superintendent of Schools  
Jeffrey D. Sands, Assistant Superintendent for Finance & Administration  
Vincent Leone, Director of Accounting & Payroll



# FY19 Budget

## *Superintendent's Recommendation*

Level Service PLUS an Investment in Critical Priorities

What Does “Level Service” Mean?

*Level Service is a continuation of the current programs, services and staffing of the District.*

For FY19, Level Service translates into a spending increase in our Gross Operating Expenses of \$1,117,099 or 3.56% versus the FY18 Budget.



# FY19 Budget: Level Service

## *Key Assumptions*

- **Salary Costs**

- Incorporates a conservative COLA increase for all personnel.
- Incorporates all other contractual salary obligations (e.g. STEPs and Degree Changes).
- Increases our Grade 1 Teacher Headcount by 1.0 FTE ( see larger KDG class in FY18).
- Incorporates Retirement and Other Staff Replacement salary savings of \$144K.
- Level funds all Grants as compared to FY18.

\*\*The Level Service Net Result has Salary Costs increasing by \$760K or 3.8%.\*\*

- **Operating Costs**

- No new Services or Programs.
- Capital Costs reducing to \$129K versus \$210K in FY18 and \$312K in FY17.
- Level funds the majority of operating account categories.
- Exceptions to level funding include, most notably:
  - Healthcare Costs increasing by 5.9% or \$143K
  - Out-of-District Tuition Costs increasing by 6.1% or \$168K
  - Special Ed Transportation Costs increasing by 26.5% or \$129K
  - The Essex Retirement Pension Fund increasing by 3.3% or \$29K
  - District Insurances increasing by 21.1% or \$36K
  - School Choice OUT Tuition Costs increasing by 109.0% or \$47K



# FY19 Budget

## *Superintendent's Recommendation*

### Level Service PLUS an investment in Critical Priorities

What Does investing in “Critical Priorities” Mean?

*Provide the targeted funding necessary to better position the District to achieve its goals & objectives as provided for in the “Strategic Blueprint”, including directed investments in people, programs, & technology.*

For FY19, the Superintendent and Leadership Team is recommending that an investment be made to fund several Critical Priorities. This investment comes at an additional cost of \$399,379 above what is needed to maintain Level Services for the 2018 – 2019 School Year.





# FY19 Budget

## What has been included in the Recommended Budget for Critical Priorities?

In addition to the funding needed to maintain Level Services, we are recommending that an additional \$399,379 be provided to fund the following items earmarked as Critical Priorities for FY19:

- K-5 Math Resources (\$100,000)
- 6 – 8 Math Resources (\$40,000)
- Fountas and Pinnell 3 Upgrade (\$17,500)
- RTI Screeners and Interventions (\$15,000)
- 1.0 FTE Special Education Team Chairperson for OOD (\$71,600)
- (2) 1.0 FTE HS Special Education Program Based Teachers (\$60,350)
- 0.5 FTE MS Special Education Reading Teacher (\$29,270)
- Healthcare and Benefits Costs for new staff (\$43,659)
- Compliance with AED Law effective July 1, 2018 (\$22,000)



# FY19 Budget – Primary Drivers

## *Level Service PLUS Critical Priorities Gross Operating Expense Budget*

Driver	FY19 v FY18	
	\$ CHG	
All Staff COLAs and STEPs - Level Service	\$	791,000
Teacher Degree Changes	\$	60,000
Additional Grade 1 Teacher	\$	53,000
Critical Priorities	\$	399,400
Essex Retirement Pension Fund Appropriation	\$	29,000
Out-of- District Tuitions	\$	168,000
Special Education Transportation	\$	129,000
In District Transportation	\$	27,000
Insurance Premiums	\$	36,000
Healthcare Costs	\$	143,000
Net All Other Operating Expenses	\$	(93,900)
<b>Subtotal:</b>	<b>\$</b>	<b>1,741,500</b>
Capital Projects	\$	(81,000)
Anticipated Staff Retirement Replacement Savings	\$	(79,000)
Anticipated Staff Replacement Savings	\$	(65,000)
<b>Subtotal:</b>	<b>\$</b>	<b>(225,000)</b>
<b>TOTALS:</b>	<b>\$</b>	<b>1,516,500</b>



# FY19 Budget – Expense Category Analysis

## *Level Service PLUS Critical Priorities Gross Operating Expense Budget*

Expense Category	FY19 Gross Expenses		Compared to FY18		
	Tot \$	% of Tot	PY Bud \$	Chg \$	Chg %
Salaries	\$ 20,817,994	63.2%	\$ 19,839,627	\$ 978,367	4.9%
Out-of-District Tuition	\$ 2,878,510	8.7%	\$ 2,767,155	\$ 111,355	4.0%
Healthcare	\$ 2,613,760	7.9%	\$ 2,430,625	\$ 183,136	7.5%
In-District Transportation	\$ 765,820	2.3%	\$ 738,700	\$ 27,120	3.7%
Essex Retirement	\$ 908,291	2.8%	\$ 879,643	\$ 28,648	3.3%
Utilities	\$ 587,160	1.8%	\$ 597,530	\$ (10,371)	-1.7%
Facilities, Maintenance & Custodial (non-salary)	\$ 576,025	1.7%	\$ 631,475	\$ (55,450)	-8.8%
Technology (non-salary)	\$ 614,437	1.9%	\$ 611,182	\$ 3,255	0.5%
Special Education Transportation	\$ 614,696	1.9%	\$ 486,000	\$ 128,696	26.5%
Other Fringe (Medicare, Unemployment, 403B)	\$ 419,512	1.3%	\$ 433,965	\$ (14,453)	-3.3%
Substitute Teachers	\$ 221,750	0.7%	\$ 229,625	\$ (7,875)	-3.4%
School Materials, Supplies & Textbooks	\$ 445,904	1.4%	\$ 303,904	\$ 142,000	46.7%
Athletics (non-salary)	\$ 237,935	0.7%	\$ 224,706	\$ 13,229	5.9%
District Insurance (Property, Liability & WC)	\$ 209,464	0.6%	\$ 173,031	\$ 36,434	21.1%
OPEB Trust Fund	\$ -	0.0%	\$ 40,000	\$ (40,000)	-100.0%
All Other	\$ 1,008,844	3.1%	\$ 1,016,457	\$ (7,614)	-0.7%
<b>Totals:</b>	<b>\$ 32,920,102</b>	<b>100.0%</b>	<b>\$ 31,403,624</b>	<b>\$ 1,516,478</b>	<b>4.8%</b>

Increases in these 5 categories represent a total of \$1.5M or 101% of our Total Recommended increase for FY19.



# FY19 Budget – District Totals

## *Level Service PLUS Critical Priorities Net Assessment Budget*

Total Expenses					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 30,166,532	\$ 31,403,624	\$ 32,920,102	\$ 1,516,478	4.83%
Expense Offsets	\$ 1,016,500	\$ 1,203,808	\$ 1,203,808	\$ -	0.00%
General Operating Expenses (After Offsets)	\$ 29,150,032	\$ 30,199,816	\$ 31,716,294	\$ 1,516,478	5.02%
Debt Service Expense	\$ 2,129,250	\$ 2,092,860	\$ 2,115,275	\$ 22,415	1.07%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,279,282</b>	<b>\$ 32,292,676</b>	<b>\$ 33,831,569</b>	<b>\$ 1,538,893</b>	<b>4.77%</b>
Total Funding Sources					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,457,966	\$ 3,554,656	\$ 3,606,706	\$ 52,050	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 331,304	\$ 340,686	\$ 330,837	\$ (9,849)	-2.9%
Medicaid Reimbursement	\$ 85,000	\$ 85,000	\$ 150,000	\$ 65,000	76.5%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 5,010,335	\$ 5,116,407	\$ 5,223,608	\$ 107,201	2.1%
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 555	\$ 568,821	\$ 347,218	\$ (221,603)	-39.0%
Total Transfers	\$ 555	\$ 568,821	\$ 347,218	\$ (221,603)	-39.0%
<b>Total Funding Sources</b>	<b>\$ 5,010,890</b>	<b>\$ 5,685,228</b>	<b>\$ 5,570,826</b>	<b>\$ (114,402)</b>	<b>-2.0%</b>
Total Expenditures	\$ 31,279,282	\$ 32,292,676	\$ 33,831,569	\$ 1,538,893	4.8%
Less Total Funding Sources	\$ 5,010,890	\$ 5,685,228	\$ 5,570,826	\$ (114,402)	-2.0%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,260,743</b>	<b>\$ 1,653,295</b>	<b>6.2%</b>
Total Town Assessments					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Hamilton	\$ 17,494,749	\$ 17,401,271	\$ 18,270,570	\$ 869,299	5.0%
Wenham	\$ 8,773,643	\$ 9,206,177	\$ 9,990,173	\$ 783,996	8.5%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,260,743</b>	<b>\$ 1,653,295</b>	<b>6.2%</b>



# Capital Improvement Plan Administration's Recommendation

- **Background:**
  - The HS/MS Project Bond will be paid-off in May 2019 (FY19) resulting in a decrease in our annual Debt Expense of ~\$711,000 per year.
- **Assumption:**
  - Develop a recommendation that minimizes any incremental increase to the District's Annual Budget request while simultaneously addressing the longer term Capital needs of the District.
- **Scope:**
  - Projects to be funded by the FY19 Operating Budget (\$129K)
  - Winthrop Sprinkler Project (\$1.0M)
  - Athletic Field Complex (\$3.6M)
  - Capital Plan Approach agreed on 9/7/17 by School Committee (~\$2.6M)
    - Includes Safety, Accessibility, and Critical Infrastructure Projects
  - Remaining Projects to be funded by the FY20 – 23 Operating Budgets (~\$350K/Year)
- **Future Debt Expense Point of Reference:**
  - A \$8.5M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of ~\$702,000.



# Capital Improvement Plan Administration's Recommendation

- 1) Fund \$129K in Projects in the FY19 Operating Budget
  - 2) Propose a \$ 1.0M Winthrop Sprinkler Project Debt Exclusion at April 2018 ATM
  - 3) Propose a \$3.6M Turf Field Complex Project Debt Exclusion at April 2018 ATM
  - 4) Propose a \$2.6M Debt Exclusion for Safety, Accessibility, & Critical Infrastructure Projects as outlined on 5 Year Plan at April 2019 ATM
  - 5) Provide funding for any remaining/new Projects on 5 Year Plan through the Operating Budgets in FY20 – FY23 at ~\$350K per Year
- Debt Exclusion Totals from the above mentioned Projects total \$7.2M.
    - A \$7.2M Bond with a 20 Year Term at an Interest Rate of 4% carries an Annual Cost of \$595,000.
    - A \$595,000 Annual Debt Expense would leave ~\$115,000 per year available that could either reduce Net Assessment amounts or be earmarked to fund the OPEB Trust Fund in future years.
  - Although the Sprinkler and Turf Field Projects would potentially be funded before the HS/MS Project was paid off in May 2019, only minimal costs (e.g., BAN expenses) would be incurred prior to FY20 when the HS/MS Project will have rolled off our books entirely.





# Capital Projects

## Projects to be included in the FY19 Operating Budget

Capital Projects currently being recommended for funding as part of the Operating Budget:

Department	Project	Location	FY19
Fac & Grds	Waste Water Treatment Plant	District	20,000
Tech	iPads for Students on Scholarship and F&RL	District	17,500
Tech	Classroom Hardware Refresh 4 year cycle (iPads)	District	21,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	33,480
Tech	Replace Classroom SMARTBoards, Projectors, etc	District	37,216
	<b>Total Recommended:</b>		<b>129,196</b>

In FY18, the District's Operating Budget included \$210,696 in funding for Capital Projects. This represents a decrease of \$81,500 or 38.7%.

A copy of the full detailed 5 Year Capital Plan has been provided as a separate handout.



# FY19 Budget: Calendar

SEPTEMBER 18, 2017	DISTRICT SUBMITS FY17 E&D TO MA DOR FOR CERTIFICATION							
OCTOBER 26, 2017	DISTRIBUTION OF OCTOBER 2017 RESIDENT ENROLLMENT DATA TO TOWNS							
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET KICK-OFF MEMO TO HWRSD BUDGET HOLDERS							
NOVEMBER 6, 2017	DISTRIBUTION OF FY19 BUDGET CALENDAR							
DECEMBER 7, 2017	FY19 BUDGET PLANNING MEETING #1 WITH TOWN FINANCE COMMITTEES							
JANUARY 3, 2018	FY19 BUDGET RECOMMENDATION PRESENTED TO SCHOOL COMMITTEE							
JANUARY 3, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION							
JANUARY 3, 2018	SCHOOL COMMITTEE ADOPTS TENTATIVE FY19 BUDGET							
JANUARY 10, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #1							
JANUARY 17, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #1							
JANUARY 17, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION							
JANUARY 24, 2018	SCHOOL COMMITTEE CONDUCTS FY19 BUDGET BUDGET WORKSHOP							
JANUARY 30, 2018	DISTRICT ADMINISTRATION MAILES ADOPTED TENTATIVE FY19 BUDGET TO TOWNS							
JANUARY 31, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION							
FEBRUARY 7, 2018	DISTRICT ADMINISTRATION ADVERTISES FY19 BUDGET PUBLIC HEARING #2							
FEBRUARY 7, 2018	FY19 BUDGET PLANNING MEETING #2 WITH TOWN FINANCE COMMITTEES							
FEBRUARY 14, 2018	SCHOOL COMMITTEE REVIEWS FY19 BUDGET RECOMMENDATION							
FEBRUARY 14, 2018	SCHOOL COMMITTEE HOLDS FY19 BUDGET PUBLIC HEARING #2							
FEBRUARY 14, 2018	SCHOOL COMMITTEE ADOPTS FY19 BUDGET							
MARCH 16, 2018	DISTRICT TREASURER CERTIFIES FY19 APPORTIONED AMOUNTS WITH TOWNS							
APRIL 7, 2018	ANNUAL TOWN MEETINGS							



# School Committee Budget Presentation

January 17, 2018



# Curriculum-Related Funding Priorities

K-5 Math Resources

6-8 Math Resources

Fountas and Pinnell upgrade

Response to Intervention (RTI) screeners and interventions

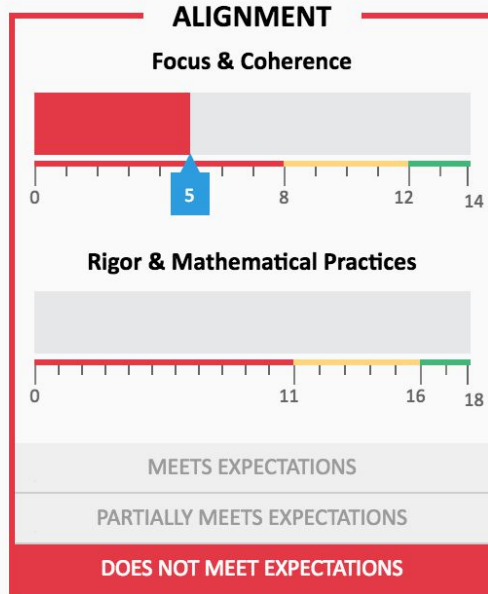


## K-5 Math Resources

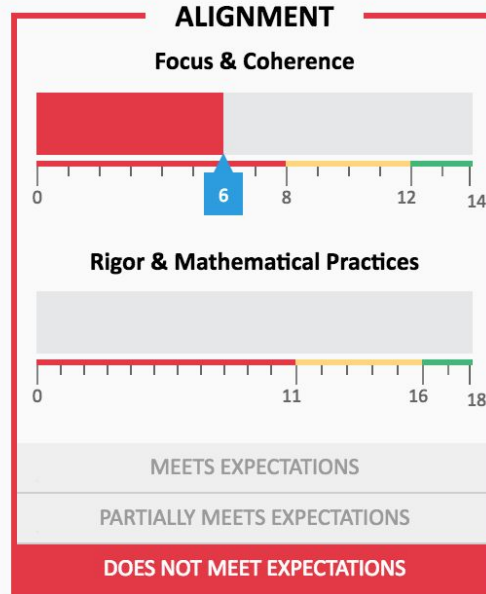
- We currently have locally developed curriculum units that use a variety of open source materials and published resources.
- Because the curriculum resources are pulled from a variety of sources, they are not deliberately spiraled to develop student knowledge and skills over time. The resources also vary in quality and quantity per unit.
- The lack of consistent resources has made it more challenging to implement a consistent math curriculum across all grade levels and schools.

# 6-8 Math Resources: Replace *Big Ideas Math*

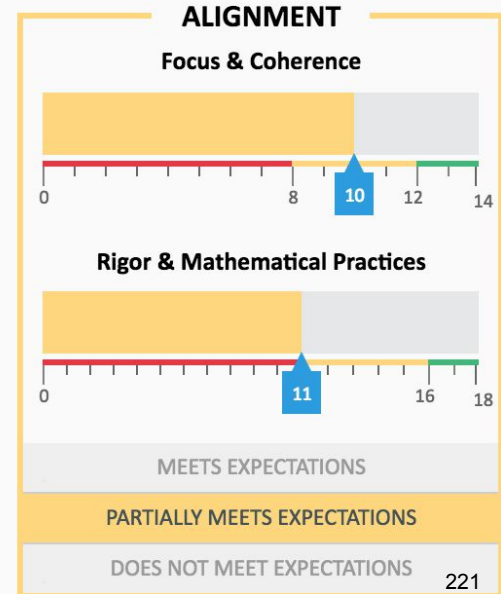
## Sixth Grade



## Seventh Grade



## Eighth Grade







## Estimated Costs

### K-5 math resources

\$100,000 for initial year implementation, including PD

Range of \$10,000-\$25,000 in recurring annual costs.

### 6-8 math resources

\$40,000 for initial year implementation, including PD

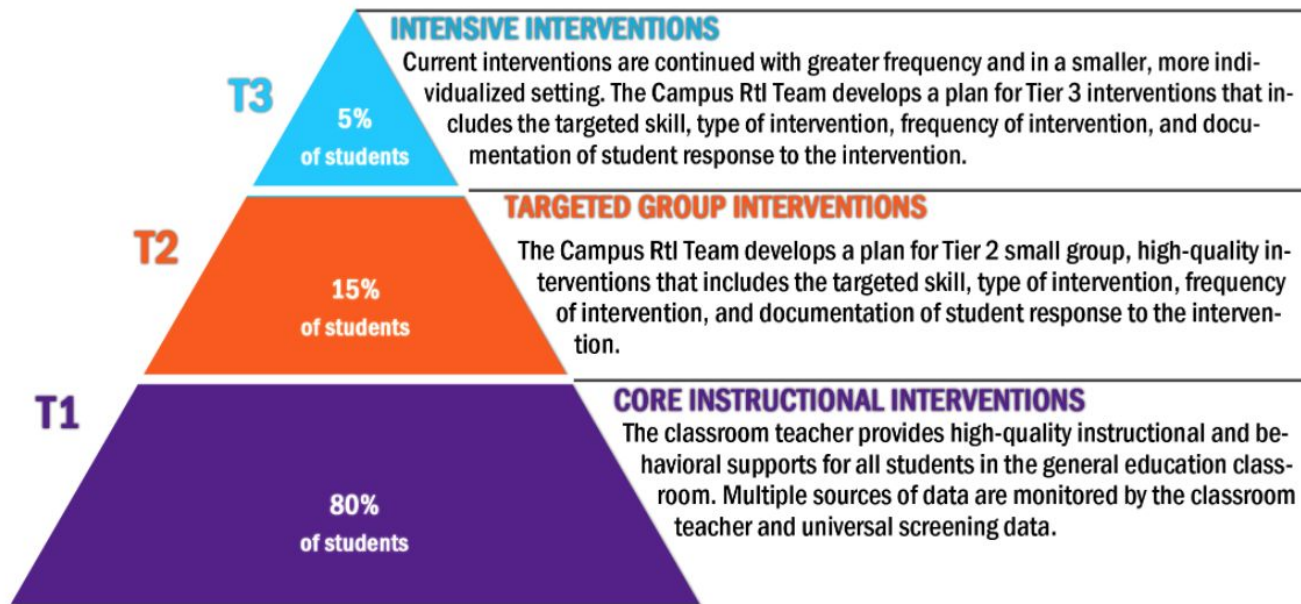
Range of \$10,000-\$25,000 in recurring annual costs



# Fountas and Pinnell upgrade

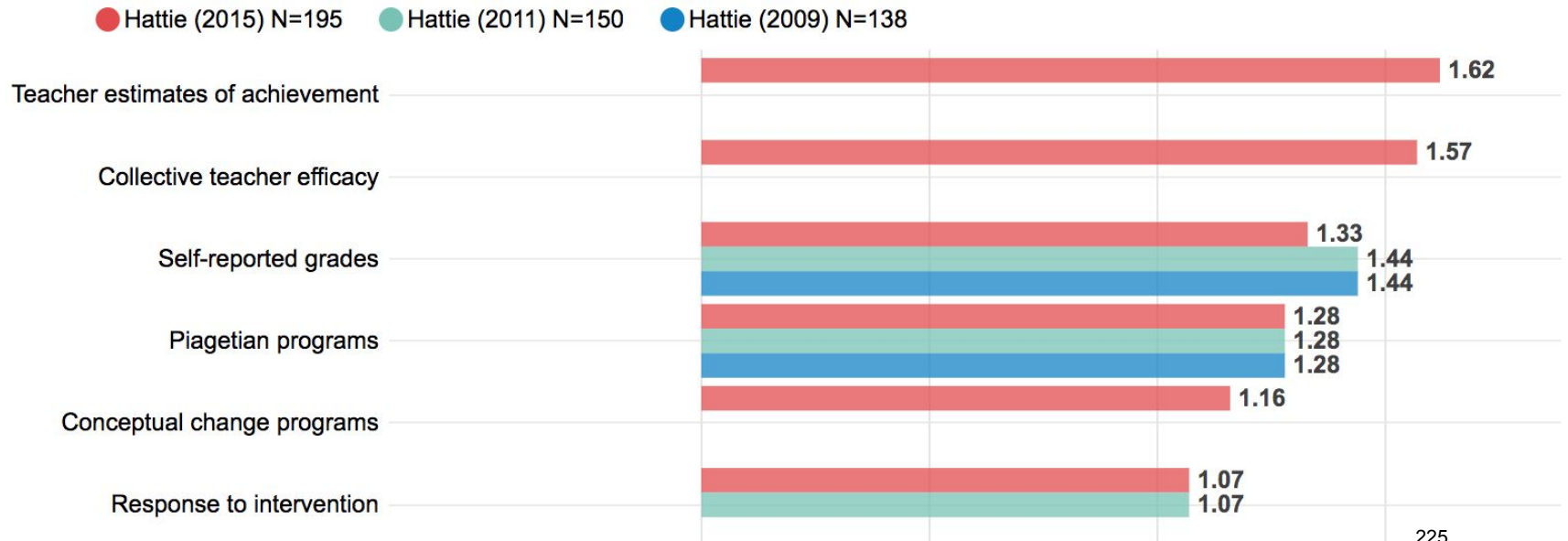
- Fountas and Pinnell has long served as the foundation for the balanced literacy approach in our elementary schools.
- *The Benchmark Assessment System, 3rd edition* provides a more precise assessment of students' reading comprehension skills.
- *The Literacy Continuum, Expanded Edition* provides updated guidance for reading instruction.

# What is Response to Intervention?



**Framework: 3 levels of intensity**

# Hattie's *Visible Learning*: RTI ranks #6 of 195 influences on student learning





# Response to Intervention (RTI)

- Response to Intervention is our elementary PD focus this year.
  - Evaluation of our universal screeners
  - Training on key Tier I intervention strategies in ELA, math, and SEL
  - Evaluation of current Tier 2 and Tier 3 interventions.
- This funding will support recommended changes that result from this year's study.



## Some possible purchases to support RTI

New or alternative universal screeners (e.g., a screener for social-emotional learning skills; DIBELS Next vs. PALS).

Additional intervention tools (e.g., expanded use of tools currently used only for special education to benefit regular education students who need intervention; new tools to address identified needs).

Progress monitoring tools (e.g., assessment tools that will allow us to know that interventions are working effectively).





**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**

*Student Services-Budget Priorities*

*January 17, 2018*

Prepared by: Stacy Bucyk M.Ed.  
Director of Student Services



# 1.0 FTE Special Education Team Chairperson for OOD

- OOD has almost doubled in the last 5 years (October 1 SIMS):
  - FY14: 22
  - FY15: 32
  - FY16: 32
  - FY17: 33
  - FY18: 38
- Currently split between Director of Student Services and Special Education Coordinators
  - FY17: Contracted, Director of Student Services, Elementary Special Education Coordinator
  - From FY14-FY16: Contracted and Director
  - FY13: 3 Chairpersons and Director
  - FY12: 6 Chairpersons and Director
- Average time spent on 1 placement, including travel and paperwork: 3 business days per year.
- Adding position will free up approximately 135 business days of time for Director and two Coordinator Positions.



# 1.0 FTE Special Education Team Chairperson for OOD

## Responsibilities

- Monitor all OOD students
  - Includes yearly file review
  - Site Visits (minimum of 2/year) and Phone Check-ins
  - Review of quarterly and/or trimester progress reports
  - Review monthly attendance
  - Review of student data
  
- Attend Annual and Re-evaluation meetings
- Attend progress meetings, as needed
  - Includes monitoring of students in an extended evaluation or 45-day placement
  
- Complete necessary paperwork
  - Consent forms, Invitations, Written Notices, Review Evaluation Reports, Review IEP's
  
- This position would also maintain a caseload of in-district secondary students (Approx. 25%)
  - This would allow Secondary Special Education Coordinator to focus on in-district programming needs



# Elementary and Secondary Special Education Coordinators

## Caseloads:

Elementary Coordinator: 114 in-district

Current OOD Assigned: 9

Secondary Coordinator: 146 in-district

Current OOD Assigned: 16

- These numbers reflect students identified with a disability who have an IEP.
- These numbers do not include students placed in private school at private expense or home-schooled students identified with a disability who have an IEP.



# Elementary and Secondary Special Education Coordinators

## Responsibilities:

- Facilitate Initial and 3-year Re-evaluation Meetings
- Facilitate Annuals meetings, as needed
- Review IEPs, complete any necessary documentation
- Review student records/information
  - Determine testing and assign staff accordingly
- Communicate with parents, outside agencies, advocates/legal counsel
- Oversight of programs and staff
- Observation and Evaluation of Special Education Teachers
- Observation of Students
- Plan, Schedule and Facilitate professional development
- Collaborate with staff and administration
- Provide support to DESE data collection, district data
- Provide support for legal cases including attending mediations, prehearing conferences, settlement conferences and hearings, gather information for Discoveries and Interrogatories
- Assist in the hiring of department staff
- Assist in the development of the department budget including staffing needs, instructional materials, and resources
- Allocate District Resources



# 2.0 FTE HS Special Education Program Based Teachers

## 1.0 FTE Language-Based Program Teacher

### Four Year Cost Analysis

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
# Students	4	7	10	13
Potential OOD Cost	\$213,560	\$373,730	\$533,900	\$694,070
Potential In-district Staff Cost	\$61,500	\$103,500	\$161,000	\$184,000

Estimated Net Savings: \$1,300,000





# 2.0 FTE HS Special Education Program Based Teachers

## 1.0 FTE Life Skills Program Teacher

### Four Year Cost Analysis

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
# Students	3	3	4	4
Potential OOD Cost	\$255,552	\$255,552	\$340,736	\$340,736
Potential In-District Staff Costs	\$68,500	\$70,000	\$71,500	\$73,000

Estimated Net Savings: \$910,000



# .5 FTE MS Special Education Reading Teacher

- Provide direct, explicit reading instruction, meeting IEP goals and service delivery
- Evaluate students for Initial Evaluations and Three-year Re-evaluations
  - Includes evaluation of OOD students
- Write IEP goals
- Report on student progress quarterly
- Ongoing data collection and analysis connected with instruction
  
- Current Reading Teacher has a caseload of 33 students, including Language-Based Program
  - Services range from 2 days/week to 5 days/week
  - Services range from 45 minutes to 60 minutes per session
- Based on student need and service delivery requirements, we will need to consider contracting for additional support this year.
- Contracting is more expensive than hiring in-district staff.

# DONATIONS

---

SCHOOL COMMITTEE MEETING  
JANUARY 17, 2018

**General Electric Institute of International Education**

**\$1,000**

- (2) Checks in the amount of \$500 each issued to Mr. Vincent Bucci & Mr. Jeffrey Walsh and to be used for the District. They were both nominated by their students who received the GE Star Award in April

**Friends of Winthrop**

**\$450.**

- To be used in helping pay for students attending the NSMT