Massachusetts School Building Authority

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RECEIVED
OCT 19 2018
MEDFIELD SELECTMEN

October 16, 2018

Mr. Michael Marcucci, Chair
Medfield Board of Selectmen
459 Main Street
Medfield, MA 02052

NOV 5 2018

Re: Town of Medfield, Dale Street Elementary School

Dear Mr. Marcucci:

I would like to thank representatives of the Town of Medfield (the "District") for meeting with Massachusetts School Building Authority (the "MSBA") staff on September 5, 2018 to review enrollment projections and methodologies for the Dale Street Elementary School project (the "Proposed Project"), and for the additional enrollment data provided via email on September 5, 2018. As discussed, the next critical step is for the MSBA and the District to agree on a study enrollment for the Dale Street Elementary School.

In addition to studying the current district-wide grade 4-5 configuration at the Dale Street Elementary School, the MSBA understands that the District would like its feasibility study to examine the reconfiguration of the Memorial Elementary School, which presently serves the District's PK-1 enrollment, the Wheelock Elementary School, which presently serves the District's grade 2-3 enrollment, and the Dale Street Elementary School which, as noted, presently serves the District's grade 4-5 enrollment, in an effort to address current and future enrollment pressures. According to discussions with the District, such an option would result in a district-wide grade PK-K enrollment at the Memorial Elementary School, a district-wide grade 1-2 enrollment at the Wheelock Elementary School, and a district-wide grade 3-5 at the Dale Street Elementary School. Accordingly, this analysis will be particularly focused on the enrollment projections for a grade 3-5 configuration. The MSBA understands that any issues associated with renovation and/or reconfiguration of the Memorial Elementary School and Wheelock Elementary School will be addressed outside of the Proposed Project.

The table below illustrates the District's K-12 enrollment during the most recent ten-year period, including enrollment for the current school year (2018-2019) as reported by the District. The enrollments are presented according to the District's current grade configurations.

Year	K-1	2-3	4-5	6-8	9-12	Total
2009	394	432	484	739	921	2,970
2010	366	408	454	722	937	2,887
2011	352	400	439	721	898	2,810
2012	329	391	421	695	903	2,739
2013	315	366	403	660	882	2,626
2014	318	349	405	631	876	2,579
2015	330	341	389	620	866	2,546
2016	359	348	369	626	841	2,543
2017	367	378	365	622	828	2,560
2018	370	403	376	603	803	2,555

The total grade 3-5 enrollment in the Town of Medfield as reported by the District for the current school year is 577 students which reflects a decrease of 131 students (-18.5%) from the grade 3-5 enrollment reported in 2009-2010 which was the maximum grade 3-5 enrollment reported in the preceding ten years. Additionally, the 2018-2019 grade 3-5 enrollment reflects a decrease of approximately 28 students (-4.6%) from the average grade 3-5 enrollment reported during the preceding ten-year period.

The MSBA understands that the District is proposing a design enrollment to accommodate approximately 600 students in grades 3-5 at the Dale Street Elementary School. As previously noted, the grade 3-5 enrollment reported by the District for the 2018-2019 school year in Medfield was 577 students.

With respect to future enrollments, the MSBA's base enrollment forecast indicates that the District's grade 3-5 enrollment will continue to experience its recent increasing trend beyond the 2028-2029 school year. The results of the base enrollment forecast are as follows:

- The average grade 4-5 enrollment forecast for the projected period through the 2028-2029 school year is 495 students.
- The average grade 3-5 enrollment forecast for the projected period through the 2027-2028 school year is 750 students.

As a result of a sensitivity analysis performed by the MSBA on this base enrollment projection and further discussion with the District, the following adjustment has been made to the base enrollment projection:

- Sustained Enrollment Growth
    - The MSBA default methodology is based on the average future enrollment projected over a ten-year period. Enrollment projections for the District predict sustained enrollment growth in each grade group significantly beyond the ten-year projection period.

- Based on the discussions between the District and the MSBA and the additional data provided by the District, the MSBA base model has been adjusted to use the average future enrollment projected over a 20-year period.
- This adjustment added the following totals to the projected averages for the District's proposed study enrollment configurations as compared to the base enrollment projection:

    - For grades 4-5, the adjustment added approximately 80 students.
    - For grades 3-5, the adjustment added approximately 110 students.

As a result of the analysis on the base enrollment forecast, the historical enrollment trends of the District, and the adjustment described above, the MSBA recommends, for planning and study purposes only, study enrollments for the Proposed Project as follows:

- District-wide grades 4-5: 575 students
- District-wide grades 3-5: 860 students

Please note that these recommendations for multiple study enrollments do not represent an affirmation by the MSBA for approval and/or funding of any of these options and are intended only to provide a framework to inform the feasibility study to be conducted as a means of determining the most cost effective and educationally appropriate solution to be agreed upon by the District and the MSBA. If the district-wide grade 3-5 configuration is determined to be the Preferred Solution, the District will be required to establish in the Preferred Schematic Report the proposed future use or disposition of any existing spaces vacated or otherwise reprogrammed by this potential project and that the Preferred Solution has been approved by the School Committee and necessary District officials. Further, the MSBA will require a written plan from the District describing the process for determining local support for potential grade reconfiguration and/or consolidation. Upon approval of the District's Preferred Solution, the MSBA will forward a design enrollment certification that is specific to the grade configuration associated with the approved Preferred Solution.

The MSBA would consider the cost of the preliminary analysis associated with estimating potential work required to prepare the Wheelock Elementary School facility for elementary school students as part of the District's Preliminary Design Program and Preferred Schematic Report for the Dale Street Elementary School eligible within the MSBA's reimbursement limits of 3.5% of construction costs for Owner's Project Management Services and 10% of construction costs for designer services. Please note that all other potential work (planning, design, fit-out, construction, etc.) needed to prepare the Wheelock Elementary School facility beyond the Preferred Schematic design phase of the MSBA grant program would be at the sole cost of the District, and considered separate from the Proposed Project, and therefore would require a separate procurement, separate contracts, and separate funding and authorization.

The MSBA believes that this study enrollment recommendation will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement on this study enrollment. If the District feels that this study enrollment does not meet the needs of the District,

please respond to this letter via e-mail to Brian Lynch and propose three meeting/conference call times for which the District can be available to discuss enrollment.

If you have any questions regarding this matter, please do not hesitate to contact me or Brian Lynch (Brian.Lynch@massschoolbuildings.org) at 617-720-4466.

Sincerely,

Mary Pichetti
Director of Capital Planning

Cc: Legislative Delegation
Michael J. Sullivan, Medfield Town Administrator
Anna Mae O'Shea Brooke, Chair, Medfield School Committee
Dr. Jeffery J. Marsden, Superintendent, Medfield Public Schools
File: 10.2 Letters (Region 4)

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
TOWN OF MEDFIELD
DALE STREET ELEMENTARY SCHOOL
STUDY ENROLLMENT CERTIFICATION

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the Dale Street Elementary School (the "Proposed Project"), the Town of Medfield hereby acknowledges and agrees that the design of alternatives, which may be evaluated as a part of the feasibility study for the Dale Street Elementary School, shall be based in accordance with the following:

Enrollment for Grades 4-5, in Dale Street Elementary school facilities	Enrollment for Grades 3-5, in Dale Street Elementary school facilities
575 students	860 students

The Town of Medfield further acknowledges and agrees that, pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage according to the enrollments noted above. The Town of Medfield acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than any of the enrollments noted above, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment for the Proposed Project that it has acknowledged and agreed to herein. The Town of Medfield further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Proposed Project shall be subject to the approval of the MSBA's Board and that the final approval of a Proposed Project shall be within the sole discretion of the MSBA's Board.

The undersigned, for themselves and the Town of Medfield, hereby certify that they have read and understand the contents of this study enrollment certification and that each of the above statements is true, complete and accurate. The undersigned hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of Medfield and to bind the Town of Medfield to its terms.

Chief Executive Officer

10/31/2018
Date

Duly Authorized Representative of School Committee

10/31/18
Date

Superintendent of Schools

10/31/2018
Date