

From: [Julia Seibolt](#)
To: [Bouquillon, Ed](#)
Cc: "[SCNeedham@minuteman.org](#)"; "[e.rozan@minuteman.org](#)"; "[k.mahoney@minuteman.org](#)";
[MaryAnn.Williams@skanska.com](#); [jmilani@kba-architects.com](#); [ltrim@kba-architects.com](#); Chris Alles; [Katie Loeffler](#); [Barbara Mulvey-Welsh](#); [James Daiute](#)
Subject: MSBA/Minuteman: District Correspondence
Date: Tuesday, July 28, 2015 4:12:46 PM
Attachments: [MSBA-Minuteman Correspondence.pdf](#)

Good afternoon:

Attached, please find compiled correspondence letters regarding the Minuteman Technical Vocational High School Project between the MSBA and the Towns which make up the Minuteman Regional Vocational Technical School District. Hard copies have been mailed to all addressees.

If you have any questions regarding these letters, please do not hesitate to contact me. Thank you.

Best regards,

Julia Seibolt
Project Coordinator
Massachusetts School Building Authority
40 Broad Street; Suite 500
Boston MA 02109
www.massschoolbuildings.org

p. 617-720-4466

e. julia.seibolt@massschoolbuildings.org



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Ms. Katie Green, Chair
Board of Selectmen
Town of Acton
472 Main St.
Acton, MA 01720

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Ms. Green:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

I would like to take this opportunity to thank the districts for reaching out to MSBA and I remain hopeful that the issues can be resolved among the member communities so the project can go forward.

For your information and convenience, the correspondence and MSBA replies are included herewith. A memo that staff has prepared is also attached. I trust that the information provided will be able to assist you going forward.

The MSBA encourages all of the members to continue to communicate and work together to resolve any outstanding issues. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation
Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical
School District
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High
School
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.
Joe Milani, Designer, Kaestle Boos Associates, Inc.
Larry Trim, Designer, Kaestle Boos Associates, Inc.
Town of Arlington
Town of Belmont
Town of Sudbury
File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Mark Sprague, Chairman
Board of Selectmen
Town of Bolton
Bolton Town Hall
633 Main street
Bolton, MA 01740

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Sprague:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

I would like to take this opportunity to thank the districts for reaching out to MSBA and I remain hopeful that the issues can be resolved among the member communities so the project can go forward.

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Sincerely,



John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical School District

Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

Joe Milani, Designer, Kaestle Boos Associates, Inc.

Larry Trim, Designer, Kaestle Boos Associates, Inc.

Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Vincent Amoroso, Chair
Board of Selectmen
Town of Boxborough
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Amoroso:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

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Larry Trim, Designer, Kaestle Boos Associates, Inc.

Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. John Gorecki, Chair
Board of Selectmen
Town of Carlisle
66 Westford Street
Carlisle, MA 01741

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Gorecki:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

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Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Ms. Alice Kaufman, Chair
Board of Selectmen
Town of Concord
Town House, P.O. Box 535
22 Monument Square
Concord, MA 01742

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Ms. Kaufman:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

Joe Milani, Designer, Kaestle Boos Associates, Inc.

Larry Trim, Designer, Kaestle Boos Associates, Inc.

Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. James Dawley, Jr., Chair
Board of Selectmen
Town of Dover
PO Box 250
Dover, MA 02030

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Dawley:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

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Larry Trim, Designer, Kaestle Boos Associates, Inc.

Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Stanley Starr, Jr., Chairman
Board of Selectmen
Town of Lancaster
Main Level, Lancaster Town Hall
695 Main St., Suite 1
Lancaster, MA 01523

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Starr:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

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Larry Trim, Designer, Kaestle Boos Associates, Inc.

Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Joseph Pato, Chairman
Board of Selectmen
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Pato:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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Sincerely,



John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

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Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Noah Eckhouse, Chairperson
Board of Selectmen
Town of Lincoln
Town Office
16 Lincoln Road
Lincoln, MA 01773

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Eckhouse:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

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Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

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Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Maurice Handel, Chairman
Board of Selectmen
Town of Needham
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Handel:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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Sincerely,



John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation
Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical
School District
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High
School
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
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Town of Arlington
Town of Belmont
Town of Sudbury
File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Donald Hawkes, Chair
Board of Selectmen
Town of Stow
380 Great Road
Stow, MA 01775-2127

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Hawkes:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

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Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical
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Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
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Town of Arlington
Town of Belmont
Town of Sudbury
File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Ms. Cherry Karlson, Chair
Board of Selectmen
Town of Wayland
Office of the Board of Selectmen
41 Cochituate Road
Wayland, MA 01778

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Ms. Karlson:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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Sincerely,



John K. McCarthy
Executive Director

Page 2

July 22, 2015

Minuteman Technical High School

cc: Legislative Delegation

Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical School District

Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School

Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee

Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

Joe Milani, Designer, Kaestle Boos Associates, Inc.

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Town of Arlington

Town of Belmont

Town of Sudbury

File: Letters 10.2 (Region 4)



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Michael Harrity, Chair
Board of Selectmen
Town of Weston
Weston Town Hall
P.O. Box 378
Weston, MA 02493

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical
High School

Dear Mr. Harrity:

I would like to take this opportunity to present you with copies of correspondence received from several member towns, specifically Arlington, Belmont, and Sudbury. These member towns reached out to the MSBA to outline concerns they had regarding the Minuteman Technical High School project. I have included MSBA responses here as well.

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John K. McCarthy
Executive Director

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July 22, 2015

Minuteman Technical High School

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School District
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High
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Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
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Town of Arlington
Town of Belmont
Town of Sudbury
File: Letters 10.2 (Region 4)

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Mr. Adam W. Chapdelaine
Town of Arlington
Office of the Town Manager
730 Massachusetts Avenue
Arlington, MA 02476-4908

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Mr. Chapdelaine:

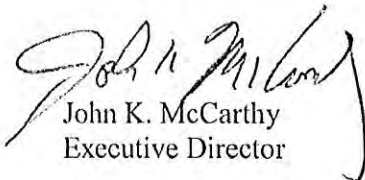
Thank you for your correspondence dated July 1, 2015 regarding the Minuteman Regional Vocational Technical School District ("District"), Minuteman Technical High School.

The MSBA understands that you are objecting to the district-wide ballot initiative as proposed by the Minuteman District. In addition, you take issue with the proposed enrollment figures. The MSBA realizes these are important issues to your community and we are hopeful they can be resolved among the member communities so the project can go forward.

A memo that staff has prepared is attached to this letter. I trust that the information provided will be able to assist you going forward.

The MSBA encourages all of the members to continue to communicate and work together to resolve any outstanding issues. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation
Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical School District
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High School
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.

Page 2

July 22, 2015

Minuteman Technical High School

Joe Milani, Designer, Kaestle Boos Associates, Inc.

Larry Trim, Designer, Kaestle Boos Associates, Inc.

File: Letters 10.2 (Region 4)



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Minuteman School Committee
Dr. Ed Bouquillon, Superintendent
Minuteman District Member Town Managers/Administrators
Maureen Valente, Chief Executive Officer of the MSBA
State Senator Kenneth Donnelly
State Representative Sean Garballey
State Representative Dave Rogers

From: Adam Chapdelaine, Town Manager

RE: Arlington Board of Selectmen Vote – District Wide Ballot

Date: July 1, 2015

Please find the attached vote of the Arlington Board of Selectmen, unanimously adopted at its meeting of June 29, 2015. As you will see, this vote restates the Board's commitment to a collaborative dialogue regarding Minuteman governance and school building issues, but clearly states its opposition to the pursuit of a district wide ballot initiative for approval of the currently proposed school building project.

If you have any questions in regard to this issue, please do not hesitate to contact me.

In light of recent public comments by the Superintendent of the Minuteman Regional Vocational Technical High School District regarding the initiation of a district wide ballot initiative to support a school building project, the Arlington Board of Selectmen hereby adopts the following position statement:

- 1) The Arlington Board of Selectmen has long supported vocational and technical academic opportunities in partnership with the Minuteman School District.
- 2) Representatives of Arlington's Board of Selectmen, Finance Committee and other Town officials have worked tirelessly for the past several years to revise the regional agreement to allow for a collaborative approach among member towns' leadership to approving a school building project. This collaborative approach was also evidenced by the Board's approval of the Needham resolution.
- 3) These Representatives remain committed to such a collaborative process focused on a revised agreement that will augment district sustainability and equity.
- 4) As a direct referendum bypasses each Town's elected representatives who have spent many month and years working to improve Minuteman's physical and operational capacity, the Arlington Board of Selectmen is steadfastly opposed to the Minuteman School Committee pursuing the initiation of the district wide ballot initiative regarding the proposed school building project. Pursuing such a path is not compatible with a collaborative process and undermines trust between Town leadership and the leadership of the regional school district.
- 5) The Arlington Board of Selectmen does not believe that an adequate analysis and resulting methodology has been offered to support the school enrollment figure currently being proposed.
- 6) The Arlington Board of Selectmen does not currently support the proposed building project as the conditions outlined by both the Board and the Finance Committee in 2012 have not been met. These conditions are as follows:
 - Amend the MSBA statute to allow for a greater reimbursement for the Minuteman project. This may come in the form of a change in the formula that recognizes the higher costs of building a vocational school, a change in the formula that recognizes the demographics of all enrollees in the school, not just the member town enrollees, or a change that allows for 100% capital reimbursement for non-member students. Arlington is also interested in the possibility of a non-MSBA state appropriation that could be directed to the project.
 - Make the following changes to the regional agreement:
 - A. Adopt a Capital Apportionment Model that provides a fair share of the project be paid by Arlington. That model might include a common share, wealth factors described in the DESE "Combined Effort", and enrollment; use of other funding sources; or other creative solutions.
 - B. Adoption/Voting Formula – A change to the regional agreement that would require Minuteman's annual operating budget to be approved by 11 town legislative bodies that represent at least two-thirds of the in-district enrollment.
 - C. Exit Provision – A change to the regional agreement that would allow for member communities to exit the district without unanimous consent of all member communities. This proposed provision would require any member community interested in exiting to pay capital costs for a pre-determined amount of time after their exit.

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 21, 2015

Mr. Sami Baghdady, Chair
Mr. Mark Paolillo, Vice Chair
Mr. Jim Williams, Selectman
Board of Selectmen
Town of Belmont
455 Concord Avenue
Belmont, MA 02478

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Messrs. Baghdady, Paolillo, and Williams

Thank you for your letter dated June 23, 2015 regarding the Minuteman Regional Vocational Technical School District ("District"), Minuteman Technical High School. The MSBA staff has reviewed your letter and in the attached memo offer the following regarding the status of the proposed project at the Minuteman Vocational Technical High School, and the roles of the MSBA and the District in securing local authorizations and funding.

I would like to address the last sentence in the first paragraph of your letter. Here it is stated that the MSBA had set two preconditions for this project to proceed into Module 4. I would like to clarify that the MSBA has not required that the District either have a unanimous vote to move into Module 4 or that the regional agreement be amended. We have required the District to study and address the question of its membership. At this time, the District has indicated it is staying with the current membership through use of the existing regional agreement, which satisfies our requirement. The MSBA takes no position on unanimity in District votes, although we have noted that the current regional agreement requires unanimity for certain actions. But that is not a requirement of the MSBA.

I hope you find this helpful in understanding the roles of the MSBA and the District in securing local authorizations and funding. The MSBA encourages all of the members to continue to communicate and work together to resolve any outstanding issues. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2
July 21, 2015
Minuteman Technical High School

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation
Dr. Ed Bouquillon, Superintendent Minuteman Regional Vocational and Technical
School District
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Technical High
School
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.
Joe Milani, Designer, Kaestle Boos Associates, Inc.
Larry Trim, Designer, Kaestle Boos Associates, Inc.
File: Letters 10.2 (Region 4)



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
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BELMONT, MASSACHUSETTS 02478

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JAMES R. WILLIAMS, Selectman

TOWN ADMINISTRATOR

DAVID J. KALE

VIA REGULAR MAIL

ASSISTANT TOWN ADMINISTRATOR

PHYLLIS L. MARSHALL

June 23, 2015

Ms. Maureen G. Valente
Chief Executive Officer
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

RE: MSBA PROJECT NO. 200908300605
MINUTEMAN REGIONAL VOCATIONAL AND TECHNICAL SCHOOL DISTRICT

Dear Ms. Valente,

It gives us no pleasure to write this letter to you. However, we feel that it is essential to do so. Specifically, we are writing to you to ask that the Massachusetts School Building Authority (MSBA) indefinitely postpone taking action on the recent request by the Minuteman Regional Vocational and Technical School District (Minuteman) to move the above-referenced project into Module 4 and to begin schematic design work on a new school building designed to serve 628 students. In Belmont's view, while we believe that all sixteen Minuteman member communities are united in their belief that some form of rebuilding or renovation of the Minuteman facility is unquestionably needed and, therefore, worthy of continued MSBA support, Minuteman has not yet obtained the level of support in our community, and we suspect other communities within the District, to proceed forward with the development of schematic plans around this particular alternative. Moreover, we would also parenthetically note that the Minuteman School Committee vote to enter into Module 4 was not unanimous, nor has the District successfully amended its Regional Agreement, two preconditions that the MSBA had previously stated in a meeting with municipal representatives that the MSBA felt were important to be met in order for the Minuteman to proceed into Module 4.

Simply put, Belmont's objections are twofold. First, we don't think that Minuteman has ever sincerely complied with what Belmont believes was an agreed-upon process to build support for the scope of the project before even commencing the feasibility study, much less advancing this deeply into the process. Second, notwithstanding the majority vote of the Minuteman

School Committee to proceed into Module 4, Belmont believes there are still critical questions regarding the proposed size of the facility which, not only remain unanswered, but which have never been critically examined or fully vetted by either the School Committee or the member towns. Other communities may have other issues which they feel must be addressed before their communities can support a new school building project.

In order to explain Belmont's objections to the process that has been followed, or, as is perhaps more accurate, that has not been followed, it is important for us to take some time to review with you the history around the project. Addendum A of this letter outlines that chronology. It is also important for us to share with you some of the key questions that Belmont believes require additional consideration before support for a 628-student school, or a school of some alternative size, can be provided with any reasonable degree of confidence by our community. Addendum B outlines our view of some of those key unanswered questions.


Despite the long elapsed time that Minuteman has been discussing the building project, as the chronology in Addendum A hopefully adequately demonstrates, the process that Minuteman has followed for determining the recommended school size has generally been devoid of any critical or systematic analysis regarding various alternatives and has, instead, been marked by a series of single-evening discussions at Minuteman School Committee meetings, usually culminating in the School Committee making on-the-spot decisions, often while promising that the opportunity for soliciting input from the member towns and reaching a consensus on school sizing would happen at some point in the future. More importantly, the agreed-upon and seemingly MSBA-mandated prerequisite that Minuteman obtain the approval from member towns on school sizing before undertaking anything more than an enrollment study was never even remotely adhered to.

The aforementioned process has now led to Minuteman having analyzed three separate size schools in Module 3 of the feasibility study, thereby affirming Belmont's initial concerns that beginning the feasibility study before the Minuteman communities had reached a consensus on the size of the facility to be studied was an imprudent use of both the District's money and the MSBA's money. Minuteman now finds itself at the end of Module 3 and there is still no endorsement regarding the optimal size for a new or renovated school within Belmont, and we suspect other towns as well. In Belmont's view, to compound this situation by plunging ahead into Module 4 and potentially spending another \$400,000 or so developing schematic plans around a facility whose size has still not been explicitly ratified in any formal sense by the Minuteman communities, is a poor use of the District towns' monies and the State's funds. Moreover, if pushing the feasibility study forward into Module 4 leads to a building project that gets rejected by the Minuteman communities because it wasn't fully vetted, lots of time and money will have been wasted. An even worse use of State and local funds would be a scenario in which a new school is approved, gets built, and is then subsequently viewed as being the wrong size facility to serve the needs of the Minuteman communities. In Belmont's view, it is far better to pause now, obtain the support and buy-in on the facility size (whether that be 628 students or some other number) that should have been

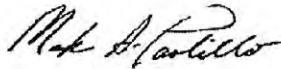
obtained at least three years ago (as Belmont has been advocating for the past five years and as the MSBA apparently had previously endorsed). Only after the critical unanswered questions, as exemplified in Addendum B, have been addressed and only after the scope of the project has been fully vetted by and ratified by the member communities, does it then make sense to enter Module 4. Consequently, Belmont respectfully requests that the MSBA indefinitely table Minuteman's request to enter into Module 4 until such time as the substantive and procedural issues addressed in this letter have been satisfactorily addressed.

We appreciate your consideration of Belmont's request, and look forward to continuing to pursue a building project for Minuteman that best serves the needs of the member towns. We would welcome the opportunity to talk to you further about any of the ideas contained herein if that would be helpful and productive from your perspective.

Sincerely,



Sami Baghdady
Chair



Mark Paolillo
Vice Chair



Jim Williams
Member

cc: Dr. Edward Bouquillon, Minuteman Superintendent
Minuteman School Committee
Town Managers/Town Administrators, Minuteman District Towns
Chair, Boards of Selectmen, Minuteman District Towns
Mr. Jack McCarthy, Executive Director, MSBA
Ms. Mary Pichetti, Director of Capital Planning, MSBA

Addendum A: CHRONOLOGY REGARDING BUILDING SIZING

1. Initial MSBA Correspondence

When Minuteman first requested approval in the spring of 2010 from the sixteen member towns to borrow up to \$724,000 for a feasibility study, Belmont's Town Meeting twice rejected the request. Belmont's vote did not reflect any objection to a potential school building project. Rather, Belmont's objection was that the bulk of the requested funding would be used to undertake detailed architectural design work around a building for which there was no agreement on the appropriate size.

Subsequent to an initial vote by Belmont's Town Meeting on April 28, 2010 to reject Minuteman's request, on May 3, 2010, the MSBA issued a letter, which stated, among other things, the following:

The Minuteman Regional School District has assured the MSBA that it understands that the final membership, *the resulting agreed upon enrollment* and the educational program are key elements of the feasibility study and therefore, without their resolution, the study cannot proceed. As such, the Minuteman Regional School District acknowledges that all of these issues must be successfully resolved and agreed upon by the Minuteman School Committee *and its member communities* prior to entering into a Feasibility Study Agreement with the MSBA and prior to the proceeding of the procurement of any consultants for a feasibility study. (Emphasis added.)

At a Belmont Town Meeting held on that same May 3, 2010 date, during which Minuteman's request was reconsidered, a Belmont Town Meeting member expressed the sentiment that the approval on school size should come from Town Meeting, not just from the Minuteman School Committee, and pressed the Superintendent as to what form the MSBA's mandated community approval would take. The Superintendent assured Belmont's Town Meeting that Belmont, and the other Minuteman communities, would be free to decide what body within their town would be designated to provide that approval, including Town Meeting if the community so chose.

2. Minuteman School Committee Vote on Feasibility Study Borrowing:

Subsequent to the MSBA's letter, on May 17, 2010, under a warrant article identified as Article 58, Arlington's Town Meeting approved Minuteman's request for authorization to borrow feasibility study funds. Arlington's approval was contingent, however, on Minuteman complying with a number of prerequisite conditions, including the following:

The Superintendent agrees not to go forward with the second phase of the feasibility study (architect, project manager, etc.) unless *all 16 member towns* approve, or not disapprove, of the *enrollment* and [Regional Agreement Task Force's] conclusions. (Emphasis again added.)

Based on the MSBA letter and Arlington's Town Meeting vote, on June 15, 2010, the Minuteman School Committee amended its request to the member towns for authorization to borrow funds and to proceed with the feasibility study. The School Committee vote stated, in part, the following:

The Minuteman Regional Vocational Technical School District (the "District") hereby recognizes the conditions of process as outlined in a correspondence from the Massachusetts School Building Authority, dated May 3, 2010, and the amended Article 58 of the Town of Arlington, dated May 17, 2010, and associated details of alignment of procedures within these understandings, and shall instruct its Superintendent to accommodate these procedures and conditions within the legal scope of his authority.

In July 2010, based on the conditions contained in the May 3, 2010 letter from the MSBA, the conditions contained in Arlington's Article 58, and the language in the June 15, 2010 Minuteman School Committee vote, the Belmont Board of Selectmen concluded that the objections voiced at Belmont's Town Meeting specifying that an agreement on school sizing should precede a detailed feasibility study had been adequately addressed, and the Selectmen agreed, by virtue of non-disapproval of the Minuteman School Committee's vote, to support Minuteman's amended request to borrow funds for a feasibility study.

3. Development of the School Sizing Recommendation

Despite the aforementioned assurances that the member towns, and not just the Minuteman School Committee, would first agree on the recommended sizing for a new school before entering into the formal feasibility study, such a process was never followed. Instead, below is a recap of the major actions that have led to the current recommended facility of 628 students.

- Sometime in late 2010 or early 2011, Minuteman engaged the New England School Development Council (NESDEC) to undertake an enrollment study. According to information provided verbally to the Minuteman School Committee by Dr. Bouquillon, he personally reviewed at least twelve drafts of the NESDEC enrollment study before providing the Minuteman School Committee their first copy of the study as part of the April 5, 2011 meeting materials. That enrollment study suggested that Minuteman could support a school sized for 1,100 students. Amazingly, despite a fervent request by Belmont's Minuteman's School Committee representative and other School Committee members to discuss the enrollment study at a School Committee meeting, the Minuteman School Committee never had a single substantive discussion on the NESDEC enrollment study and its implicit conclusions regarding school sizing. Without ever even discussing the content of the study, much less bringing the matter to a formal vote, at its May 10, 2011 meeting, the School Committee informally authorized the Superintendent to submit the study to the MSBA.
- On August 8, 2011, the MSBA issued an initial design enrollment approval for a school of 800 students, of which 460 (58%) of those students were projected to come from within the sixteen member communities, and the remaining 340 (42%) were projected to come from non-member towns.
- The MSBA re-issued their enrollment certification letter on October 11, 2011. As that letter clearly notes, in an e-mail to the MSBA dated September 1, 2011, without any support from, or even discussion with, the Minuteman School Committee, Dr. Bouquillon unsuccessfully tried to

persuade the MSBA to change its approval from a *maximum* of 800 students to a *minimum* of 800 students. In response to Dr. Bouquillon's attempt to alter the initial approval, the MSBA's October 11, 2011 letter was explicit that the design enrollment certification was for a maximum of 800 students. With the affirmative acknowledgement that the MSBA's 800-student number represented a cap on enrollment, not a specified targeted enrollment, the Minuteman School Committee voted to sign the enrollment certification at its October 18, 2011 meeting.

- At the May 22, 2012 Minuteman School Committee meeting, despite the fact that the prerequisite conditions required for proceeding with the feasibility study had not been met, and, specifically, despite the fact that Minuteman had made no attempt to go back to the sixteen member towns for approval on the proposed school sizing before proceeding with the feasibility study, over the vehement objections of the Belmont representative on the School Committee, among others, the Minuteman School Committee voted to execute a Feasibility Study Agreement with MSBA and to commence the formal feasibility study process for a school sized for a maximum of 800 students.
- It is important to note that, at this point in time, Belmont considered both contacting the MSBA directly, as we are now doing, and/or potentially taking legal action against Minuteman over the District's failure to follow the previously-mandated and agreed-upon protocol before commencing with the feasibility study. However, Belmont decided to hold off taking either action, in part due to assurances that the discussion about the appropriate sizing of the school would take place during Module 3 of the MSBA process and that Minuteman would not enter into Module 4 without the member towns having an opportunity to endorse the proposed school sizing. For example, in a subsequent letter from the Superintendent to the Belmont Board of Selectmen dated April 4, 2013, Dr. Bouquillon cited the MSBA requirements to obtain public input on proposed projects and stated:

The result of those statutory impositions is that Member Towns will have an opportunity to directly participate in determinations as to the size and scope of a proposed project.
- On July 24, 2012, presumably as a result of back-channel feedback the MSBA apparently received from some stakeholders expressing concerns about a potential school of 800 students, the MSBA issued a second enrollment certification directing Minuteman to also consider a school sized for 435 students, a level that was consistent with the MSBA's estimate in the original enrollment certification of the enrollment that could likely be supported from member-town students alone. At its August 13, 2012 meeting, as with the discussion that took place at the October 2011 Minuteman School Committee meeting regarding the initial 800-student enrollment certification, the School Committee concluded that the MSBA's revised enrollment certification did not necessarily mandate that the 435- and 800-student enrollment numbers be the only school sizes considered, but rather, that those two numbers merely represented a cap and a floor on a potential school size. Based on that explicit understanding, the Minuteman School Committee voted to sign the second enrollment certification.

- Notwithstanding the Minuteman School Committee's stated understanding that the two enrollment certifications merely represented the ends of a continuum regarding a potential school project, from late 2012 through late 2013, Minuteman's feasibility study design team focused their attention solely on those two ends of the continuum - a 435-student school and an 800-student school, culminating in the submission to the MSBA of the Preliminary Design Program for both a 435-student school and an 800-student school in November 2013.
- At the February 4, 2014 School Committee meeting, based on concerns regarding the time and cost associated with having the design team conduct a feasibility study on two separate school sizes, the School Committee authorized the design team to abandon any analysis around a 435-student school and focus exclusively on the 800-student alternative. This approval was once again based on an explicit understanding that the 800-student size was a "not to exceed" number. In fact, the motion that was adopted that night specifically stated that:
 This action is taken with the understanding that, should the MSBA and public feedback support lowering this "design target enrollment", it can occur.
 (Emphasis added.)
- At the May 20, 2014 School Committee meeting, with no prior discussion by the Minuteman School Committee, and certainly no formal input from the member towns, the Superintendent presented his own proposal for a school sized for 628 students. The Superintendent's presentation made the case that such a school could be supported by enrollment solely from the member towns if there was a 25% increase in the application rate to Minuteman by member-town eighth-graders. The School Committee did not discuss the merits of the Superintendent's proposal that night, instead agreeing to discuss the proposal at its next meeting. At the June 27, 2014 School Committee meeting, with no further analysis or deliberation, other than the discussion at the table that night, and with no attempt to consider other potential school sizes, the School Committee voted to proceed with a school designed to accommodate 628 students.

It is worth noting that during this entire multi-year process, there was never any attempt made to determine the appropriate school sizing through a bottom-up process of looking at the vocational program mix that might be included within schools of various enrollment capacities. Partly as a result of separate requests over several years by Belmont's representative on the Minuteman School Committee, Minuteman eventually did create an Education Plan Task Force comprised of several School Committee members. That task force was convened in the summer of 2013, but its explicit charge was to look only at the menu of vocational programs that would potentially be contained within the 435- and 800-student schools specified in the MSBA enrollment certifications. There was no discussion within the Education Plan Task Force about the possible mix of vocational program offerings that might be offered in other potential schools sized somewhere between 435 and 800 students. After the School Committee vote in June 2014 to proceed forward with a recommended size of 628 students, the Education Plan Task Force was reconvened, again with the explicit mandate to consider only the menu of vocational programs that might be offered in a 628-student school.

Throughout the entire aforementioned process, there was no explicit attempt by the Minuteman School Committee to ever formally or systematically consider the positive and negative impacts of schools of other potential sizes, and there was certainly no systematic attempt to engage the member towns in specific discussions regarding potential alternative sizes for a new or renovated facility. In fact, the first and only formal sessions held in Minuteman member towns to discuss the building project were held in March and April of 2015, and those presentations were intentionally designed to limit the presentation and discussion to which building option for a 628-student school was preferable. When, in recognition of the long-standing concern within Belmont regarding the school sizing question, the Belmont School Committee representative added three slides discussing enrollment and sizing to a 50-slide presentation, he was subsequently publicly chastised by another Minuteman School Committee member as having "hijacked" the presentation and for deviating from the proscribed agenda. Notwithstanding those admonishments, in Belmont, virtually every question that was asked and virtually every comment that was made at the hearing, which was attended by the full Board of Selectmen, representatives of Belmont's Warrant (aka, Finance) Committee, Capital Budget Committee, and School Committee, as well as Town Meeting members, addressed the issue of enrollment and school sizing. In fact, at the end of the meeting, only one attendee was prepared to support any of the three 628-student school options. Every other attendee indicated that there were still key questions that needed to be addressed before any alternative could be supported by our community.

Addendum B: CRITICAL UNANSWERED QUESTIONS ON SCHOOL SIZING

It is important to understand that Belmont does not have a preconceived notion as to what the appropriate size for a new or renovated Minuteman facility should be. Belmont believes that such a decision should be the outgrowth of a disciplined analysis of that key strategic question, and that ultimately, the endorsement of that strategic decision resides with the member towns, not just with the current Minuteman administration or School Committee. That said, Belmont is not yet persuaded that a strong enough case has been made to date as to why a new or renovated Minuteman school needs to be over 50% larger than that which is supported by the District's current and recent member-town enrollment. Belmont further believes that there are several key questions that have not yet been fully addressed, and without an attempt by Minuteman to answer them in good faith, it is hard for us to see the project being supported by our community's Town Meeting members and citizens as it is currently being proposed. Some of these key unanswered questions include:

1. Projected Future In-District and Out-of-District Enrollment:

Member-town high school enrollment at Minuteman has been below the proposed school size of 628 students every year since 1989, a period of 25 years. In fact, except for a slight uptick in enrollment between 2003 and 2007, member-town enrollment at Minuteman has been below 450 students since 1994, a period of 20 years. Currently member-town enrollment at Minuteman is below 400 students, where it has essentially been for the last six years.

In spite of this declining trend in member-town enrollment, the 2011 enrollment study optimistically predicted that with improved marketing, the member-town enrollment at Minuteman could increase dramatically. In fact, the 2011 enrollment study projected that by the current 2014-2015 school year, member-town enrollment at Minuteman would have jumped to 1,067 students rather than the 384 students that were actually enrolled this year. That is essentially the same justification, albeit at a reduced magnitude, that the Superintendent used in May of 2014 to support his assertion that a school of 628 students could be fully supported by member-town enrollment. However, if one takes the peak enrollment from each and every member town over the last 15 or so years and assumes that that peak enrollment continues in perpetuity, member-town enrollment would still fall about 10% short of the recommended design enrollment of 628 students.

When Minuteman made their building project presentations to member towns this past March and April, they had scaled back the projected member-town enrollment even further, to 525 students. Even at that reduced number, Minuteman acknowledged that a 525-student in-district enrollment was predicated on the assumption that member-town enrollment in each and every Minuteman community would grow by 8% per year for four successive years, an overall increase in member-town enrollment of over 35%. No support or justification was provided for this latest assumption, other than that improved marketing and a new building would lead to an increase in member-town enrollments. Frankly, Belmont suspects that the economic and

demographic profile of the District's member towns has a far more powerful impact on the historic enrollment trends at Minuteman than either marketing or the physical condition of the facility, and a "build it and they will come" mantra is an insufficient justification, in our town's judgment, to support a school sized 50% larger than one designed to meet the current member-town enrollment.

It is possible that, in order to provide a more diverse menu of programs, in order to provide some capacity for future enrollment growth, or for other reasons, the member towns could make a strategic decision to support a school that is sized larger than one designed to serve only current member-town enrollment levels. And, in looking at the historic data, Minuteman has generally had 200 or more non-member students enrolled in its high school programs during the 20 or so years since member-town enrollment fell below 500 students. However, there are two important factors impacting non-member enrollment which Belmont feels have not adequately been considered. First is the impact that assessing non-member communities a substantial capital facilities charge (upwards of \$7,500 per student using Minuteman's current estimates) will have on the willingness of those non-member communities to send students to Minuteman versus seeking other alternatives. Belmont has heard rumblings that many of the larger-sending non-member communities have vowed not to pay such a facilities fee and to challenge the legality of such a fee in court if necessary. Second, there has been no attempt to gauge how the recently-proposed changes by DESE to the freshmen exploratory program at vocational high schools might impact non-member enrollments. In Belmont's view, in light of these two factors, some additional analysis on future non-member enrollments is required beyond the mere assertion that for the last 20 years Minuteman has had more than 200 non-member students so it should have no problem attracting equivalent levels of non-member students for the duration of the new school's useful life.

2. Menu of Vocational Programs Under Alternative Sized Facilities:

As noted in Addendum A, the Minuteman Education Plan Task Force never considered the impact that various school sizes other than 435, 800, and 628 students would have on Minuteman's vocational program offerings. However, Belmont notes that the proposed menu of vocational programs under a 628-student school includes the addition of a new Multi-Media Engineering program and the preservation of a Horticulture program that currently and recently serves only 6 member-town students. There has been no hue and cry within Belmont for Minuteman to add a Multi-Media Engineering program, and the elimination of a program that serves only 6 students from the 16 member towns would not seem to represent a significant loss to our communities. Using the MSBA's 40-students-per-program metric that Minuteman used for those two programs, eliminating those two programs alone suggests that a new Minuteman facility could easily be sized at 548 students with no material impact on program diversity. There may be other programmatic adjustments that might well support other potential size configurations. From Belmont's perspective, it does not appear that any of this "what if?", bottom-up analysis has ever been undertaken by the School Committee, and certainly no such thinking has ever been shared with the member towns.

3. Projected Costs and Financial Risks Associated With Alternative Sized Facilities:

As part of the community briefings held in the member communities this past March and April, Minuteman released summary cost projections for the three 628-student school options, as well as a cost for renovating the facility without MSBA assistance. However, there has been no detail provided on the supporting assumptions that lie behind those projections. More importantly, subsequent to the building project briefings, Minuteman indicated that the cost for building a new 435-student school was estimated at \$135.7 million, a reduction of only \$9.2 million, or 6.4%, from the estimated \$144.9 million cost of a new 628-student school. A 6.4% cost reduction for almost a 50% reduction in capacity seems counterintuitive to us. At a minimum, Belmont would like to see some more detail regarding the assumptions that were used to develop the current cost estimates. Moreover, in order to make a fully informed decision on school sizing, it is essential that the member towns also have some mechanism to understand how those building costs might change under alternative sized schools.

In addition to obtaining a better understanding of the projected upfront capital costs associated with different sized facilities, member towns should also have some understanding of the marginal difference in the District operating budget that would be associated with different sized facilities. And, towns also need a better understanding regarding the sensitivity to those capital cost and operating cost estimates should non-member enrollment fall below the current estimates and/or the State reverse its current stance on allowing vocational schools to charge non-member communities a capital facilities fee because, ultimately, it is the member towns that will bear the financial risk of any debt issued to build a school sized larger than that which is needed to serve just member-town students

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

July 22, 2015

Ms. Patricia A. Brown, Chairman
Ms. Susan Iuliano, Vice-Chairman
Mr. Robert C. Haarde, Selectman
Mr. Leonard A. Simon, Selectman
Mr. Charles C. Woodward, Selectman
Town of Sudbury
Office of Selectmen
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776-1843

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Mmes. Brown and Iuliano, and Messrs. Haarde, Simon, and Woodward:

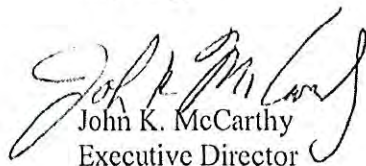
Thank you for your correspondence dated July 16, 2015 regarding the Minuteman Regional Vocational Technical School District ("District"), Minuteman Technical High School.

The MSBA understands that the size of the building, including how many students from the Minuteman District will be required to attend, and opposition to the district-wide election proposed by the District are among your primary concerns. The MSBA also understands these are important issues to your community and we are hopeful they can be resolved among the member communities so the project can go forward.

A memo that staff has prepared is attached to this letter. I trust that the information provided will be able to assist you going forward.

The MSBA encourages all of the members to continue to communicate and work together to resolve any outstanding issues. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,


John K. McCarthy
Executive Director



TOWN OF SUDBURY

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July 16, 2015

To: Minuteman Regional Vocational Technical High School Administration
Minuteman Regional Vocational Technical High School Committee
Minuteman Regional Vocational Technical High School Building Committee
Massachusetts School Building Authority (MSBA)
Sudbury's Legislators: Senator Mike Barrett, Representative Carmine Gentile,
Senator James Eldridge
Minuteman Member Towns' Boards of Selectmen

From: Sudbury Board of Selectmen

The Sudbury Board of Selectmen adopt the following positions in response to the proposed Minuteman Regional Vocational High School building project, and the district-wide election to approve this capital project under consideration by the Minuteman School Committee.

Sudbury's Board of Selectmen is committed to providing each of Sudbury's children with the opportunity for a high-quality vocational education. We recognize the unique value of vocational education and understand that it provides an environment in which children who might otherwise be discouraged in a traditional educational setting can develop and thrive. Our opposition to the Minuteman Building project does not reflect a failure by the Selectmen to value vocational education nor does it indicate that we are ignorant of the well-documented deficiencies of the Minuteman school facility.

1) The Minuteman School Building Committee has embarked upon obtaining approval of a 628-student school project from the Massachusetts School Building Authority without demonstrating to the member towns that a school of this size is warranted. Using MSBA predictions, the projected enrollment for this school from within the Minuteman District does not warrant this size facility.

The Sudbury Board of Selectmen oppose the proposed Minuteman school building project, pending an acceptable explanation of how this size can be justified and how many students from within the Minuteman District are expected to attend. These explanations are due both to local officials including the Board of Selectmen and the Finance Committee and to the citizens of Sudbury.

2) The Minuteman School Committee is considering a district-wide election to win approval of funding for the Minuteman building project described above, rather than presenting the project to the Town Meetings of the Minuteman member towns. Such an election would entirely by-pass the need to justify the building project to the Sudbury Finance Committee and the Board of Selectmen. It would deprive citizens of the opportunity to have their questions addressed on the floor of Town Meeting and to hear the considerations brought forth by their local elected and appointed officials. Instead, the single-question election called by the Minuteman School District with restricted hours and polling sites will elicit minimal public interest and involvement rather than the informed decision desirable for such a project.

The Sudbury Board of Selectmen oppose the district-wide election proposed by the Minuteman District, believing it does not provide an opportunity for informed decision making by the electorate.


The Sudbury Board of Selectmen remains committed to offering our students the opportunity to experience an exceptional vocational education. The Board is not convinced that this project, nor the district-wide vote to obtain funding, are in the best interests of our town or of the Minuteman District.

In summary:

1. The Sudbury Board of Selectmen opposes Minuteman's proposed 628-student building project.
2. The Sudbury Board of Selectmen opposes the district-wide election proposed by the Minuteman School Committee and the Minuteman School Building Committee.

Respectfully submitted

SUDBURY BOARD OF SELECTMEN



Patricia A. Brown, Chairman

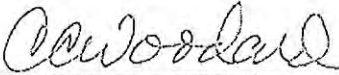


Susan N. Iuliano, Vice-Chairman

Robert C. Haarde, Selectman



Leonard A. Simon, Selectman



Charles C. Woodard, Selectman

TO: John K. McCarthy, Executive Director
FROM: Mary Pichetti, Director of Capital Planning
DATE: July 21, 2015
RE: Minuteman Regional Vocational Technical School District,
Minuteman Technical High School

Per your request, staff has prepared this memorandum to summarize the status of the Minuteman Regional Vocational Technical School District ("District") in the MSBA's grant program, the basis of staff's recommendation for the District's preferred solution, and the next steps for the District if the MSBA Board of Directors authorizes the District to proceed into schematic design at the August 6, 2015 Board meeting.

The District was initially invited into the MSBA's capital pipeline on July 29, 2009. In the last six years, the District has been re-categorized into Eligibility Period, invited a second time into the MSBA's capital pipeline on June 13, 2012, received a revised certification for study enrollments for member and non-member students and received a two-year extension on July 30, 2014 to complete its feasibility study by June 2016. A review of the District's timeline within the MSBA's program indicates the following:

- During the initial invitation, MSBA staff notified the District, in a letter dated May 3, 2010, "that the final membership, the resulting agreed upon enrollment and the educational program are key elements of the feasibility study and therefore, without their resolution, the study cannot proceed." The MSBA requested that the District work to resolve the issues identified and provide a summary of the recommendations to the MSBA no later than July 1, 2011.
- The District has kept the MSBA informed of the work that its School Committee and its members have done to revise its regional agreement to address the concerns of the members.
- The District has also informed the MSBA of the work it has done with the Department of Elementary and Secondary Education ("DESE") to gain its approval of the revised agreement.
- The District noted that a further understanding of the costs to renovate/upgrade the facility was needed in order to address the member's questions regarding the overall cost of a potential project and the associated share for each member. The District requested that the MSBA allow the feasibility study to run simultaneously with the finalization of the revised regional agreement, which was underway.
- Based on this request and with the MSBA's introduction of the Eligibility Period, staff performed a review of all districts within its capital pipeline and recommended that districts who had not been progressing forward in the grant program be re-categorized to Eligibility Period in January 2012. This re-categorization provided the District with an opportunity to resolve enrollment and funding issues locally and commence with its feasibility study while it continued to finalize its revised regional agreement.

- Upon completion of the requirements of the Eligibility Period, the District was invited a second time into the MSBA's capital pipeline on June 13, 2012. Based on conversations with the DESE, the MSBA issued a revised certification for study enrollments for member students of 435 and member and non-member students of 800. The MSBA required that the feasibility study include study options for both enrollments as the District finalized its educational program. The MSBA understood that based on the ongoing conversations regarding the revisions to the regional agreement that the District may select an enrollment number between 435 and 800 students.
- The District requested and received on July 30, 2014 a two-year extension to complete the revisions to its regional agreement and seek member approval while completing the work of the feasibility study.
- In the last year, the District has received approval of its revised regional agreement from DESE, received preliminary DESE approval of its educational program offerings, voted on a program and an enrollment, and performed outreach to its member communities through surveys and local presentations.
- The District informed the MSBA in April 2015 that it had been unable to secure approval of the revised regional agreement as several member communities had postponed the vote and/or refused to include it in their town meeting warrant. Therefore, the District informed us that the School Committee has voted to move forward with its proposed project based upon the membership of the current regional agreement.
- Based upon the work done over the last six years, the MSBA expects the District to complete the work of the Feasibility Study Agreement by June 30, 2016 in accordance with the schedule set by the District and agreed to by the MSBA.

The District submitted its Preferred Schematic Report to the MSBA on June 6, 2015 for consideration at the MSBA's Board of Director's ("Board") Meeting on August 6, 2015. The staff has completed its review and is recommending that the District be approved to proceed into Schematic Design to replace the existing high school on the existing site with a new facility designed for 628 students for the following reasons:

- The MSBA has and continues to support vocational and technical educational opportunities for students across the commonwealth and the important role they play in the economic future of the commonwealth.
- The MSBA recognizes the need for capital investment in the existing facility.
- The District's "Educational Program Plan Labor Market Information Analysis" is comprehensive, demonstrates demand for the proposed Chapter 74 curriculum offerings, and aligns with evolving trends in employment.
- The District has reviewed the proposed Chapter 74 programs with the DESE. While both DESE's application process and the MSBA's Grant program approval process are still underway, DESE and the MSBA recognize that:
 - Minuteman is an important educational resource for students.
 - The DESE is in general agreement with the proposed plans submitted to the Department.

- The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum.
- The MSBA understands and agrees with the District that a school based upon the member enrollment of 435 students is not operationally sustainable and would not meet the District's educational goals.
- The MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum.
- The staff's review of the District's enrollment and application data demonstrate sufficient demand for program offerings to ensure the facility will be utilized.
- The recent amendment of 603 CMR 4.00 includes provisions to "...establish a capital construction and renovation increment to be added to the tuitions paid on behalf of non-resident students..." and a similar provision for non-resident students enrolled in special education programming addresses one of the District's long-standing concerns regarding its member's share of supporting non-member students.

If the MSBA Board of Directors approves the District's preferred solution to replace the existing high school on the existing site with a new facility designed for 628 students at its August 6, 2015 Board meeting, the next steps for the District will be as follows:

- The District and its consultants will need to develop a robust schematic design submittal of sufficient detail to establish the scope, budget and schedule for the proposed project as presented in Module 4 – Schematic Design.
- The MSBA staff will review the District's Schematic Design Submittal and based upon the review, recommend to the MSBA Board of Directors for its consideration and potential approval a Project Scope and Budget Agreement that documents the project scope, budget, schedule and the MSBA's financial participation. The District's schedule indicates that the MSBA will receive this submittal in February 2016 for review and potential approval at the MSBA's March 2016 Board meeting.
- The Project Scope and Budget Agreement ("PSBA") will set out the maximum Total Facilities Grant that the District can expect to receive from the MSBA.
- After the MSBA Board of Directors has approved the Project and authorized the Executive Director to enter into Project Scope and Budget and Project Funding Agreements with the District, the District must secure local funding within 120 days.
- It is the District's responsibility to know and meet all state and local deadlines for the submission of warrant articles, vote language and ballot questions.

As with other districts participating in the MSBA's School Construction Grant Program, the MSBA will follow policy and provide the District the same opportunities provided other districts in studying potential solutions, establishing a mutually agreeable project scope and budget at the conclusion of schematic design, and receiving a Project Scope

and Budget Agreement. The District is responsible to secure the local authorizations and approvals. The District is responsible throughout the MSBA grant process for addressing any concerns or questions raised by its local boards, member towns or from the community. Beyond the use of specific language for articles, motions, resolutions, orders, votes (available on the MSBA's website) the MSBA does not govern or weigh-in on the specifics of how the District secures local approval and funding authorizations, that is the responsibility of the District.

If you need any additional information or have any questions, please let me know.