

Massachusetts School Building Authority

DRAFT Maintenance and Capital Planning Record

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

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

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

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

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

District:

Pentucket

Submission Date:

Project(s) for which this maintenance and capital planning information was submitted:

Pentucket Reg Middle - 201307450405
Pentucket Reg Sr High - 201507450505

Comments:

The project selected was for the High School but discussions with MSBA led us to include a possible Middle / High School option.

Staffing

1.	Is school facility maintenance performed by the municipality or the school district?	School District
2.	Are vendors used for any aspect of school facility maintenance?	Yes
	Vendor Details	<p>Asbestos Abatement, by job</p> <p>Asbestos Testing, by job</p> <p>Elevators, three year duration</p> <p>Fire Alarm System, annual</p> <p>Pest Management, annaul</p> <p>Plumbing, by job</p> <p>Security System, annual</p> <p>Other, Sprinkler System, annual</p> <p>Other, Fire Extinguisher, annual</p> <p>Other, Kitchen Hood Ansul, annual</p> <p>Other, Bleacher Inspection, annual</p> <p>Other, Heating Water Treatment, annual</p> <p>Other, Grease Trap Cleaning, annual</p> <p>Other, Septic Pumping, annual</p> <p>Other, Boiler Tube and Breach Cleaning, annual</p> <p>Other, Generator Service, annual</p> <p>Other, Fuel Oil Tank Monitoring System, annual</p> <p>Other, Stage Lighting Rigging Inspection, annual</p> <p>Other, Kitchen Steamer Descaling , annual</p> <p>Other, Organic Fertilizer Management Program, annaul</p>
3.	Full Time Equivalent: the number of FTE custodial and maintenance staff positions for the years displayed.	<p>2016: 23 Maintenance FTE's</p> <p>2015: 22 Maintenance FTE's</p> <p>2014: 22 Maintenance FTE's</p>
4.	Is there a Director of Facilities for the district?	Yes
5.	Does the district have defined job descriptions for custodial and maintenance staff roles?	Yes
	Attachment: Job Descriptions	Facilities Custodian Position Description.pdf , Date Uploaded: 10/20/2016
6.	Is there a system of performance evaluations of the district's custodial and maintenance staff?	Yes
7.	Is training required and/or provided	Yes

for the district's custodial and maintenance staff?

If "Yes," please describe:

The Facilities Department Employee Handbook and Maintenance Plan describes the comprehensive training provided to those employed as members of the Facilities Team.

Employees of Pentucket Regional School District, including all members of the Facilities Team, are required to participate in the annual compliance training. This required training includes:

1. Civil Rights Training
2. 504/Title II (ADA)/Title VI/Title IX
3. Sexual Harassment
4. Bullying
5. Care and Protection of Children under 18
6. Physical Restraint Guidelines / Restraint Procedures
7. Staff Procedures Regarding Food Allergies
8. Technology Acceptable Use Agreement

Each member of the Facilities Team participates in an orientation to support decisions and actions that are aligned with the District's purpose and mission, ethical conduct, knowledge and safety regarding task performance, and specialized techniques to ensure effective prevention and response.

Maintenance Planning

1.	<p>Is there a written Maintenance Plan for the district that details minimum custodial and maintenance standards and which governs day to day operations?</p>	Yes
	<p>Attachment: Maintenance Plan</p>	<p>Pentucket Facilities Maintenance Manual 2016.pdf, Date Uploaded: 10/20/2016</p>
	<p>Does the Maintenance Plan include standards and benchmarks for maintenance?</p>	Yes
	<p>Please describe how the standards and benchmarks are established and monitored, OR note the page number in your uploaded Maintenance Plan that contains this information.</p>	<p>Pages 22 - 40 of the Maintenance Plan document expectations, standards, and benchmarks. Pages 48 - 52 of the Maintenance Plan document inspection procedures and illustrate monitoring mechanisms.</p>
2.	<p>Is there a preventative or predictive maintenance plan for the district's facilities?</p>	Yes
	<p>Attachment: Preventative or Predictive Maintenance Plan</p>	
	<p>Or, if it is included in the district's Maintenance Plan, please provide the page number in that document where this information can be found.</p>	Section 3 of the Maintenance Plan
3.	<p>Does the district have a work order system?</p>	Yes
	<p>Please describe the work order system and how it addresses planned and unplanned maintenance.</p>	<p>The School Dude Cloud Software System supports the District's ability to address planned and unplanned maintenance. The work order module generates work orders for scheduled and unplanned events. The preventative maintenance module generates a work order for a planned maintenance event. Once the work order is generated, it is assigned by the Facilities Manager to the appropriate craft. When the work is completed, the work order is completed with an electronic signature. The Facilities Manager closes the work order.</p>
	<p>Attachment: Work Order</p>	<p>Work Oder.pdf, Date Uploaded: 10/21/2016</p>

Facilities Condition Index

1.	Does the district conduct periodic inspections of school facilities to ascertain their condition?	Yes
	If "Yes," please describe what is inspected, who conducts the inspections, and how they are documented.	Please refer to the Building Inspection Plan, page 48 of the Maintenance Plan. The Facility Manager and Business Manager conduct regular, monthly inspections of schools in the District. At each school, the grounds, exterior of the facility, and all interior spaces are assessed. During each inspection, the Facility Manager and Business Manager interview staff members, including custodians, school principal, school support coordinator, and educational staff members to glean information from the user's perspective. The Facility Manager documents conditions and needs and generate any work orders that would be relevant. The schedule for these high frequency inspections is determined at the District's annual calendar-setting meeting and implemented in the following year. Scheduled inspections of buildings, grounds, and equipment are conducted regularly as scheduled. Data collected from all inspections are used during the annual budget cycle and help to establish capital priorities
2.	Does the district have a Facilities Condition Index? A Facilities Condition Index (FCI) keeps track of school systems, identifies major system components, and tracks information about those components, including their expected useful life, age, and condition. For example, an FCI would track information not just about the HVAC system as a whole, but about each boiler.	Yes
	If "Yes," what year was it last updated?	2016
	Data Collected: Please indicate whether your FCI tracks data for the following:	
	Building Systems	Yes
	Building Systems Components	Yes
	System Component Age	Yes
	System Component Condition	Yes
	Expected Useful Life	Yes
	Remaining Useful Life	Yes
	Estimated Replacement Costs	Yes
	Please describe any other categories of data that are captured.	Please refer to the FCI, pages 46 - 48, in the Maintenance Plan. The Existing Conditions Report for Pentucket Regional High School supports the FCI. Additionally, the District tracks all system failures that affect the capacity of the school to support its educational program.
	Attachment: FCI Sample	Final 2015-03-23 reduced PRHS Report.pdf , Date Uploaded: 10/20/2016
	Please describe your methodology for keeping the FCI up to date.	The District contracted with Fitzemeyer & Tocci Associates, Inc. in 2015 to conduct a facility condition report for Pentucket Regional High School. We plan to continue updating this report on a three year cycle and include the Middle School in the next update. The Business Manager tracks the depreciated value of the high school and middle school, as well as estimated repair costs.
3.	Please describe how the district	Please refer to the Maintenance Plan (Budgeting & Facilities Condition Index) for additional

analyzes facility condition information and how that analysis impacts decisions on the budget, capital improvements, staff performance, etc.

details. Priorities support the greatest degree of leverage in maximizing facilities as supports for high quality teaching and learning. The FCI is an imperfect measure and cannot be used in isolation to measure the true condition of an asset. Multiple perspectives are useful and considered for decisions leading to prioritization of capital projects.

4. Does the district have an existing protocol for commissioning/re-commissioning or retro-commissioning of any of its facilities or does the district have any plans to perform any commissioning activities (do not include any MSBA funded commissioning or re/retro-commissioning)?

No

Environment

1.	Does the district routinely monitor air quality and air changes in its facilities?	Yes
	If "Yes," describe how and how often air quality is monitored:	Refer to Section 8, pages 53 - 55, of the Maintenance Plan. Ambient (outdoor) and indoor air quality are monitored. A variety of factors contribute to effective management to optimize environmental conditions in support of high quality teaching and learning. Facility staff members are responsive to environmental needs and make adjustments that are appropriate and needed.
2.	Does the district implement practices in the EPA's Tools for Schools program?	Yes
	If "Yes," please describe:	Please refer to page 55 of the Maintenance Plan. Tools for Schools guides Pentucket's practices in support of healthy learning and working environments. Custodians respond to concerns in a timely manner, resulting in diagnostics and adjustments to indoor air quality issues. Mechanical ventilation issues repairs are made promptly. Moisture issues are investigated to root out problematic sources. An industrial hygienist is contracted for issues the exceed the capability of District resources. Cleaning products are restricted to a small group of pre-approved non-toxic, non-odorous products. The District uses an Integrated Pest Management Program. District employees are not authorized to treat or use products to respond to any IPM issues. Waste containers are emptied daily, and as needed, with scheduled removal from sites on a Monday/Wednesday/Friday schedule at each facility. The Geneon Mist Fogger System is used to sanitize facility learning and world spaces as needed.
3.	Does the district have a protocol to eliminate toxic chemicals and use 'green' products for cleaning and repairs?	Yes
	If "Yes," please describe:	See page 55 of the Maintenance manual. Procurement decisions are based upon the SDS and MSDS sheets for specific products and specialty work. The custodial workforce uses a specific product group that is safe for schools. We use an approved custodial cleaning product line: general disinfectant cleaner - Brulin Maxima 256; General Floor Cleaner - Brulin Terragreen Neutral Cleaner; Glass Cleaner - Brulin Terragreen Blue Glass Cleaner; Sterilizer - LabTech Steramine Quat Sanitizer; Aerosol Disinfectant- Simonize Disinfectant Spray
4.	Best practices for building operators typically include regular inspecting, testing, balancing, and cleaning of HVAC components in order to make them operate more efficiently and improve air quality. Does the district have a protocol for doing this?	Yes
	If "Yes," please describe:	See page 34 of the Maintenance Manual. The staff HVAC technician is responsible for preventative maintenance and practices for all HVAC systems and components. The HVAC route sheets and specific equipment sets, boilers, air handlers, and unit ventilators, etc. provide the preventative maintenance routines for servicing equipment.
5.	Does the district monitor energy consumption and spending?	Yes
	If "Yes," please describe:	The Facilities Manager and HVAC technician monitor energy consumption and efficiency of equipment. Calibration of boilers is conducted twice each year, air handlers are checked for filtration and smooth operation are assessed monthly, and unit ventilators are serviced twice each year. Daily monitoring is conducted by custodians. The Business Manager monitors operational costs.
6.	Does the district implement energy conservation measures and/or has the district made improvements to its facilities that result in energy	Yes

savings?

If "Yes," please describe:

Boilers have been upgraded to high efficiency condensing boiler types. The District has shifted from #2 fuel oil to natural gas at three of six schools to reduce emissions. Windows and doors have been updated to improve building envelope efficiency at three of six schools. Roofing has been replaced and insulation installed at three schools to improve envelope efficiency. Conventional incandescent lighting has been partially replaced with LED throughout the District and is ongoing as replacements are needed. Campus irrigation supply water is obtained from the Merrimack River rather than domestic water supply.

Maintenance Budget

1.	Does the person in charge of facility maintenance have a role in establishing the maintenance budget?	Yes
	Please describe:	Facilities Director submits a budget request, by expense category, and including price estimates, for inclusion in the District general fund budget. During budget meetings he is invited to go over his proposal. Following this meeting the recommendations are included in the budget submitted to the School Committee.

The following section requests information regarding the history of budget requests made to and allocated by the school committee as well as actual and projected district expenditures. The budget categories mirror those used to report to the DESE. The following DESE cost categories are used in the budget details captured in this section.

2. Requested Budget

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrtly	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2016	949,252	416,000	463,796	297,099	378,447	0	900	0	8,400	0	2,513,894
2015	943,284	430,000	447,150	295,022	357,055	0	900	0	8,225	0	2,481,636
2014	969,192	399,735	436,295	284,442	411,924	0	268	0	7,757	0	2,509,613
2013	925,694	387,682	382,321	290,475	374,013	0	6,499	0	11,444	0	2,378,128

3. Allocated Budget

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrtly	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2016	949,252	416,000	463,796	297,099	378,447	0	900	0	8,400	0	2,513,894
2015	943,284	430,000	447,150	295,022	357,055	0	900	0	8,225	0	2,481,636
2014	969,192	399,735	436,295	284,442	411,924	0	268	0	7,757	0	2,509,613
2013	925,694	387,682	382,321	290,475	374,013	0	6,499	0	11,444	0	2,378,128

4.	If there is a variance of 20% or greater between the total requested and total allocated amounts in the same year, please provide details on the reason for the difference.	Not applicable. The School Committee has approved the requested budgets as submitted in these areas.
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5. Expended Budget: This information was pre-populated based on information the district provided to the DESE.

FY	4100 Cust Svcs	4120 Bldg Heat	4130 Utility Svcs	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrtly	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2014	1,005,349	387,387	425,755	302,613	426,407	0	268	0	7,066	0	2,554,845
2013	920,321	377,922	367,998	290,167	500,506	0	6,322	0	11,444	0	2,474,680

2012	809,317	352,806	394,877	233,925	386,446	0	3,600	0	7,797	0	2,188,768
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Expended Budget (District-Entered): This information was entered by the district as it was not yet available through the DESE.

FY	4100 Cust Svc	4120 Bldg Heat	4130 Utility Svc	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2015	1,041,241	335,020	428,552	420,891	386,536	0	702	0	7,081	0	2,620,023

6. If there is a variance of 20% or greater between consecutive years in the district's total expended amounts please provide details on the reason for the difference.
- N/A. No variance in excess of 20%.

7. **Projected Budget:**

FY	4100 Cust Svc	4120 Bldg Heat	4130 Utility Svc	4210 Grnd Maint	4220 Bldg Maint	4225 Bldg Scrty	4230 Equip Maint	4300 Extra Maint	4400 Netw Tele	4450 Tech Maint	Total
2019	1,022,241	481,572	617,312	315,284	407,546	0	900	0	9,000	0	2,853,855
2018	997,308	458,640	561,188	309,102	397,606	0	900	0	8,800	0	2,733,544
2017	972,983	436,800	510,171	303,041	387,908	0	900	0	8,600	0	2,620,403

8. What does the district believe that the appropriate amount of spending on operations and maintenance should be to allow for the routine maintenance of the district's facilities and to achieve a sound preventative and predictive maintenance program? Please provide both an absolute value and a percentage of the total district budget.
- The District practices preventative maintenance and annually contracts for major system inspection and repair through qualified and experienced vendors who are reviewed internally by the Facilities Director for performance. These include HVAC systems, sprinkler system, elevators, grounds consultant, ect. These preventative practices allow us to provide stable staffing at all facilities to ensure daily maintenance and repairs are done during the day and complete cleaning of buildings is done at the end of the school day. We feel that an operations and maintenance budget should be what works well for the District which in our case is about 7% of the District budget which is currently budgeted for \$2,620,403.

9. Please provide any other comments on your budget history and forecast that would help the MSBA understand variances or the district's budgeting process.
- The District strongly believes in maintaining all of its facilities. Reserve accounts are set for projected large known maintenance expenditures such as track and tennis court resurfacing. The budget process provides for contracted increases and stable staffing in the custodian and specialized maintenance functions such as electrician, carpenter, and HVAC personnel. Utility expenses are projected to increase at a rate of 10% while supplies and materials at approximately 2.5% as we are currently operating in a fairly flat inflationary environment with an adequate number of vendors to choose from.

10. The DESE has not provided us with your Total District Expenditures for the most recent completed fiscal year. Please provide us with this information.
- Total District Expenditures for 2015: \$35,340,162

Capital Program

1.	Does the district have a practice of capital planning?	Yes
2.	Does the district have a long-term future capital plan of at least five to ten years?	Yes
3.	Is the maintenance staff involved in the planning and design of capital projects?	Yes
	Please describe:	The District Facilities Director annually submits a capital plan that includes input from the member communities capital planning committees. The maintenance staff provides input from what they see will need attention and its severity. They also offer solutions to the best remedy to repair or replace the capital item for the best long term value to obtain the desired educational, structural, or efficiency result.
4.	Does the district have an established line item for a capital reserve account, stabilization fund, or some type of segregated account of local funds reserved to fund capital projects for school facilities?	Yes
	Please describe:	The account is currently funded under a new Policy approved by the School Committee in April, 2014. Under this policy all certified Excess and Deficiency funds are included in the next budget cycle as a transfer to the Districts Stabilization Fund. Once the funds have been transferred they are available for one time Capital Costs eligible for bonding as stated under Massachusetts General Law Chapter 71, Section 16G 1/2. These funds may then be appropriated by a 2/3 vote of the District School Committee. The most recent FY 2017 addition to the fund was in the amount of \$553,713 which when combined with the prior year balance provided us with the funding for the \$700,000 Feasibility Study.

Please provide the dollar amount in the account (or the amount used from the stabilization account) for each of the last five years. In the Uses column, provide a short description of what the fund was used for in that year.

FY	Dedicated Local Fund Amount	Uses
2016	179,036	N/A
2015	178,807	N/A
2014	178,628	N/A
2013	155,517	\$50000 for gas line install. \$30109 for flooring.
2012	235,626	N/A

Capital Budget

Capital Budget History

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

Vote Date	Municipality	Category	Description	Amount	Yes Votes	No Votes	Win / Loss
05/02/2005	Groveland	Capital Exclusion	CONTINUE GROVELAND ROAD MANAGEMENT PROGRAM	190,000	495	311	Win
05/09/2005	Merrimac	Override	FUNDING OF PENTUCKET REGIONAL SCHOOL DISTRICT	484,500	755	635	Win
05/09/2005	Merrimac	Override	FUNDING FEASIBILITY STUDIES, INCLUDING SITE REVIEWS FOR ATHLETIC FIELD	50,000	423	922	Loss
08/28/2006	Groveland	Override	PENTUCKET RSD SUPPLEMENTAL BUDGET	706,689	697	681	Win
08/29/2006	West Newbury	Override	PENTUCKET RSD BUDGET	568,482	495	251	Win
05/07/2007	Merrimac	Override	COA NUTRITION PROGRAM SALARY AND HEALTH INSURANCE	30,700	533	480	Win
05/07/2007	Merrimac	Override	EMT FIREFIGHTER SALARY AND HEALTH INSURANCE	47,000	683	337	Win
05/05/2008	Merrimac	Override	ADDITIONAL FUNDING FOR THE ON CALL FIREFIGHTER/EMT STIPEND	50,000	301	189	Win
05/04/2009	Merrimac	Override	MERRIMAC'S SHARE OF THE ASSESSMENTS FROM THE PENTUCKET REGIONAL SCHOOL DISTRICT AND WHITTIER REGIONAL VOCATIONAL HIGH SCHOOL	315,000	404	392	Win
05/03/2010	West Newbury	Override	PAYING ITS FULL ASSESSED SHARE OF THE PENTUCKET REGIONAL SCHOOL DISTRICT BUDGET	170,000	645	511	Win
11/15/2010	West Newbury	Debt Exclusion	towns share of bond issued by Pentucket Regional School district for paying costs of making repairs to the districts elementary school		540	425	Win
05/02/2011	Merrimac	Override	TOWN OF MERRIMAC'S SHARE OF THE ASSESSMENT FROM PENTUCKET DISTRICT	326,800	343	446	Loss
05/02/2011	West Newbury	Override	PAYING ITS FULL ASSESSED SHARE OF THE PENTUCKET REGIONAL SCHOOL DISTRICT BUDGET	267,000	700	572	Win
05/11/2011	Groveland	Debt Exclusion	Dr. Elmer S. Bagnali School Bonds		715	626	Win
05/06/2013	Groveland	Debt Exclusion	Purchase a certain parcel of land located at 150 Center Street, as described in Article 12 of the 2013 Annual Town Meeting Warrant		794	468	Win

1.	Please provide any comments, corrections, or additions to the information listed above.	<p>1. The amount of the 11/15/2010 Debt Exclusion in West Newbury was \$6,701,000</p> <p>2. The amount of the 5/11/2011 Debt Exclusion in Groveland was \$5,162,000</p> <p>3. The amount of the 5/6/2013 Debt Exclusion in Groveland was \$3,675,000</p> <p>4. Groveland has had an additional Debt Exclusion override on 5/2/2016 to purchase a Fire Ladder Truck for \$750,000. The vote passed 541 for to 479 against.</p> <p>5. Merrimac has had an additional proposition 2 1/2 override in the amount of \$100,000 to fund their share of the Pentucket Regional School District operating budget. The vote passed 203 for to 143 against.</p>
2.	Please describe any capital projects that were deferred due to funding constraints.	<p>The District member communities have a long history of supporting capital projects either within the budget, or through debt exclusion overrides. The history of passage of these votes comes from strong capital planning and by showing and proving the need to the electorate. It has been over a decade since a capital project has failed in any of the three Towns. Recently all member communities supported important improvements and additions at their Town owned Elementary schools in the preparation of making the Middle / High School complex our focus in regards to MSBA applications. No capital projects have been deferred at the District or member community level in recent times.</p>
3.	Regional Districts: Please describe how the funds for capital projects are raised and how the liabilities for capital projects are allocated amongst the members of the regional school district.	<p>Funds for capital projects are raised through the budget process and are either funded with available funds if possible within proposition 2 1/2 or, if necessary, through a debt exclusion proposal. Under the Pentucket Regional School District agreement all bonded capital costs are allocated on a per pupil basis. If there are 1000 children in the District and your community has 300 of them that community would pay 30% of that years principal and interest payment. The percentage is readjusted every year based on enrollment but historically does not deviate much from the initial assessment.</p>
4.	Regional Districts: Please describe the debt management practices for the district, including a description of the debt issuance process associated with capital projects.	<p>The District's debt management issuance process is derived through Massachusetts General Law and the Regional Agreement. First, the request for debt is made by a vote of the School Committee after they are satisfied that the request is necessary and reasonable. Once the project and cost estimate are approved the request is forwarded to the member Towns' for action. The request must be acted upon within 60 days however the District prefers to schedule these items to coincide with already established Town Meetings unless absolutely necessary. The member Towns then determine how much, if any, of the request will be funded through a debt exclusion. All debt exclusion votes must pass by a 2/3 majority at Town Meeting and a majority vote at a ballot election. All member Towns must agree to the debt for it to pass. Debt is incurred only when necessary regardless of cost.</p>

Capital Improvement Plan and Budget

1.	<p>Please upload a document or documents that list, by year and by item, your anticipated district, municipal, and school capital spending for the next five years. Your attachment(s) can be in any format, but must include the following information:</p> <ul style="list-style-type: none"> ● Fiscal year of expected implementation for each item ● Whether each item is for the entire district, an individual municipality(and which), or a school (and which) ● Description of scope or need for work ● Estimated Cost ● Funding mechanism(override or debt exclusion, if known) ● Term of debt (if known) 	<p>Attachment(s)</p> <p><u>MCP Capital Plan Budget Template (1).xls</u>, Date Uploaded: 10/18/2016</p>
2.	Please provide any information the district has about the availability of non-public funds for school facility purposes.	No such funds exist.
3.	Please provide information from the Treasurer, Finance Committee, and/or Capital Planning Committee regarding the current outstanding debt and future bonding capacity inside the debt limit for the municipality/municipalities.	<p>Current debt information is as follows:</p> <p>Town Outstanding Debt Bonding Capacity Inside Debt Limit</p> <p>Groveland \$6,240,000 \$35,571,330</p> <p>Merrimac \$5,496,100 \$32,071,518</p> <p>West Newbury \$2,494,445 \$37,929,475</p>

Attachments

The following is the list of attachments that the district provided to the MSBA as a part of this MCP Record.

Job Descriptions	Facilities Custodian Position Description.pdf , Date Uploaded: 10/20/2016
Maintenance Plan	Pentucket Facilities Maintenance Manual 2016.pdf , Date Uploaded: 10/20/2016
Preventative Maintenance Plan	
Sample Work Order	Work Oder.pdf , Date Uploaded: 10/21/2016
Facilities Condition Index	Final 2015-03-23 reduced PRHS Report.pdf , Date Uploaded: 10/20/2016
Capital Plan Budget	MCP Capital Plan Budget Template (1).xls , Date Uploaded: 10/18/2016
Supplemental Document(s)	

Submission

This section will remain blank until a record is submitted. When submitting, the district representatives are required to affirm the following:

- The district has reviewed all of the information entered in the MCP system and the documents attached and affirms that the answers are responsive to the questions and accurately and completely represent the maintenance procedures, budgeting history, capital planning process, expenditure history, and planned budget of the district.
- The district acknowledges that by submitting this form electronically it is providing the MSBA with the final, definitive version of the district's maintenance and capital planning information as of this date, and that this information will be used to determine the district's eligibility for reimbursement and potential incentive points.

Submission comments or notes:

Submission date:

