



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Charles A. Simmons  
Director of Public Buildings

**INTEROFFICE MEMORANDUM**

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**TO:** School Committee  
Dr. Linus Guillory, Superintendent of Schools

**FROM:** Charles A. Simmons, Director of Public Buildings *CAS*

**SUBJECT:** School Repair and Maintenance Funding FY 2024

**DATE :** November 1, 2022

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In order to fully fund the Repair and Maintenance Budget for FY 2024 and properly test, maintain and make repairs to School Buildings, the total budgeted amount needed is \$3,635,000\* for outside service contractors.

This is an increase of \$1,150,000\*\* over **FY22** appropriation for services. I am requesting that the additional monies there were budgeted for FY23 be made permanent plus I am adding in the extra costs to maintain the New Driscoll School.

For FY23, the R&M budget did increase by \$62,124 (2.5% for inflation) and by \$890,000 over FY22. The \$890,000 increase amount was one-time money that is only available for **FY23**.

For Personnel costs, the amount would be \$1,697,422. There is no increase for the number of staff or budgeted amounts other than contractual obligations. It is expected that the open Tradesmen positions will be filled over the winter if the economy continues to slow.

The justification for the R&M increase is due to the following factors:

- 1) The budget amounts requested last year were fully funded but only with one-time funds;
- 2) Inflation for construction and maintenance has been above 9%;
- 3) The new Driscoll School will be coming on line in September, 2023

This is in line and following the 5-year plan and the Matrix Report.

*\*Note – This request does not take into account anticipated increases with the R&M budget due to the New Pierce School Project.*

*\*\*See attachment No 1 for a detailed breakdown.*



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The need for increases to the School R&M budget for services is being driven due to the larger and advanced infrastructure of renovated school buildings plus new, renovated buildings. As was stated before, the increase for this fiscal year is temporary. It needs to be made permanent plusher needs to be an increase for the New Driscoll School Project.

The R&M budget is prioritized based on the services. The highest priority is life safety (ex.: fire alarm). The priority list then goes in order – Elevators, HVAC, Security, Electrical, Plumbing, Glazing, Roofing, Carpentry, Flooring, Painting, Windows (shades, cleaning)

If full funding is not provided, the budget and the list of services that would be provided would be reduced in proportion to the monies allotted in the order of lowest priority first, then second lowest priority and so on. Instead of being proactive for the maintenance of the buildings, work would be reactive.

Examples of the impacts that would be felt include:

- HVAC – There would be no proactive maintenance and testing of the HVAC equipment other than boilers and pumps. Air filters would be changed but only bi-annually and filters would not be MERV-13 grade.
- Electrical – No preventative maintenance will be completed. All repairs would need to be taken care of by the in-house staff (3 electricians). There will be a severe setback for timely completion of work orders.
- Plumbing – No preventative maintenance work would be done. No plumbing work would be done by outside contractors. The two in-house plumbers would be responsible for all repairs. This will create a severe backlog on plumbing repairs which presently exists.
- Carpentry - There would be no work of any kind. This work would need to be done by the three in-house carpenters. This will create a severe backlog. Preventative Maintenance work for overhead (garage) doors would not be done. Also checking, repairing and adjusting the hardware for outside doors would not be done. Any kind of work would be reactive.
- Flooring - There would be no repairs or installations of flooring (carpeting, tile, etc.).



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- Painting – There would be no painting.
- Window Treatments – There would be no repairs or replacements for window shades or blinds.
- Windows - Windows would not be cleaned.

These requests will only increase over the next several years as more (new) space is added for the Schools (Pierce).

I am also aware of the difficulties and challenges that the upcoming budget process will have. Requests have been made over several years to get the budget in line for proper maintenance. This year's funding will help immensely and the budget was fully funded with all priority services projected to being fulfilled. But the increase from FY23 needs to be made permanent. The one-time extra funding is being used to make all the necessary PM work, testing and repairs on the building that is necessary.

This year windows were washed that hadn't been cleaned in five years. There were painting and flooring repairs made as well. I would like to keep this momentum going and not fall behind in the maintenance of your school buildings.

Attachment No. 1

### **School R&M FY 24 Budget Assessment breakdown**

The overall square footage of the School buildings has increased almost 15% in the last 5 years.

This would include the High School STEM wing, 22 Tappan St. and the Ridley School. The buildings have more equipment with more controls for that equipment and other building peripherals.

The New Driscoll School will be larger than the existing building and will be a complex, new design for an entirely fossil free building.

#### New Driscoll School

I have calculated a Repair and Maintenance amount for the New Driscoll School for FY 24. I looked at two different sources to arrive at a number.

The new Driscoll School will open tentatively September, 2023.

The new building will be 65% larger than the existing building (95,935 ft<sup>2</sup> vs 158,330 ft<sup>2</sup>).

The entire building will be built according to the latest Massachusetts Building Codes, including the stretch code. It will be 100% fossil fuel free which means it will use the latest technology for an all-electric HVAC system. Also included in the overall design are state of the art security systems, fire alarm system(s) with monitoring equipment, lighting controls and various other smaller control equipment. This equipment will be very complex, complicated and would require a new level of preventative maintenance. It will be primarily serviced by outside contractors.

Based on the square footage of the building and the square footage costs of what other related School R&M budgets are for their existing building(s) that opened recently, I have calculated an approximate cost for repairs, testing and preventative maintenance using outside contractors for the New Driscoll School. It is approximately \$1.80 /ft<sup>2</sup>.

Taking this number and using the square footage cost, the amount comes out to \$284,994. I compared that with the operating estimates from the design engineering firm (GGD) and they are in line.

The old Driscoll School had an R&M historical 4 year conservative average cost of \$87,000

Subtracting this amount from the new Driscoll costs calculates to a net increase of \$197,994.

Adding this amount to FY23 total budget amount is \$3,635,082. The difference in this amount vs. the **FY22 permanent** budget amount (\$2,484,959) is \$1,150,123.

The budget request for FY24 would ask for an increase of R&M costs of \$1,150,000.00

## Inflation

Inflation for construction is approximately 9% per annum to date (FY23). A 2.5% yearly increase has been the accepted amount for some time. This inflationary amount recently has been shown to be too low based on the cost of construction.

There has been a lot of internal and external discussions as to how much an operating (building) budget should increase year to year. There have been discussions about increasing the R&M budget from a year to year amount based on the Construction CPI. There are also other opinions about basing the maintenance costs on a percentage of the replacement cost of the building. I had suggested an annual increase of 4.5% per annum instead of 2.5%. This is based on a 30 year average.

Last fiscal year's budget request was for an increase of \$802,591. Ultimately, the final approved budget increase was \$890,000 - - (11% more than requested (\$87,409)), plus the standard 2.5% inflationary increase over the FY22 R&M total amount (\$62,124).

The FY23 increase should have been closer to 9% than 2.5%. If it had been, the additional monies would have been \$161,522. Since more monies were appropriated than requested for FY23, the amount I calculated for FY24, is taking into an account an approximate 4.5% increase.

For FY 25 and going forward, I would suggest increasing the budget by 4.5% assuming there are no changes with the school buildings (sizes or equipment) or their operations.