



July 27, 2023

Ms. Allison Sullivan
Senior Project Coordinator
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Re: Agawam High School
Preliminary Design Program Submission

Dear Allison:

Enclosed for your review is the Preliminary Design Program Submission for the Agawam High School Project in Agawam, MA. The following are included:

- (1) Electronic file in PDF format of the Preliminary Design Program Submission

Leftfield hereby certifies that we have reviewed and coordinated the materials contained in this submittal and that the submittal is complete. We also confirm that the District, Town of Agawam and the Agawam High School Building Committee have approved the Preliminary Design Program for submission to the MSBA.

Please contact me with any questions or comments.

Sincerely,

Linda E. Liporto, MCPPO, LEED, CSL

Attachment: Preliminary Design Submission

cc: Mayor William Sapelli, Town of Agawam
Sheila Hoffman, Superintendent of Schools, Agawam Public Schools
Kent Kovacz, Flansburgh Architects
Jim Rogers, Leftfield LLC
James Riefstahl, Leftfield LLC

Agawam High School Feasibility Study

Agawam Public Schools
Agawam, Massachusetts

Volume 1

Sections 3.1.1 - 3.1.7

Module 3 - Preliminary Design Program

July 27, 2023

FLANSBURGH

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* The bolded numbers 1 through 7 indicate the tab number for each section located in the binder.

3.1.1 Introduction

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- B. Overview of Statement of Interest (SOI)
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- F. Project Directory
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A. Executive Summary

Preliminary Design Program
Agawam High School

3.1.1 Introduction

A. EXECUTIVE SUMMARY

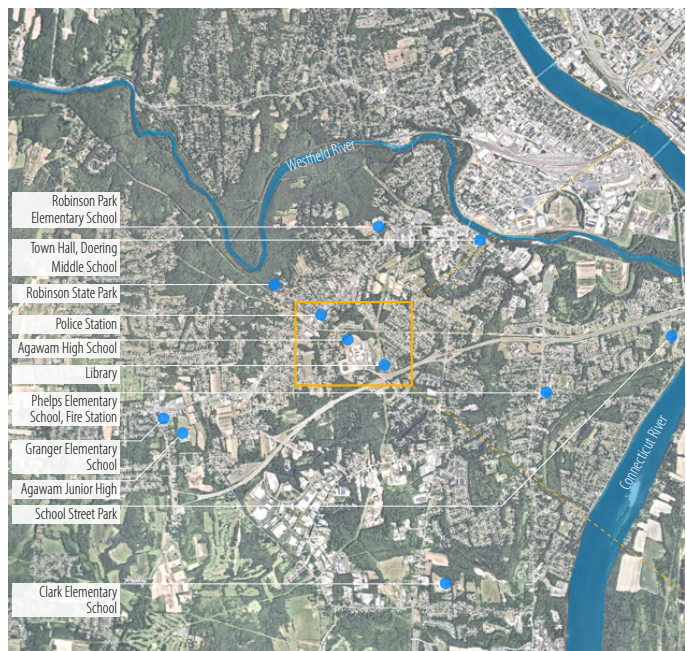
Since April 14, 2021, the MSBA Board of Directors vote to issue an invitation to the Town of Agawam, the Agawam School Building Committee assembled the following project team: OPM LeftField Project Management and Flansburgh Architects to prepare a Feasibility Study and Schematic Design for the Town of Agawam according to Modules 3 and 4 of the MSBA guidelines.

This Feasibility Study addresses the problems identified in the Statement of Interest for the Agawam High School.

This Feasibility Study includes an analysis of all alternatives and contain all information required by 963 CMR 2.10(8) and any other applicable rules, regulations, policies, guidelines, and directives of the Authority, including, but not limited to, a final design program, space summary, budget statement for educational objectives, and a proposed total project budget. The Schematic Design shall include, but not be limited to, the information required by the Authority’s Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, NE-CHPS or LEED-S scorecard, outline specifications, cost estimates, project schedule and proposed total project budget.

The existing conditions study which is in section 3.1.4 of this report expands on and verifies most of the items mentioned in the SOI and concludes that although the Agawam High School is structurally sound, the systems and finishes have reached the end of their useful life. Some of the more significant issues are lack of a fire protection system in most of the school, little to no insulation in the wall cavity with minimal insulation at the roof, and numerous handicap accessibility issues.

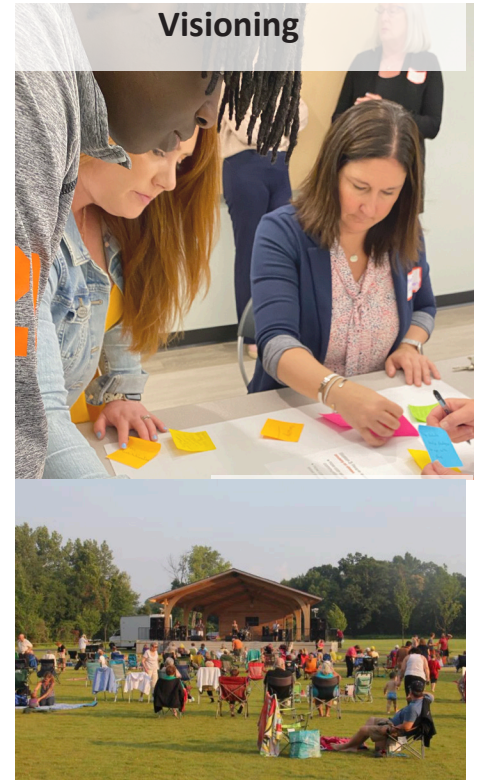
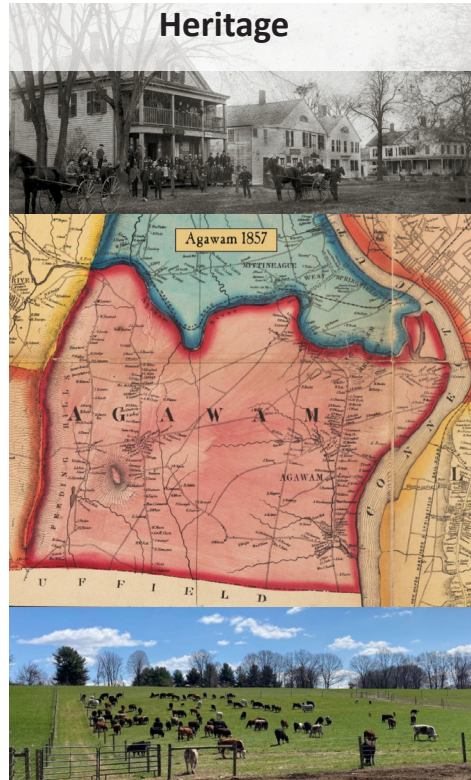
While the existing conditions study was being prepared, a series of “visioning” sessions were held to establish some of the key goals of the education program as well as the space need for the school. This was then followed by a series of interviews with key staff, teachers, and students to understand specific space needs and adjacency requirements. From these interviews, the space programs were developed that are included in section 3.1.3 of this report. Additionally, functional relationship diagrams have been developed showing how the building(s) could be organized from information developed at both the visioning sessions and staff interviews.



Site in Agawam



3.1.1 Introduction



In the end, three options for new construction and four options for renovation/addition were studied for a total seven different options. These options all serving grades 9 through 12 (as detailed in section 3.1.6 of this report) are as follows....

Option 1	No Demolition / Code Upgrade High School
Option 1A	New Construction High School with Reno/ Addition Pre-K
Option 1B	New Construction High School with Renovated Pre-K
Option 1C	New Construction High School with Renovated Pre-K
Option 2A	~25% Reno/75% Addition High School with Renovated Pre-K
Option 2B	~25% Reno/75% Addition High School with Renovated Pre-K
Option 3A	~50% Reno/50% Addition High School with Renovated Pre-K
Option 3B	~50% Reno/50% Addition High School with Renovated Pre-K

Refinement of these options will continue in the Preferred Schematic Report (PSR) phase.

B. Overview of Statement of Interest (SOI)

Preliminary Design Program
Agawam High School

3.1.1 Introduction

B. OVERVIEW OF STATEMENT OF INTEREST (SOI)

Agawam High School currently serves 987 students in grades 9-12 with a staff of 125 teachers, tutors, instructional assistants and other support staff. The existing building has a total square footage of 266,829.

Currently, a full range of academic programs are offered at Agawam High School, including core academics in English, Math, Science, Social Studies, Foreign Language, Business, Technology, Career Ed, Health Education, Physical Education, Technology, Manufacturing, Visual and Performing Arts. Agawam High School offers a number of honors and advanced placement courses as well as a wide range of programs for our Special Education Students. Agawam Public Schools also provides many athletic and after school activities for our students. The programs are limited in the Science, Technology, Arts, Mathematics (STEAM) concentration, strategy, initiative, plan of action areas due to our facility limitations specifically science labs. The school has reached its capacity and is unable to offer more science, technology, engineering and math courses due to building inadequacies.

The Agawam High School currently has a 9-12 grade configuration. As a result of a collaborative analysis with the MSBA of enrollment projections and space capacity needs for the Agawam High School, the Town of Agawam acknowledges and agrees that the design of the proposed project at the Agawam High School, is based on a student enrollment of 955 in grades 9-12.

The original building was erected in 1955 as a 161,000 square foot one-level structure. In 1961, the east wing was added providing an additional 22,000 square feet. The science wing was added in 1980, which provided an additional 40,665 square footage. In 1997 the front office wing was added, which provided 35,000 square feet for administrative offices. Lastly, in 2001, the library addition was completed, which added 8,164 square feet. The building is a one-story, concrete block infill and exterior brick veneer. The building addition in 1997 was fabricated with a steel-frame structure. Although facility is generally well maintained and clean, many systems do not meet the needs of a modern facility. The following items have been identified in the SOI as areas of concern;

1. Varying levels of insulation in the building envelope, ranging from minimal to none, is energy inefficient.
2. Numerous securities, safety, accessibility and building code issues were observed.
3. Roof leakage and hundreds of patches leave the roof vulnerable.
4. No fire protection sprinkler system in most areas of the school.
5. Heating and ventilation control systems are not functioning adequately.
6. Insufficient electrical systems that are incompatible with today's technology.
7. Accessible parking and pathways do not meet current codes.
8. Building is not ADA compliant, including multiple ramps and level changes that do not meet accessibility code.
9. The mechanical, electrical and plumbing systems have, for the most part, served their useful life and any option that would include renovation would require complete replacement of all systems.
10. Classroom space is undersized and impacts delivery of education.
11. The number of proper science labs does not meet the needs of the school and the rooms that are designed as labs are undersized, impacting the delivery of education.

The School Building Committee will oversee the building project, working closely with local officials. The 14-member committee includes the Mayor, Town Treasurer, Superintendent of schools, the School Business Administrator, the Principal, Assistant Principal, the School Building Maintenance official, a member of the School Committee, a member of the Town Councilors, two residents, a local architect and the Procurement Officer.

The Statement of Interest is located in the Appendix section of this report.

C. Invitation to Conduct Feasibility Study / MSBA Board Action Letter

Preliminary Design Program
Agawam High School



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

April 27, 2022

The Honorable William P. Sapelli, Mayor
Town of Agawam
Office of the Mayor
36 Main Street
Agawam, MA 01001

Re: Town of Agawam, Agawam High School

Dear Mayor Sapelli:

I am pleased to report that the Board of the Massachusetts School Building Authority (the “MSBA”) has voted to invite the Town of Agawam (the “Town”) to partner with the MSBA in conducting a Feasibility Study for the Agawam High School. The Board’s vote follows the Town’s timely completion of all of the requirements of the MSBA’s Eligibility Period.

I do want to emphasize that this invitation to partner on a Feasibility Study is *not* approval of a project but is strictly an invitation to the Town to work with the MSBA to explore potential solutions to the problems that have been identified. Moving forward in the MSBA’s process requires collaboration with the MSBA, and communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute, regulations, and policies which require MSBA collaboration and approval at each step of the process.

During the Feasibility Study phase, the Town and the MSBA will partner pursuant to the terms of the Feasibility Study Agreement to find the most fiscally responsible and educationally appropriate solution to the problems identified at the Agawam High School. The Feasibility Study, which will be conducted pursuant to the MSBA’s regulations and policies, requires the Town to work with the MSBA on the procurement of an Owner’s Project Manager and Designer, which will help bring the Town’s Feasibility Study to fruition.

We will be contacting you soon to discuss these next steps in more detail. In the meantime, however, I wanted to share with you the Board’s decision and provide a brief overview of what this means for the Town of Agawam.

I look forward to continuing to work with you as part of the MSBA’s grant program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2
April 27, 2022
Agawam High School Feasibility Study Board Action Letter

Sincerely,

A handwritten signature in blue ink, appearing to read "John K. McCarthy".

John K. McCarthy
Executive Director

Cc: Legislative Delegation
Christopher C. Johnson, President, Agawam City Council
Jennifer Bonfiglio, Chief Procurement Officer, Town of Agawam
Shelley Reed, Vice-Chair, Agawam School Committee
Sheila Hoffman, Superintendent, Agawam Public Schools
Robert Clickstein, School Business Administrator, Agawam Public Schools
File: 10.2 Letters (Region 1)

D. Agreed-upon Design Enrollment

Preliminary Design Program
Agawam High School

3.1.1 Introduction

D. OVERVIEW OF AGREED UPON DESIGN ENROLLMENT

As a result of a collaborative analysis with the MSBA of enrollment needs for the proposed project, the Town of Agawam acknowledges and agrees that the design of preliminary options which may be evaluated as part of the feasibility study for the proposed project shall be based on the following enrollment:

- Grades 9-12: 955 students

A copy of the MSBA Enrollment and Certification letter is included in the appendix of this report.



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

March 11, 2022

The Honorable William P. Sapelli, Mayor
Town of Agawam
Office of the Mayor
36 Main Street
Agawam, MA 01001

Re: Town of Agawam, Agawam High School

Dear Mayor Sapelli:

I would like to thank representatives of the Town of Agawam (the “District”) for meeting with Massachusetts School Building Authority (the “MSBA”) staff on January 31, 2022 to review enrollment projections and methodologies for the Agawam High School project (the “Proposed Project”). As discussed, the next critical step is for the MSBA and the District to agree on a design enrollment for the Agawam High School.

The MSBA works with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts. A critical early component in achieving these objectives begins with an appropriate design enrollment that positions the District to efficiently meet space capacity needs throughout potential future enrollment variations.

The MSBA uses a data driven enrollment projection methodology based on the widely accepted modified grade-to-grade cohort survival methodology (the “enrollment methodology”). The MSBA’s enrollment methodology generates a baseline enrollment projection as discussed during the January 31, 2022 enrollment meeting, and as further described on the MSBA’s website found under the ‘Building With Us’, ‘MSBA Enrollment Methodology’ section.

Based on information supplied by the District, data from sources such as the Department of Elementary and Secondary Education (“DESE”) and Department of Public Health, and discussion with the District, the MSBA has been able to create an enrollment projection for the Agawam High School project, as follows.

The Agawam High School presently serves the District’s entire grades 9 through 12 enrollment. Accordingly, this analysis will be focused on the enrollment projections for grades 9 through 12.

The table below illustrates the District's K-12 enrollment during the most recent ten-year period, including enrollment for the 2021-2022 school year as reported by DESE.

School Year	K-5	6-8	9-12	Total
2012-2013	1,687	964	1,327	3,978
2013-2014	1,750	923	1,290	3,963
2014-2015	1,705	941	1,280	3,926
2015-2016	1,651	871	1,249	3,771
2016-2017	1,674	871	1,216	3,761
2017-2018	1,652	874	1,165	3,691
2018-2019	1,603	869	1,104	3,576
2019-2020	1,564	872	1,074	3,510
2020-2021	1,497	855	1,050	3,402
2021-2022	1,465	825	1,012	3,302

The total grade 9-12 enrollment in the Town of Agawam as reported by the District for the 2021-2022 school year was 1,012 students, which reflects a decrease of 315 students (-31.1%) from the grade 9-12 enrollment reported in 2013, which was the maximum grade 9-12 enrollment reported in the preceding ten years. Additionally, the current year's grade 9-12 enrollment reflects a decrease of approximately 165 students (-16.3%) from the average grade 9-12 enrollment reported during the preceding ten-year period. The MSBA understands that the District is proposing a design enrollment to accommodate approximately 880 students in grades 9-12 at the Agawam High School.

With respect to future enrollments, the MSBA's base enrollment projection indicates the District's grade 9-12 enrollment will continue to experience a declining trend through the 2031-2032 school year as illustrated in the Enrollment Projection package. In accordance with the MSBA's Enrollment Methodology, the baseline enrollment is calculated using the ten-year average of projected enrollments. As such, the average grade 9-12 base enrollment projection for the Agawam High School through the 2031-2032 school year is 935 students.

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

- Out-of-District Enrollment
 - In order to adjust for fluctuations to the out-of-district enrollment patterns of the District's residents over time, the MSBA has made an additional adjustment to the base enrollment projection.
 - In order to make this adjustment, the MSBA adjusted the grade-to-grade survival ratios for grades 9-12 by a total of 3.3 % throughout a four-year period in the projection.

- This adjustment added 20 students to the base grade 9-12 enrollment as compared to the projection without this adjustment.

As a result of analysis on the average base enrollment projection, the adjustment to the base projection described above, and based on the historical enrollment trends of the District, the MSBA recommends a design enrollment of 955 students for the Agawam High School project.

The MSBA believes that this design enrollment recommendation will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement on this design enrollment. If the District feels that this design enrollment does not meet the needs of the District, please respond to this letter via e-mail to Allison Sullivan (Allison.Sullivan@MassSchoolBuildings.org) and propose three meeting/conference call times for which the District can be available to discuss enrollment.

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

Sincerely,




Mary Pichetti
Director of Capital Planning

Cc: Legislative Delegation
Christopher C. Johnson, President, Agawam City Council
Shelley Reed, Vice-Chair, Agawam School Committee
Sheila Hoffman, Superintendent, Agawam Public Schools
Robert Clickstein, School Business Administrator, Agawam Public Schools
File: 10.2 Letters (Region 1)

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY
TOWN OF AGAWAM
AGAWAM HIGH SCHOOL
DESIGN ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the proposed project at the Agawam High School, the Town of Agawam hereby acknowledges and agrees that the design of the proposed project at Agawam High School shall be based on an enrollment of no more than 955 students in grades 9-12. The Town of Agawam further acknowledges and agrees that, pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage for grades 9-12 in a high school serving 955 students. The Town of Agawam acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than 955 students for the Agawam High School, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment of the Agawam High School that it has acknowledged and agreed to herein. The Town of Agawam further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Agawam High School shall be subject to the approval of the MSBA's Board and that the final approval of a proposed project at Agawam High School shall be within the sole discretion of the MSBA's Board.


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



Mayor, City of Agawam

3/11/22

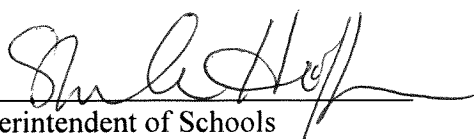
Date

 Chair

Duly Authorized Representative of School
Committee

3/11/22

Date



Superintendent of Schools

3/11/22

Date

E. Capital Budget Statement

Preliminary Design Program
Agawam High School

3.1.1 Introduction

E. CAPITAL BUDGET STATEMENT

Please find the Town of Agawam's Capital Improvement Plan (CIP) for FY 2024-2028 and the Town's FY 2024 Annual Budget included in the Appendix. The included CIP document details and recommends a capital improvement budget for the next fiscal year, a capital improvement program, and capital improvements for the following five years. In addition, the capital improvement plan details the Town's existing debt schedule, available free cash, revolving funds, enterprise funds, and other funds available for capital purchases. Please note that while the Agawam High School project is included in the report, it was based upon preliminary information and not upon the information provided in the Preliminary Design Program. The Town adheres to a detailed Debt Management Policy. At this point in time, the City has sufficient resources both within the general fund debt service and through a debt override. As such and once the time comes at the end of Schematic Design, the City will review and determine what solution (debt service, debt override, or a combination) is in the best interest of the Town of Agawam.

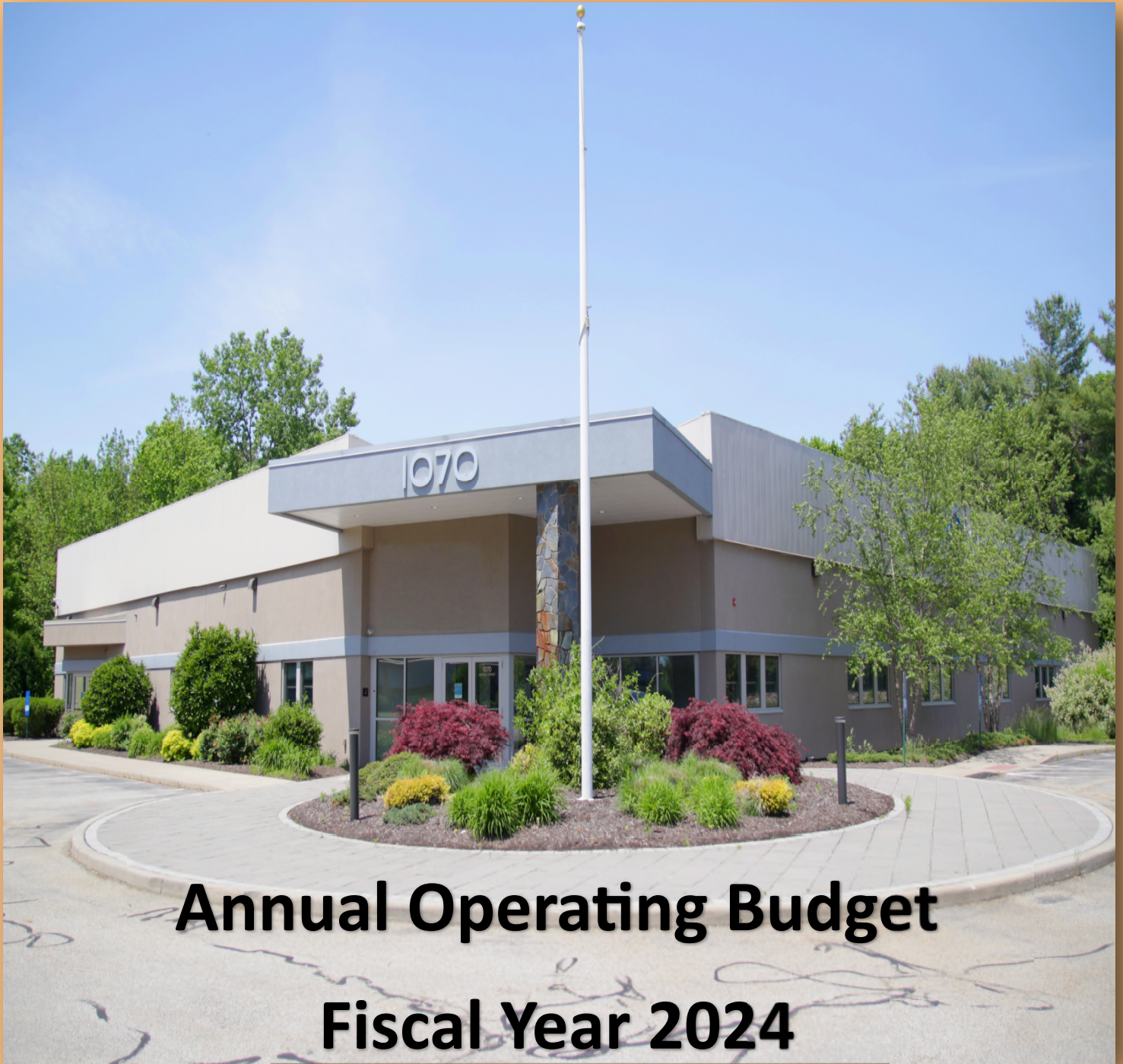
Target Budget:

The Project Team has developed preliminary total costs in the range of \$154M to \$240M for the eight options analyzed. For the preferred option, the likely Total Project Budget will be approximately \$226M. This budget is based on the approved Space Summary, the Educational Plan and all known conditions and constraints. During the pending Preferred Schematic Report Phase, as the preferred options are further analyzed, additional focus will be placed upon cost drivers for the project and ways to mitigate costs to arrive at a budget that the Town can politically support. Further analysis is needed by both the City and Project Team.

Please also refer to PDP Submission Estimate Narrative and the Comparative Probable Cost Analysis indicating the range of costs for the eight options analyzed, both found included as an appendix in Volume 2.

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Annual Operating Budget Fiscal Year 2024



Presented by:
Mayor William P. Sapelli





Town of Agawam

Office of Mayor

William P. Sapelli, *Mayor*
36 Main Street
Agawam, MA 01001
Ph: 413-786-0400
413-786-4525

May 15, 2023

To the Honorable Members of the City Council:

In accordance with Section 5-1 of Article 5 of the Agawam Home Rule Charter, it is my pleasure to present to you my proposed budget for Fiscal Year 2024.

This past year has been one of overcoming challenges and making adjustments that kept Agawam in step with State, National and global issues. Presently the cost of goods and services, materials and supplies, fuel, insurance and the like has increased and the future of our economy is in a state of flux. As a result, our team has developed a budget that I believe is fiscally responsible, but not one that will stifle Agawam's growth or hinder Agawam from continuing to make necessary improvements to infrastructure, education, public safety and quality of life. The FY2024 budget is the result of input and hard work by the Town Departments, City Council, School Department, School Committee and residents.

I want to thank the following people for their exceptional work and invaluable contributions toward putting this budget document together:

- Treasurer/Collector Chris Caputo
- Auditor Cheryl St. John
- School Superintendent Sheila Hoffman
- Mayor's Office Staff
- All city department heads

I look forward to working with the Council over the next several weeks to answer any questions and supply additional information as needed relating to this budget.

Respectfully submitted,

William P. Sapelli
Mayor

**A RESOLUTION ADOPTING THE
FISCAL YEAR 2024 ANNUAL OPERATING BUDGET
FOR THE TOWN OF AGAWAM**

WHEREAS, Under the provisions of Chapter 44, Section 32 of the Massachusetts General Laws and Section 5-1 of Article 5 of the Agawam Home Rule Charter, the proposed FY2024 Annual Operating Budget was submitted on May 10, 2023; and

WHEREAS, Under the provisions of Section 5-2(a) of Article 5 of the Charter, a public hearing on the proposed annual operating budget was held on June 5, 2023, notice thereof having been published in one issue of a newspaper of general circulation in the Town of Agawam more than fourteen (14) days before such hearing; and

WHEREAS, It is in the best interests of the Town of Agawam to adopt the attached Fiscal Year 2024 Annual Operating Budget; and

**NOW THEREFORE, THE AGAWAM CITY COUNCIL HEREBY
RESOLVES AS FOLLOWS:**

1. That pursuant to the provisions of Chapter 44 of the Massachusetts General Laws and Article 5 of the Agawam Home Rule Charter, the Annual Operating Budget for Fiscal Year 2024 which begins July 1, 2023 a copy of which is attached hereto and incorporated herein by reference, is hereby adopted, and the several sums therein set forth to be raised by the levy of a tax upon all taxable property within the corporate limits of the Town of Agawam, Massachusetts, all other funds and receipts are hereby appropriated for the several purposes therein stated.
2. The Fiscal Year 2024 Annual Operating Budget is adopted according to the departmental and line item categories contained therein. Said adoption allowing administrative transfer of funds from any line item within any category of any departmental or the line item budget to any other line item within the same category of the same departmental or line item budget.
3. There is hereby appropriated in the Line Item - Contributory Retirement an appropriation to the credit of the Hampden County Retirement Board to satisfy the Town of Agawam's share of the Pension and Expense Credit Funds.

4. Consideration has been given for anticipated receipt of funds from the Commonwealth of Massachusetts for street reconstruction purposes as set forth in the Highway portion of the budget, which is attached hereto.
5. In addition to any specific appropriation, revolving, gift and grant funds are hereby established under Massachusetts General Laws Chapter 40, S 3 and Chapter 44 S 53A, S 53D and S 53 E1/2 for the fiscal year beginning July 1, 2023, with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as described in Exhibit A.
6. There is hereby appropriated all money from the Commonwealth of Massachusetts, and the United States of America.
7. There is hereby appropriated all money received from the interest income on short term investments including the interest earned on funds in interest bearing bank accounts.
8. There is hereby appropriated \$600,000.00 from the Fiscal Year 2023 School department budget and transferred to the Fiscal Year 2024 School department budget pursuant to M.G.L. Ch 44 Section 33B.
9. That the Assessor use not more than \$3,500,000 of "Certified Free Cash" to reduce the Fiscal 2024 Tax Rate.
10. All unspent monies from the FY 2024 Debt Line items (16601-57600, 16601-57601, 16601-57610, 16601-57611) shall close to the Capital Stabilization fund on June 30, 2024

11. The Fiscal Year 2024 Annual Operating Budget for the Town of Agawam is hereby adopted as follows:

GENERAL OPERATING BUDGET

Council	\$184,637
Mayor	\$530,165
Procurement	\$34,671
Law Department	\$226,388
Auditor	\$185,576
Clerk/Elections	\$291,845
Assessor	\$339,107
IT Department	\$529,571
Treasurer-Collector	\$345,586
Police Department	\$6,954,890
Fire Department	\$4,642,056
Inspection Services	\$358,748
Health Department	\$928,002
Community Development	\$198,382
Agawam Public Library	\$1,230,020
Parks & Recreation	\$277,670
Council on Aging	\$414,972
Public Works Administration	\$152,205
Highway & Grounds	\$2,709,609
Motor Vehicle Maintenance	\$768,411
Engineering	\$201,157
Building Maintenance	\$5,031,668
Agawam Public Schools	\$49,960,427
Emergency Management	\$43,800
Line Items	\$31,170,121
TOTAL - GENERAL OPERATING BUDGET	\$107,709,682
CAPITAL IMPROVEMENT BUDGET	\$2,787,577
TOTAL GENERAL FUND	\$110,497,259

SELF SUSTAINING DEPARTMENTS

Wastewater Department	\$ 4,542,139
Wastewater Capital Improvement Budget	<u>\$ 395,064</u>
TOTAL - WASTEWATER	\$ 4,937,203

Water Department	\$ 6,716,006
Water Capital Improvement Budget	\$ 374,415
TOTAL - WATER	\$ 7,090,422
Golf Course	\$ 993,271
Golf Course Equipment	\$ 15,000
TOTAL - GOLF	\$ 1,008,271
TOTAL - SELF-SUSTAINING DEPTS	\$ 13,035,895
TOTAL - ALL DEPARTMENTS	\$ 123,533,155

12. There is hereby levied upon all taxable property within the corporate limits of the Town of Agawam, Massachusetts upon each dollar of assessed value thereof, taxes in an amount to be determined.
13. The following available funds are transferred/appropriated for use in the Fiscal Year 2024 Annual Operating Budget to help reduce the tax burden:

Ambulance Fees	\$ 200,000
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Dated this 20th day of June, 2023.

PER ORDER OF THE AGAWAM CITY COUNCIL



Christopher C. Johnson, President Agawam City Council

APPROVED AS TO FORM AND LEGALITY



Stephen Buoniconti, City Solicitor

Revolving Funds

Fund	Authorized To Spend	Revenue Source	Use of Fund	FY 2023 Spending Limit	
202	PEG Access and Cable Related	IT Director	License Fees	PEG and Cable Related Expnses	\$500,000
204	COA Instructor Revolving	COA Director	Participation Fees and Program Receipts and Instructional Fees and Services	Senior Instructional Programs and Services	\$75,000
206	COA Nutrition Revolving	COA Director	Grants, Nutrition Program Receipts and Snack Donations	Nutrition Program Services, Supplies and Salaries	\$140,000
208	COA Transportation Revolving	COA Director	Grants and Transportation Program Receipts	Transportation Program Services, Supplies and Services	\$75,000
210	Animal Control Ch. 140 S. 136A	Police Chief	Licenses and Fines	Animal Control Expenses	\$235,000
216	Electric Vehicle Fund	Planning	Electric Vehicle Charge Fees	Electric Charger Service and Maintenance and Purchases	\$3,000
218	Parks and Recreation	Parks & Recreation Director	Participation Fees and Program Receipts	Parks and Recreation Programs and Services	\$125,000
219	Perry Lane	Parks & Recreation Director	Participation Fees and Program Receipts	Summer Camp Program Expenses	\$125,000

Revolving Funds

Fund		Authorized To Spend	Revenue Source	Use of Fund	FY 2023 Spending Limit
220	Planning Board	Planning Board	Planning Board Application and Permit Filing Fees	Ordinary Operating Costs Associated with Permitting	\$75,000
228	Ambulance	Fire Chief	Fees charged by the Fire Department to provide ambulance services paid by individuals receiving the services or their insurance providers.	Expenses for salaries, supplies and equipment used to provide ambulance services	\$2,200,000
248	Tobacco	Health Agent	Permit Fees and Violation Fines	Tobacco Education and Enforcement Activities	\$30,000
602	Environmental Projects	Recycling Coordinator	Grants & Fees	Environmental Projects/Recycling Expenses	\$225,000
616	ADA Fund	ADA Committee/COA Director	Handicapped Parking Fines	ADA Education/Codes/By-laws/ADA Assistance	\$7,500
620	Health Vaccinations	Health Director	Fees charged by the Health Department to provide vaccinations, flu shots or other health services received from individuals receiving the services or their health insurance providers.	Expenses for supplies and equipment used to provide vaccinations, flu shots or other health services and for educational programs and materials regarding those services	\$160,000
626	Fire Code Violations	Fire Chief	Fines and Penalties	Fire Safety Enforcement and Training	\$3,500

Revolving Funds

Fund	Authorized To Spend	Revenue Source	Use of Fund	FY 2023 Spending Limit	
689	Overflow Trash Bag Revolving Fund	DPW Superintendent	Revenue from Sales of Overflow Bags	Purchase and Disposal of Overflow Trash Bags	\$75,000
804	Board of Appeals	Board of Appeals	Board of Appeals Application and Permit Filing Fees	Ordinary Operating Costs Associated with Board of Appeals Permitting	\$20,000

ANNUAL OPERATING BUDGET

Fiscal Year 2024

William P. Sapelli
Mayor

AGAWAM CITY COUNCIL

Christopher C. Johnson, President
Dino R. Mercadante, Vice President

George Bitzas
Paul C. Cavallo
Robert E. Rossi
Rosemary Sandlin
Anthony R. Suffriti

Cecilia P. Calabrese
Thomas D. Hendrickson
Anthony J. Russo
Gerald F. Smith

AGAWAM SCHOOL COMMITTEE

William P. Sapelli, Chairperson
Shelley Borgatti-Reed, Vice Chairperson

AJ Christopher
Kerri O'Connor
Wendy Rua

Dawn DeMatteo
Michael Perry

Mrs. Sheila Hoffman
Superintendent of Schools

BUDGET SUMMARY

Fiscal Year 2024

GENERAL FUND

PROJECTED REVENUE

I. ESTIMATED RECEIPTS

Local Aid (Estimated Cherry Sheet)	\$30,716,696
Local Receipts	\$5,872,662

II. AVAILABLE FUNDS

School Appropriations Carried Forward	\$600,000
Certified Free Cash	\$3,500,000

III. REAL ESTATE TAX LEVY	\$73,047,126
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PROJECTED GENERAL FUND REVENUE	\$113,736,484
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APPROPRIATIONS

I. GENERAL OPERATING BUDGET	\$107,709,682
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II. CAPITAL IMPROVEMENT BUDGET	\$2,787,577
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III. CHERRY SHEET AND OTHER ASSESSMENTS	\$2,321,458
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IV. CHERRY SHEET OFFSETS	\$492,767
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V. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS (Overlay)	\$425,000
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TOTAL GENERAL FUND APPROPRIATIONS	\$113,736,484
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SELF SUSTAINING DEPARTMENTS

PROJECTED REVENUE

Agawam Municipal Golf Course Receipts	\$1,008,271
Water Receipts	\$7,090,422
Wastewater Receipts	\$4,937,203

SELF SUSTAINING DEPARTMENTS PROJECTED REVENUE	\$13,035,896
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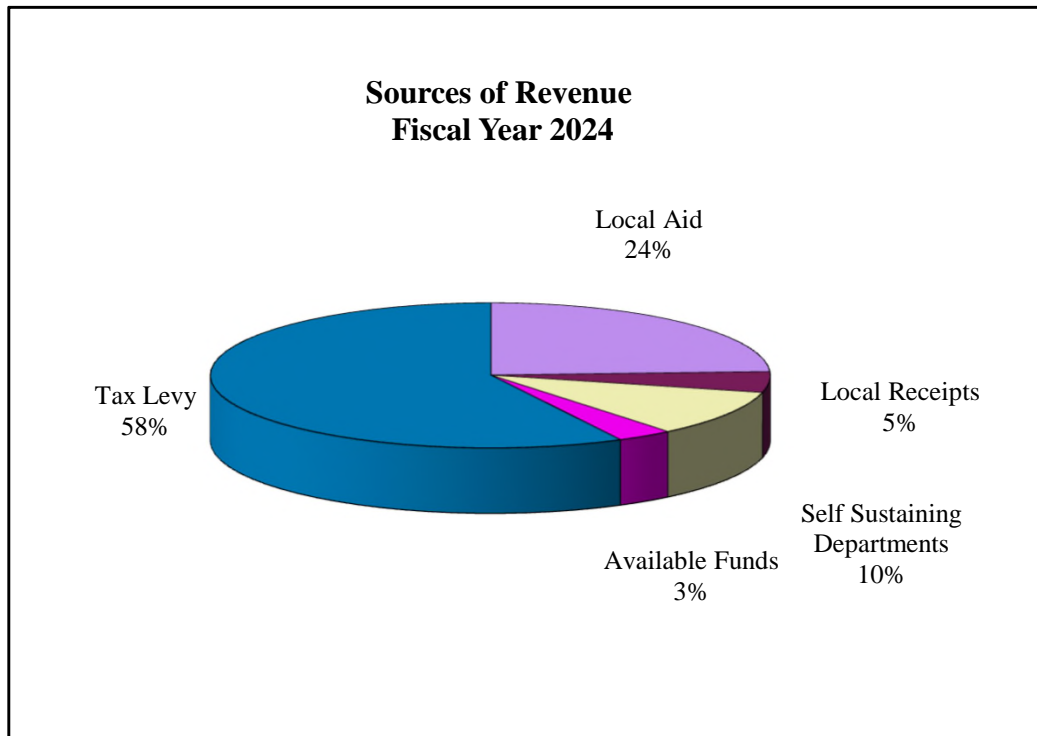
APPROPRIATIONS

Agawam Municipal Golf Course	\$1,008,271
Water Department	\$7,090,422
Wastewater Department	\$4,937,203

SELF SUSTAINING DEPARTMENTS TOTAL APPROPRIATIONS	\$13,035,896
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Sources of Revenue Fiscal Year 2024

Local Aid	\$30,716,696	24%
Local Receipts	\$5,872,662	5%
Self Sustaining Departments	\$13,035,896	10%
Available Funds	\$4,100,000	3%
Tax Levy	\$73,047,126	58%
<hr/>		
TOTAL	\$126,772,380	100.00%



**Commonwealth of Massachusetts Department of Revenue
 Notice to Assessors of Estimated Receipts
 To Be Used in Determining the Tax Levy
 General Laws, Chap. 58, Sect. 25A, and Chap. 59, Sect. 23**

A. EDUCATION

Distributions and Reimbursements	2023	2024
Chapter 70	\$21,961,237	\$25,024,448
Charter Tuition Assessment Reimbursement	\$479,000	\$432,379
Offset Items - Reserve for Direct Expenditure		
School Lunch 1970, Ch. 871		
School Choice Receiving Tuition	\$395,725	\$420,535
Sub-Total, All Education Items	\$22,835,962	\$25,877,362

B. GENERAL GOVERNMENT

Distributions and Reimbursements		
Lottery, Beano & Charity Games	\$4,267,518	\$4,335,798
Annual Formula Local Aid		
Veterans' Benefits Ch. 115, s. 6	\$121,426	\$135,005
Exemptions: Vets, Blind & Surviving Spouse Ch. 58, s. 8A; Ch. 59 s. 5 and Elderly Ch. 59, s. 5, Cl. 41, 41B, 41C	\$142,939	\$139,906
State Owned Land Ch. 58, ss. 13 - 17	\$140,089	\$156,393
Offset Item - Reserve for Direct Expenditure		
Public Libraries Ch. 78, s. 19A	\$72,634	\$72,232
Sub-Total, All General Government	\$4,744,606	\$4,839,334
TOTAL "CHERRY SHEET" RECEIPTS FISCAL 2023*	\$27,580,568	\$30,716,696
School Construction 1948, Ch. 645; 1976, Ch. 511	\$0	\$0
TOTAL ESTIMATED STATE RECEIPTS FISCAL 2023*	\$27,580,568	\$30,716,696

**Local Aid Based on the FY 2023H Governor's Budget Proposal*

Please Note that this is an Estimate of Cherry Sheet Receipts.

ESTIMATED LOCAL RECEIPTS
Fiscal Year 2024

SOURCE	AMOUNT
I. Motor Vehicle Excise	\$3,500,000
Local Option Meals Tax	\$520,000
II. Interest, Demand Charges & Penalties on Late Payments	\$250,000
III. Payments in Lieu of Taxes	\$107,600
IV. Fees	
Assessor	\$1,450
Treasurer-Collector	\$30,000
Clerk & Elections	\$50,000
Police Department	\$6,000
Fire Department	\$45,000
Weights & Measures	\$13,000
Engineering Department	\$3,200
Highway Department	\$5,000
Health Department	\$25,000
Fees - Subtotal	\$178,650
V. Departmental Library	\$0
VI. Licenses and Permits	
Alcoholic Beverage Licenses	\$55,000
Building Permits	\$125,000
Electrical Permits	\$50,000
Plumbing Permits	\$35,000
Licenses and Permits - Subtotal	\$265,000
VII. Fines and Forfeits	
Court Fines	\$10,000
Parking Fines	\$1,800
Court & Parking Fines - Subtotal	\$11,800
VIII. Miscellaneous Recurring Revenue	
Medicaid Reimbursement	\$200,000
MEMA Lease	\$92,316
E-Rate	\$82,296
Easements	
Tuckahoe Lease	\$100,000
Casino Mitigation	\$150,000
Miscellaneous Recurring - Subtotal	\$624,612
IX. Investment Income	\$105,000
X. Other Departmental	
Police Outside Detail Administrative Fees	\$110,000
	\$110,000
X. Transfer from Special Revenue/Agency Funds	
Ambulance Fund	\$200,000
Transfer from Special Revenue/Agency - Subtotal	\$200,000
TOTAL	\$5,872,662

AMOUNTS TO BE RAISED BY TAXATION
Fiscal Year 2024

AMOUNTS TO BE RAISED

I. APPROPRIATIONS

General Operating Budget	\$107,709,682
Capital Improvement Budget	\$2,787,577

II. OTHER AMOUNTS TO BE RAISED

Cherry Sheet Assessments	\$2,321,458
Cherry Sheet Offsets	\$492,767
Allowance for Abatements and Exemptions (Overlay)	\$425,000

TOTAL AMOUNTS TO BE RAISED **\$113,736,484**

**ESTIMATED RECEIPTS
AND OTHER REVENUE SOURCES**

I. ESTIMATED RECEIPTS - STATE

Local Aid (Estimated Cherry Sheet)	\$30,716,696
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II. ESTIMATED RECEIPTS - LOCAL

Local Receipts	\$5,872,662
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III. OTHER REVENUE SOURCES APPROPRIATED TO REDUCE TAX RATE

Certified Free Cash	\$3,500,000
School Appopriation Carryforward	\$600,000

**TOTAL ESTIMATED RECEIPTS
AND OTHER REVENUE SOURCES** **\$40,689,358**

AMOUNT TO BE RAISED BY TAXATION **\$73,047,126**

**ESTIMATED
TAX LEVY
Fiscal Year 2024**

I. TO CALCULATE THE FY 2024 LEVY LIMIT

A. FY 2023 LEVY LIMIT	\$	84,839,425	
1. ADD AMENDED FY 2021 GROWTH	\$	-	
B. ADD (IA + IA1) X 2.5%	\$	2,120,986	
C. ADD FY 2023 NEW GROWTH (ESTIMATED)	\$	500,000	
D. ADD FY 2023 OVERRIDE	\$	-	
E. FY 2024 LEVY LIMIT			\$ 87,460,411

II. FY 2024 LEVY CEILING

100% FY 2023 FULL AND FAIR CASH VALUE	\$	3,691,126,257	
		2.50%	\$ 92,278,156

ESTIMATED FISCAL YEAR 2023 LEVY:

FY 2023 TAX LEVY	\$	70,087,132
ADD TAX INCREASE	\$	2,459,994
ADD FY 2023 NEW GROWTH (ESTIMATED)	\$	500,000

FY 2024 TAX LEVY	\$ 73,047,126
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EXCESS LEVY CAPACITY **\$ 14,413,284**

CHART OF APPROPRIATIONS FISCAL YEAR 2024 BUDGET

DEPARTMENT	Personnel Services	Purchased Services	Supplies	Capital Outlay	TOTAL
GENERAL OPERATING BUDGET					
Council	\$171,537	\$12,600	\$500		\$184,637
Mayor	\$416,390	\$113,775			\$530,165
Procurement	\$34,446	\$225			\$34,671
Law Department	\$119,388	\$107,000			\$226,388
Auditor	\$184,666	\$910			\$185,576
Clerk/Elections	\$286,110	\$5,735			\$291,845
Assessor	\$201,607	\$137,500			\$339,107
IT Department	\$207,928	\$301,643	\$20,000		\$529,571
Treasurer-Collector	\$313,726	\$27,060	\$4,800		\$345,586
Police Department	\$6,167,764	\$406,919	\$95,107	\$285,100	\$6,954,890
Fire Department	\$4,466,246	\$110,560	\$65,250		\$4,642,056
Inspection Services	\$347,148	\$11,600	\$0		\$358,748
Health Department	915,802.00	\$8,000	\$4,200		\$928,002
Community Development	\$197,182	\$1,200			\$198,382
Agawam Public Library	\$1,099,273	\$6,625	\$124,122		\$1,230,020
Parks & Recreation	\$221,690	\$17,575	\$38,405		\$277,670
Council on Aging	\$389,682	\$24,290	\$1,000		\$414,972
Public Works Administration	\$148,355	\$3,800	\$50		\$152,205
Highway & Grounds	\$1,749,949	\$463,900	\$495,760		\$2,709,609
Motor Vehicle Maintenance	\$164,696	\$66,595	\$537,120		\$768,411
Engineering	\$156,665	\$43,292	\$1,200		\$201,157
Building Maintenance	\$2,807,585	\$2,068,561	\$155,522		\$5,031,668
Agawam Public Schools					\$49,960,427
Emergency Management	\$27,300	\$16,500			\$43,800
Line Items		\$31,170,121			\$31,170,121
TOTAL - GENERAL OPERATING BUDGET					\$107,709,682
CAPITAL IMPROVEMENT BUDGET				\$ 2,787,577	\$2,787,577
TOTAL GENERAL FUND					\$110,497,259
SELF SUSTAINING DEPARTMENTS					
Agawam Municipal Golf Course	\$480,025	\$295,746	\$217,500		\$993,271
Agawam Municipal Golf Course Equipment				\$15,000	\$15,000
Agawam Municipal Golf Course Total					\$1,008,271
Water Department	\$1,178,547.51	\$4,773,936.00	\$763,523.00		\$6,716,006.51
Water Capital Improvement Budget		\$209,415		\$165,000	\$374,415
Water Total					\$7,090,422
Wastewater Department	\$712,660	\$3,726,940	\$102,539		\$4,542,139
Wastewater Capital Improvement Budget		\$347,890		\$47,174	\$395,064
Wastewater Total					\$4,937,203
TOTAL - SELF SUSTAINING DEPARTMENTS					\$13,035,895
TOTAL - GENERAL FUND AND SELF SUSTAINING DEPARTMENTS					\$123,533,155

Commonwealth of Massachusetts Department of Revenue
Notice to Assessors of Estimated Charges
To Be Used In Determining the Tax Levy
GENERAL LAWS, CHAPTER 59, SECTION 21

	Column 1 Estimates 2023	Column 2 BUDGET 2024
A. County Assessment		
County Tax <i>Ch. 35, ss. 30, 31</i>	\$0	
Subtotal, County Assessment	\$0	\$0
B. State Assessments and Charges		
Air Pollution Districts <i>Ch. 111, ss. 142B, 142C</i>	\$8,112	\$8,244
RMV Non-Renewal Surcharge, <i>Ch. 90; Ch. 60A</i>	\$24,300	\$32,280
Subtotal, State Assessments	\$32,412	\$40,524
C. Transportation Authorities		
Reg'l Trans. Auth's <i>Ch. 161B, ss. 9,10, 23; 1973, Ch. 114I</i>	\$158,826	\$185,215
Subtotal, Transportation Assessments	\$158,826	\$185,215
D. Annual Charges Against Receipts		
Spec. Educ. <i>Ch. 71B, ss. 10, 12</i>	\$0	\$4,266
Subtotal, Charges Against Receipts	\$0	\$4,266
E. Tuition Assessments		
School Choice Sending Tuition	\$538,117	\$525,342
Charter School Sending Tuition	\$1,449,108	\$1,566,111
Subtotal, Tuition Assessments	\$1,987,225	\$2,091,453
TOTAL ESTIMATED CHARGES FISCAL 2021	\$2,178,463	\$2,321,458

**Estimated Assessments Based on the FY 2023 Governor's Budget*

BUDGET COMPARISON

Fiscal Year 2023 vs. Fiscal Year 2024

Category	FY 2023	FY 2024	Difference	% +/-
GENERAL FUND				
I. GENERAL GOVERNMENT				
Council	\$179,734	\$184,637	\$4,903	2.73%
Mayor	\$401,138	\$530,165	\$129,027	32.17%
Procurement	\$178,497	\$34,671	(\$143,826)	-80.58%
Law Department	\$176,388	\$226,388	\$50,000	28.35%
Auditor	\$171,709	\$185,576	\$13,867	8.08%
Clerk/Elections	\$282,454	\$291,845	\$9,391	3.32%
Assessor	\$326,770	\$339,107	\$12,337	3.78%
IT Department	\$374,601	\$529,571	\$154,970	41.37%
Treasurer/Collector	\$333,877	\$345,586	\$11,709	3.51%
Community Development	\$193,598	\$198,382	\$4,784	2.47%
Line Items - Administration	\$348,109	\$348,339	\$230	0.07%
Line Items - Insurance	\$701,000	\$764,090	\$63,090	9.00%
Line Items - Boards and Commissions	\$17,981	\$18,110	\$129	0.72%
General Government Subtotal	\$3,685,856	\$3,996,466	\$310,610	8.43%
II. PUBLIC SAFETY				
Police Department	\$6,292,999	\$6,954,890	\$661,891	10.52%
Fire Department	\$4,481,273	\$4,642,056	\$160,783	3.59%
Inspection Services	\$274,951	\$358,748	\$83,797	30.48%
Emergency Management	\$42,650	\$43,800	\$1,150	2.70%
Line Items - Street Lights	\$175,000	\$175,000	\$0	0.00%
Public Safety Subtotal	\$11,266,873	\$12,174,494	\$907,621	8.06%
III. EDUCATION				
Building Maintenance	\$4,515,801	\$5,031,668	\$515,867	11.42%
Line Items-E-Rate Interschool Fiber Connectivity	\$47,088	\$77,076	\$29,988	63.69%
Line Items- E-Rate Contractual Services	\$35,208	\$29,760	(\$5,448)	0.00%
Education Subtotal	\$4,598,097	\$5,138,504	\$540,407	11.75%
IV. PUBLIC WORKS				
Public Works Administration	\$133,786	\$152,205	\$18,419	13.77%
Engineering	\$163,823	\$201,157	\$37,334	22.79%
Highway & Grounds	\$2,541,548	\$2,709,609	\$168,061	6.61%
Motor Vehicle Maintenance	\$808,020	\$768,411	(\$39,609)	-4.90%
Line Items - Solid Waste	\$2,527,147	\$2,572,949	\$45,802	1.81%
Line Items - Stormwater Management	\$561,800	\$986,800	\$425,000	75.65%
Public Works Subtotal	\$6,736,124	\$7,391,131	\$655,007	9.72%

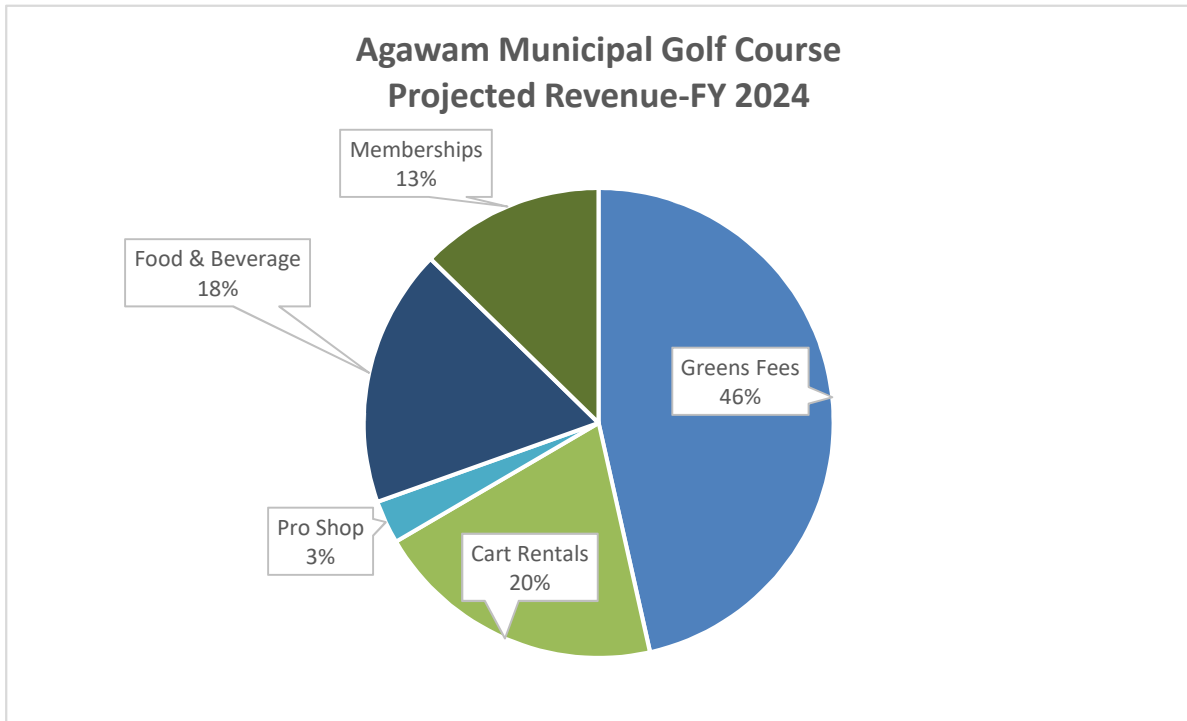
BUDGET COMPARISON
Fiscal Year 2023 vs. Fiscal Year 2024

Category	FY 2023	FY 2024	Difference	% +/-
GENERAL FUND				
V. HUMAN SERVICES				
Health	\$873,364	\$928,002	\$54,638	6.26%
Line Items - Veterans	\$333,018	\$331,831	(\$1,187)	-0.36%
Human Services Subtotal	\$1,206,382	\$1,259,833	\$53,451	4.43%
VI. CULTURE & RECREATION				
Agawam Public Library	\$1,189,474	\$1,230,020	\$40,546	3.41%
Parks & Recreation	\$251,720	\$277,670	\$25,950	10.31%
Council on Aging	\$458,838	\$414,972	(\$43,866)	-9.56%
Culture & Recreation Subtotal	\$1,900,032	\$1,922,662	\$22,630	1.19%
TOWN DEPARTMENTAL BUDGETS	\$29,393,364	\$31,883,089	\$2,489,725	8.47%
VII. EDUCATION				
Agawam Public Schools Operating Budget	\$48,730,006	\$49,960,427	\$1,230,421	2.52%
Agawam Public Schools Debt Service	\$1,050,730	\$1,050,730	\$0	0.00%
Agawam Public Schools-Capital Improvements	\$0	\$0	\$0	0.00%
AGAWAM PUBLIC SCHOOLS BUDGET	\$49,780,736	\$51,011,157	\$1,230,421	2.47%
VIII. BENEFITS & INSURANCE				
Pension Benefits	\$8,243,070	\$8,791,622	\$548,552	6.65%
Benefits and Insurance	\$13,027,555	\$13,978,485	\$950,930	7.30%
Benefits & Insurance Subtotal	\$21,270,625	\$22,770,107	\$1,499,482	7.05%
IX. RESERVE FUNDS				
Reserve Fund	\$150,000	\$400,000	\$250,000	166.67%
Salary Reserve	\$403,957	\$0	(\$403,957)	0.00%
Reserve Funds Subtotal	\$553,957	\$400,000	(\$153,957)	-27.79%
X. GENERAL FUND DEBT	\$1,545,329	\$1,545,329	\$0	0.00%
XI. OPEB TRUST FUND	\$100,000	\$100,000	\$0	0.00%
XII. CAPITAL IMPROVEMENT BUDGET	\$1,798,405	\$ 2,787,577	\$989,172	55.00%
TOTAL GENERAL FUND BUDGET	\$104,442,416	\$110,497,259	\$6,054,843	5.80%

Agawam Municipal Golf Course Projected Revenue by Operation Fiscal Year 2024

Greens Fees	\$468,755
Cart Rentals	\$202,500
Pro Shop	\$30,000
Food & Beverage	\$179,016
Memberships	\$128,000

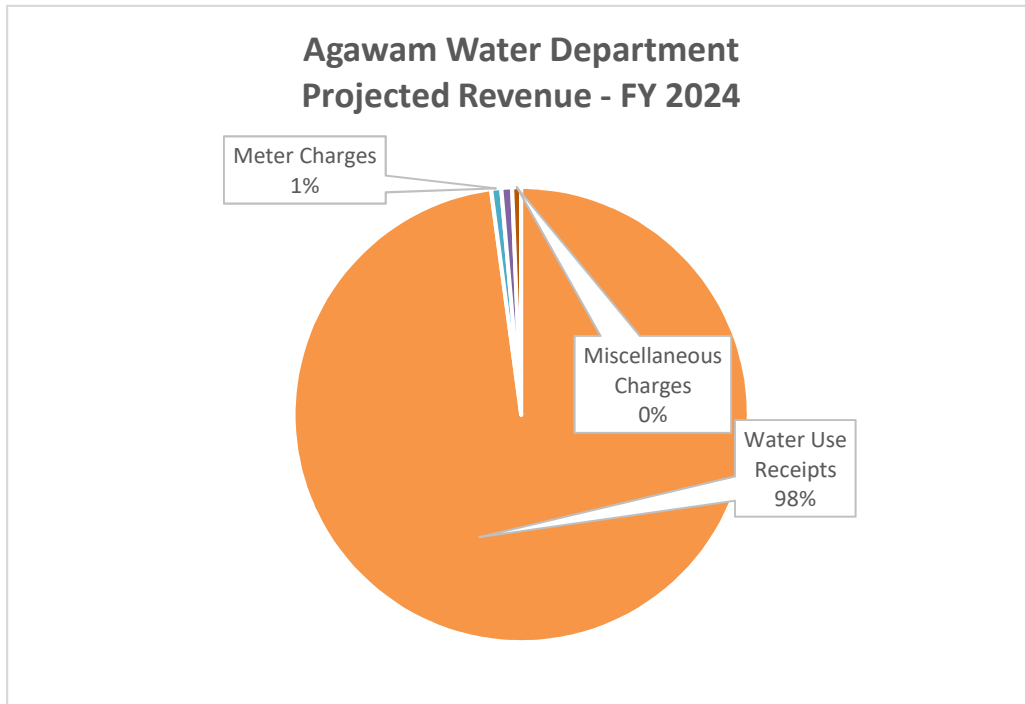
TOTAL	\$1,008,271
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**Agawam Water Department
Projected Revenue
Fiscal Year 2024**

Water Use Receipts	\$6,940,422	97.88%
Meter Charges	\$50,000	0.71%
Water Fines	\$55,000	0.78%
Miscellaneous Charges	\$45,000	0.63%

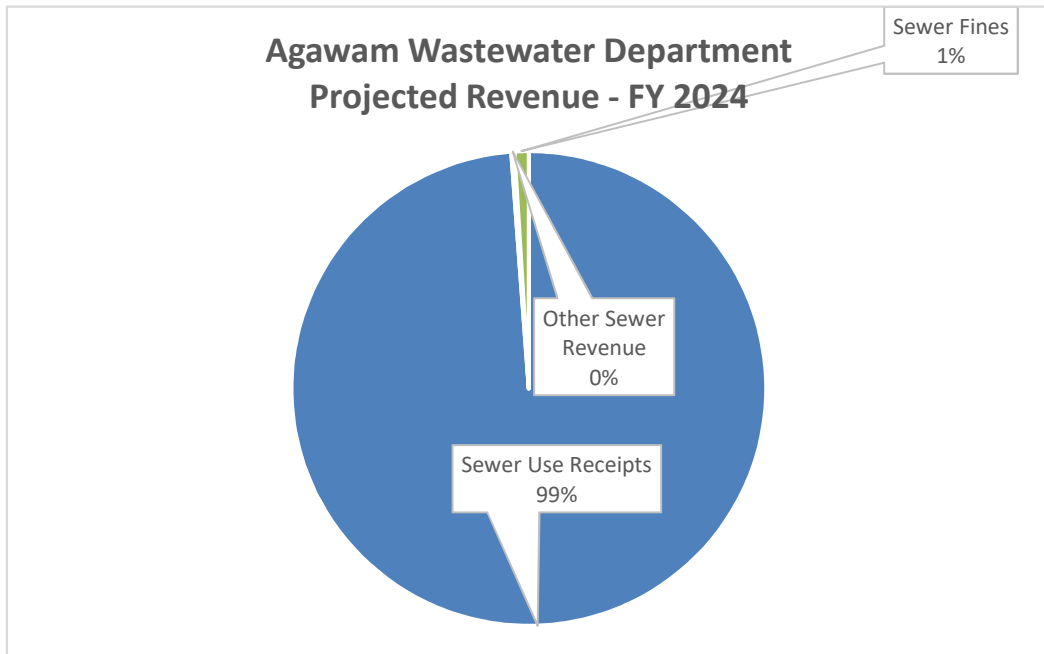
TOTAL	\$7,090,422
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**Agawam Wastewater Department
Projected Revenue
Fiscal Year 2024**

Sewer Use Receipts	\$ 4,879,203
Other Sewer Revenue	\$10,000
Sewer Fines	\$48,000

TOTAL	\$4,937,203
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BUDGET COMPARISON
Fiscal Year 2023 vs. Fiscal Year 2024

Category	FY 2023	FY 2024	Difference	% +/-
SELF SUSTAINING DEPARTMENTS				
BUDGETED PROPRIETARY FUND				
Agawam Municipal Golf Course	\$868,755	\$993,271	\$124,516	14.33%
Agawam Municipal Golf Course Equipment	\$15,000	\$15,000	\$0	0.00%
Proprietary Fund Subtotal	\$883,755	\$1,008,271	\$124,516	14.1%
BUDGETED SPECIAL REVENUE FUNDS				
Water Department	\$6,112,538	\$6,925,422	\$812,884	13.30%
Water Capital Improvement Budget	\$374,415	\$165,000	(\$209,415)	-55.93%
Wastewater Department	\$4,155,997	\$4,890,029	\$734,032	17.66%
Wastewater Capital Improvement Budget	\$395,064	\$47,174	(\$347,890)	-88.06%
Special Revenue Funds Subtotal	\$11,038,014	\$12,027,625	\$989,611	8.97%
TOTAL SELF SUSTAINING DEPTS.	\$11,921,769	\$13,035,895	\$1,114,126	9.35%

Principal and Interest Budget - Fiscal Year 2024

PROJECT NAME	PRINCIPAL	INTEREST	TOTAL
Middle School Roof	\$22,000	\$2,640	\$24,640
Jr. High /Middle School Repairs	\$6,000	\$960	\$6,960
Modular Classrooms	\$80,000	\$9,600	\$89,600
Jr. High Green Repair Project	\$80,000	\$1,680	\$81,680
Athletic Facilities	\$505,000	\$95,770	\$600,770
Roberta Doering School Boiler Repairs	\$35,000	\$8,050	\$43,050
Roberta Doering Wastewater	\$105,000	\$35,000	\$140,000
Jr. High Boilers	\$30,000	\$9,750	\$39,750
SCHOOLS	\$863,000	\$163,450	\$1,026,450
Phase II Stormwater	\$13,799	\$0	\$13,799
Phase II Stormwater	\$6,345	\$193	\$6,538
DPW Facility Alterations	\$58,800	\$7,056	\$65,856
Senior Center	\$340,000	\$66,875	\$406,875
Building Maintenance Bldg. Extension	\$5,000	\$1,100	\$6,100
DPW Façade	\$18,000	\$3,780	\$21,780
LED Streetlights	\$120,000	\$40,600	\$160,600
GENERAL FUND	\$561,944	\$119,604	\$681,548
DPW Facility Alterations	\$44,100	\$5,292	\$49,392
North Westfield Street Water Main	\$300,000	\$96,900	\$396,900
DPW Façade	\$13,500	\$2,835	\$16,335
Springfield & Suffield Sts. Water Main	\$15,000	\$750	\$15,750
Feeding Hills Center Water Main	\$10,000	\$1,000	\$11,000
WATER ENTERPRISE FUND	\$382,600	\$106,777	\$489,377
DPW Facility Alterations	\$44,100	\$5,292	\$49,392
Westfield River Force Main	\$36,395	\$4,230	\$40,625
Feeding Hills Southwest Sewer Exp.	\$145,000	\$31,900	\$176,900
Remove & Replace Storage Tanks	\$30,000	\$6,500	\$36,500
DPW Façade	\$13,500	\$2,835	\$16,335
WASTEWATER ENTERPRISE FUND	\$268,995	\$50,757	\$319,752
TOTAL	\$2,076,539	\$440,588	\$2,517,127
GENERAL FUND - SCHOOL	\$863,000	\$163,450	\$1,026,450
GENERAL FUND - TOWN	\$561,944	\$119,604	\$681,548
WATER FUND	\$382,600	\$106,777	\$489,377
WASTEWATER FUND	\$268,995	\$50,757	\$319,752
TOTAL	\$2,076,539	\$440,588	\$2,517,127



**Outstanding Debt
Fiscal Year 2023-2024**

PROJECT NAME	Principal Balance July 1, 2023	Principal To Be Borrowed FY 2024	Principal To Be Paid FY 2024	Principal Balance June 30, 2024
Phase II Stormwater	\$27,337		\$13,799	\$13,538
Middle School Roof	\$66,000		\$22,000	\$44,000
Jr. High/Middle School Repairs	\$18,000		\$6,000	\$12,000
DPW Facility Alterations	\$441,000		\$147,000	\$294,000
Modular Classrooms	\$240,000		\$80,000	\$160,000
Senior Center	\$1,690,000		\$340,000	\$1,350,000
Westfield River Force Main	\$229,702		\$36,395	\$193,307
Phase II Stormwater	\$12,818		\$6,345	\$6,473
Feeding Hills Southwest Sewer Expansion	\$1,160,000		\$145,000	\$1,015,000
Building Maintenance Extension	\$40,000		\$5,000	\$35,000
Junior High Green Repair Project	\$80,000		\$80,000	\$0
North Westfield Street Water Main	\$3,300,000		\$300,000	\$3,000,000
New Track, Field & School Locker Facility	\$4,625,000		\$505,000	\$4,120,000
Roberta Doering School Boiler Repairs	\$175,000		\$35,000	\$140,000
Remove & Replace Storage Tanks	\$140,000		\$30,000	\$110,000
DPW Façade	\$205,000		\$45,000	\$160,000
LED Streetlights	\$950,000		\$120,000	\$830,000
Doering Wastewater & Stormwater	\$420,000		\$105,000	\$315,000
Jr. High Boilers	\$225,000		\$30,000	\$195,000
Springfield & Suffield Sts. Water Main Engineering	\$15,000		\$15,000	\$0
Feeding Hills Center Water Main Improvement	\$20,000		\$10,000	\$10,000
TOTAL	\$14,079,857	\$ -	\$2,076,539	\$12,003,318
WATER FUND	\$ 3,528,800	\$ -	\$ 382,600	\$ 3,146,200
WASTEWATER FUND	\$ 1,723,502	\$ -	\$ 268,995	\$ 1,454,507
GENERAL FUND (Schools)	\$ 5,849,000	\$ -	\$ 863,000	\$ 4,986,000
GENERAL FUND (Town)	\$ 2,978,555	\$ -	\$ 561,944	\$ 2,416,611
TOTAL	\$ 14,079,857	\$ -	\$ 2,076,539	\$ 12,003,318

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 111: COUNCIL

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11111	51010	\$ 162,884	\$ 164,737	\$ 164,737
REGULAR TEMPORARY	11111	51020	\$ 500	\$ 500	\$ 500
LONGEVITY	11111	51400	\$ 6,750	\$ 6,300	\$ 6,300
PERSONNEL TOTAL			<u>\$ 170,134</u>	<u>\$ 171,537</u>	<u>\$ 171,537</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & REPL	11112	52030	\$ 600	\$ 600	\$ 600
DUES & SUBSCRIPTIONS	11112	52170	\$ 500	\$ 500	\$ 500
PROFESSIONAL SERVICES	11112	52190	\$ 3,500	\$ 7,000	\$ 7,000
PRINTING & COPYING	11112	52280	\$ 500	\$ 500	\$ 500
TRAVEL/TRAINING	11112	52390	\$ 4,000	\$ 4,000	\$ 4,000
PURCHASED SERVICES TOTAL			<u>\$ 9,100</u>	<u>\$ 12,600</u>	<u>\$ 12,600</u>
<i>SUPPLIES</i>					
OFFICE SUPPLIES	11113	52230	\$ 500	\$ 500	\$ 500
SUPPLIES TOTAL			<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
DEPARTMENT 111: COUNCIL		TOTAL	<u>\$ 179,734</u>	<u>\$ 184,637</u>	<u>\$ 184,637</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 111: COUNCIL

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
211101	COUNCIL PRESIDENT	1.0	1.0	\$ 12,600	\$ 12,000	\$ 750	\$ 12,750
211102	COUNCILOR	10.0	10.0	\$ 105,700	\$ 100,000	\$ 5,100	\$ 105,100
211103	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,334	\$ 52,737	\$ 450	\$ 53,187
			12.0				
	SUBTOTAL - REG. PERM.	<u>12.0</u>	<u>12.0</u>	<u>\$ 169,634</u>	<u>\$ 164,737</u>	<u>\$ 6,300</u>	<u>\$ 171,037</u>
211104	INTERMITTENT CLERICAL	0.0		\$ 500	\$ 500		\$ 500
	SUBTOTAL - REG. TEMP.	<u>0.0</u>	<u>0.0</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ 500</u>

TOTAL	<u>12.0</u>	<u>12.0</u>	<u>\$ 170,134</u>	<u>\$ 165,237</u>	<u>\$ 6,300</u>	<u>\$ 171,537</u>
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CITY COUNCIL

PROGRAM

The City Council consists of eleven (11) members elected at-large by the voters and is the legislative branch of the town government.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair and maintenance of office and recording equipment
52170	Dues and Subscriptions including Massachusetts Municipal Association dues and other dues and subscriptions
52190	Funds are included to provide technical assistance as deemed necessary during the course of the year
52280	Printing of various documents
52390	Travel and expenses for training, seminars and conferences
52230	Office supplies - paper, pens, folders, etc.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 121: MAYOR

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11211	51010	\$ 396,738	\$ 414,940	\$ 414,940
LONGEVITY	11211	51400	\$ 1,900	\$ 1,450	\$ 1,450
PERSONNEL TOTAL			<u>\$ 398,638</u>	<u>\$ 416,390</u>	<u>\$ 416,390</u>
<i>PURCHASED SERVICES</i>					
DUES & SUBSCRIPTIONS	11212	52170	\$ 2,500	\$ 2,500	\$ 2,500
EQUIP - REPAIR, MAINT. & RJ	11212	52030	\$ -	\$ 20,400	\$ 20,400
EQUIPMENT RENTALS	11212	52070	\$ -	\$ 10,575	\$ 10,575
POSTAGE & COURIER	11212	52250		\$ 80,300	\$ 80,300
PURCHASED SERVICES TOTAL			<u>\$ 2,500</u>	<u>\$ 113,775</u>	<u>\$ 113,775</u>
DEPARTMENT 121: MAYOR		TOTAL	<u>\$ 401,138</u>	<u>\$ 530,165</u>	<u>\$ 530,165</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 121: MAYOR

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
212101	MAYOR	1.0	1.0	\$ 111,424	\$ 110,000	\$ 1,000	\$ 111,000
212102	CHIEF OF STAFF	1.0	1.0	\$ 83,689	\$ 83,597		\$ 83,597
212103	ADMINISTRATIVE ASST.	1.0	1.0	\$ 71,952	\$ 86,736	\$ 450	\$ 87,186
215201	PERSONNEL OFFICER	1.0	1.0	\$ 91,200	\$ 98,109		\$ 98,109
215203	PERSONNEL ADMINISTRATIVE AS	1.0	1.0	\$ 55,285	\$ 52,838		\$ 52,838
215202	PERSONNEL ASSISTANT	1.0	1.0	\$ 46,039	\$ 45,830		\$ 45,830
	WATER CONTRIBUTION			\$ (27,481)	\$ (28,030)		\$ (28,030)
	WASTEWATER CONTRIB.			\$ (27,481)	\$ (28,030)		\$ (28,030)
	GOLF COURSE CONTRIB.			\$ (5,989)	\$ (6,109)		\$ (6,109)

		<u>6.0</u>	<u>6.0</u>	<u>\$ 398,638</u>	<u>\$ 414,940</u>	<u>\$ 1,450</u>	<u>\$ 416,390</u>
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MAYOR

PROGRAM

The Mayor is the chief executive officer of the town and chairperson of the Agawam School Committee. According to the Charter, the Mayor is responsible for exercising general supervision and direction over all town departments and agencies.

ACCT. CODE	DESCRIPTION
51010	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of office equipment such as copiers, calculators, computers, typewriters, printers, etc.
52070	Rental/lease payments on copiers, postage machinery, etc.
52170	Subscriptions to the <i>Springfield Republican</i> and Turley Publications as well as annual dues to the West of the River Chamber of Commerce, the Massachusetts Municipal Association, the Massachusetts Municipal Personnel Association, and COSTCO Wholesale
52250	Postage for mailing tax bills, late notices, demand notices and other general correspondence for all town departments

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 122: PROCUREMENT DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11221	51010	\$ 6,172	\$ 33,996	\$ 33,996
LONGEVITY	11221	51400	\$ 450	\$ 450	\$ 450
PERSONNEL TOTAL			<u>\$ 6,622</u>	<u>\$ 34,446</u>	<u>\$ 34,446</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RI	11222	52030	\$ 20,000	\$ -	
EQUIPMENT RENTALS	11222	52070	\$ 10,575	\$ -	
DUES & SUBSCRIPTIONS	11222	52170	\$	\$ 225	\$ 225
ELECTRICITY/HEAT	11222	52110	\$ 17,000		
TELEPHONE	11222	52150	\$ 44,000		
POSTAGE & COURIER	11222	52250	\$ 80,300		
PURCHASED SERVICES TOTAL			<u>\$ 171,875</u>	<u>\$ 225</u>	<u>\$ 225</u>
DEPARTMENT 122: PROCUREMENT TOTAL			<u>\$ 178,497</u>	<u>\$ 34,671</u>	<u>\$ 34,671</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 122: PROCUREMENT DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
215000	CHIEF PO/CPA ADMINISTRATOR	1.00	1.00	\$ 79,335	\$ 87,166	\$ 450	\$ 87,616
215000	CPA SHARE - CPO/CPA	0.00		\$ (15,777)	\$ (17,434)		\$ (17,434)
215000	CPA MEETING STIPEND	0.00		\$ 2,500	\$ 2,500		\$ 2,500
215000	CPA SHARE -CPA MEETING STIPE	0.00		\$ (2,500)	\$ (2,500)		\$ (2,500)
215001	PRINCIPAL CLERK	0.00	1.00	\$ -	\$ 41,793	\$ -	\$ 41,793
	WATER CONTRIBUTION	0.00		\$ (28,468)	\$ (38,764)		\$ (38,764)
	WASTEWATER CONTRIB.	0.00		\$ (28,468)	\$ (38,764)		\$ (38,764)

TOTAL		<u>1.0</u>	<u>2.0</u>	<u>\$ 6,622</u>	<u>\$ 33,996</u>	<u>\$ 450</u>	<u>\$ 34,446</u>

PROCUREMENT

PROGRAM

The Procurement Department, under the supervision of the Mayor, provides for the procurement office, and accounts attributed to the general operation of the Town Procurement Office

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues and subscriptions, MAPA

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 151: LAW

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11511	51010	\$ 119,088	\$ 119,088	\$ 119,088
LONGEVITY	11511	51400	\$ 300	\$ 300	\$ 300
PERSONNEL TOTAL			<u>\$ 119,388</u>	<u>\$ 119,388</u>	<u>\$ 119,388</u>
<i>PURCHASED SERVICES</i>					
DUES AND SUBSCRIPTIONS	11512	52170	\$ 3,000	\$ 3,000	\$ 3,000
PROFESSIONAL SERVICES	11512	52190	\$ 54,000	\$ 104,000	\$ 104,000
PURCHASED SERVICES TOTAL			<u>\$ 57,000</u>	<u>\$ 107,000</u>	<u>\$ 107,000</u>

DEPARTMENT 151: LAW	TOTAL	<u>\$ 176,388</u>	<u>\$ 226,388</u>	<u>\$ 226,388</u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 151: LAW

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
215101	SOLICITOR	1.0	1.0	\$ 58,650	\$ 58,500	\$ 150	\$ 58,650
215102	ASSOCIATE SOLICITOR	1.0	1.0	\$ 33,000	\$ 33,000		\$ 33,000
215103	LAW CLERK	1.0	1.0	\$ 27,738	\$ 27,588	\$ 150	\$ 27,738
SUBTOTAL - REG. PERM.		<u>3.0</u>	<u>3.0</u>	<u>\$ 119,388</u>	<u>\$ 119,088</u>	<u>\$ 300</u>	<u>\$ 119,388</u>

		<u>3.0</u>	<u>3.0</u>	<u>\$ 119,388</u>	<u>\$ 119,088</u>	<u>\$ 300</u>	<u>\$ 119,388</u>
TOTAL							

LAW
PROGRAM

The Town Solicitor and Associate Solicitor are responsible for advising all town agencies and staff on matters pertaining to law. The Law Department also handles all litigation initiated by the town and provide defense for the town in suits brought by outside persons.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Mass. General Laws update service and other legal resources
52190	Outside attorneys and work outside retainer by town attorneys; funds for other contract services for law department such as law clerk, deposition expenses, expert witnesses, etc.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 134: AUDITOR

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11341	51010	\$ 170,349	\$ 183,466	\$ 183,466
LONGEVITY	11341	51400	\$ 450	\$ 1,200	\$ 1,200
			<u>\$ 170,799</u>	<u>\$ 184,666</u>	<u>\$ 184,666</u>
PERSONNEL TOTAL					
<i>PURCHASED SERVICES</i>					
DUES AND SUBSCRIPTIONS	11342	52170	\$ 135	\$ 135	\$ 135
TRAVEL/TRAINING	11342	52390	\$ 775	\$ 775	\$ 775
			<u>\$ 910</u>	<u>\$ 910</u>	<u>\$ 910</u>
PURCHASED SERVICES TOTAL					

DEPARTMENT 134: AUDITOR	TOTAL	<u>\$ 171,709</u>	<u>\$ 185,576</u>	<u>\$ 185,576</u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 134: AUDITOR

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
213501	AUDITOR	1.0	1.0	\$ 101,750	\$ 104,989	\$ 450	\$ 105,439
213502	ADMINISTRATIVE ASST.	1.0	1.0	\$ 48,512	\$ 55,181	\$ 600	\$ 55,781
213503	PRINCIPAL CLERK	1.0	1.0	\$ 43,838	\$ 47,064	\$ 150	\$ 47,214
	WATER CONTRIBUTION	0.0		\$ (9,874)	\$ (10,072)		\$ (10,072)
	WASTEWATER CONTRIB.	0.0		\$ (9,874)	\$ (10,072)		\$ (10,072)
	GOLF COURSE CONTRIB.	0.0		\$ (3,553)	\$ (3,624)		\$ (3,624)

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 170,799</u>	<u>\$ 183,466</u>	<u>\$ 1,200</u>	<u>\$ 184,666</u>

AUDITOR

PROGRAM

The Auditor is responsible for fiscal control of all town agencies. The Auditor maintains fiscal records of the town and is responsible for maintaining accounts receivable, payroll, accounts payable, warrants and vouchers for the Town of Agawam and the Agawam Public Schools.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues for Mass. Auditors Association and Western Mass. Auditors Association
52390	Travel and expenses for training, seminars and conferences

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 161: CLERK & ELECTIONS

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11611	51010	\$ 213,448	\$ 222,689	\$ 222,689
REGULAR TEMPORARY	11611	51020	\$ 61,921	\$ 61,921	\$ 61,921
LONGEVITY	11611	51400	\$ 1,350	\$ 1,500	\$ 1,500
PERSONNEL TOTAL			<u>\$ 276,719</u>	<u>\$ 286,110</u>	<u>\$ 286,110</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RI	11612	52030	\$ 2,500	\$ 2,500	\$ 2,500
DUES & SUBSCRIPTIONS	11612	52170	\$ 455	\$ 455	\$ 455
ELECTIONS SOFTWARE SUPP	11612	52247	\$ 780	\$ 780	\$ 780
CONTRACTUAL SERVICES	11612	52360	\$ 2,000	\$ 2,000	\$ 2,000
PURCHASED SERVICES TOTAL			<u>\$ 5,735</u>	<u>\$ 5,735</u>	<u>\$ 5,735</u>
DEPARTMENT 161: CLERK & ELECTIONS			<u>\$ 282,454</u>	<u>\$ 291,845</u>	<u>\$ 291,845</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 161: CLERK & ELECTIONS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
216101	TOWN CLERK	1.0	1.0	\$ 92,658	\$ 95,410	\$ 600	\$ 96,010
216102	ASSISTANT TOWN CLERK	1.0	1.0	\$ 62,774	\$ 66,531	\$ 600	\$ 67,131
216103	PRINCIPAL CLERK	1.0	1.0	\$ 46,516	\$ 47,898	\$ 300	\$ 48,198
216202	CLERK-REGISTRARS	0.0	0.0	\$ 2,600	\$ 2,600		\$ 2,600
216301	BOARD OF REGISTRARS	3.0	3.0	\$ 2,250	\$ 2,250		\$ 2,250
	STIPEND - LIQUOR LIC.	0.0	0.0	\$ 3,000	\$ 3,000		\$ 3,000
	STIPEND - HEARINGS OFFICER	0.0	0.0	\$ 5,000	\$ 5,000		\$ 5,000
	SUBTOTAL - REG. PERM.	6.0	6.0	\$ 214,798	\$ 222,689	\$ 1,500	\$ 224,189
216201	POLL WRKR./CENSUS TMP.	0.0	0.0	\$ 61,921	\$ 61,921		\$ 61,921
	SUBTOTAL - REG. TEMP.	0.0	0.0	\$ 61,921	\$ 61,921	\$ -	\$ 61,921
TOTAL		6.0	6.0	\$ 276,719	\$ 284,610	\$ 1,500	\$ 286,110

CLERK AND ELECTIONS

PROGRAM

The Town Clerk's Office is responsible for maintaining all of the town's official records and documents and exercises responsibility for the operation of elections together with the maintenance of election records. In addition, it issues marriage licenses along with death, birth and business certificates. The Clerk's Office administers entertainment licenses as well as other various permits and licenses.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Maintenance contracts and programming of new voting machines
52170,52247,52360	Dues for the Mass. Town Clerk's Association, Western Mass. City and Town Clerk's Association and the Hampden County City and Town Clerk's Association as well as various subscriptions including yearly subscription for the Town Code website and election software

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 137: ASSESSOR

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11371	51010	\$ 189,734	\$ 201,157	\$ 201,157
LONGEVITY	11371	51400	\$ 600	\$ 450	\$ 450
PERSONNEL TOTAL			<u>\$ 190,334</u>	<u>\$ 201,607</u>	<u>\$ 201,607</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RI	11372	52030	\$ 2,000	\$ 2,000	\$ 2,000
DUES & SUBSCRIPTIONS	11372	52170	\$ 1,000	\$ 1,000	\$ 1,000
PROFESSIONAL SERVICES	11372	52190	\$ 131,436	\$ 132,500	\$ 132,500
TRAVEL/TRAINING	11372	52390	\$ 2,000	\$ 2,000	\$ 2,000
PURCHASED SERVICES TOTAL			<u>\$ 136,436</u>	<u>\$ 137,500</u>	<u>\$ 137,500</u>

DEPARTMENT 137: ASSESSOR	TOTAL	<u>\$ 326,770</u>	<u>\$ 339,107</u>	<u>\$ 339,107</u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 137: ASSESSOR

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
214101	ASSESSOR	1.0	1.0	\$ 91,238	\$ 97,395		\$ 97,395
214102	ADMINISTRATIVE ASST.	1.0	1.0	\$ 52,730	\$ 56,281	\$ 450	\$ 56,731
214103	PRINCIPAL CLERK	1.0	1.0	\$ 46,366	\$ 47,481		\$ 47,481

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 190,334</u>	<u>\$ 201,157</u>	<u>\$ 450</u>	<u>\$ 201,607</u>
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ASSESSOR

PROGRAM

The Assessor's Office is responsible for uniformly and accurately valuing all property both real and personal located within the Town of Agawam so that property tax can be accurately levied and collected. It also handles all abatement and exemption requests by taxpayers.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of existing equipment as well as supplies such as cartridges and toner
52170	Dues including MAAO, Marshall & Swift valuation services, Business West, Appraisal Insights and Perspective, and appraisal/assessor license fees and Baystate Multiple Listing Service
52190	Contracted services such as Vision Software licensing/support and Tighe and Bond mapping and GIS services and support. The account is also used for consulting services for valuation purposes, and defense of values and Appellate Tax Board consulting work as well as inspection work by consultants.
52390	Travel and Training

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 154: IT DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11541	51010	\$ 193,970	\$ 206,728	\$ 206,728
LONGEVITY	11541	51400	\$ 1,200	\$ 1,200	\$ 1,200
PERSONNEL TOTAL			<u>\$ 195,170</u>	<u>\$ 207,928</u>	<u>\$ 207,928</u>
<i>PURCHASED SERVICES</i>					
IT CONTRACTUAL SERVICES	11542	52041	\$ 159,431	\$ 301,643	\$ 301,643
PURCHASED SERVICES TOTAL			<u>\$ 159,431</u>	<u>\$ 301,643</u>	<u>\$ 301,643</u>
<i>CAPITAL OUTLAY</i>					
IT EQUIPMENT	11544	52040	\$ 20,000	\$ 20,000	\$ 20,000
CAPITAL OUTLAY TOTAL			<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
DEPARTMENT 154: IT		TOTAL	<u>\$ 374,601</u>	<u>\$ 529,571</u>	<u>\$ 529,571</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 154: IT DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
215502	IT DIRECTOR	1.0	1.0	\$ 112,890	\$ 119,710	\$ 750	\$ 120,460
215503	SYSTEMS ADMINISTRATOR	1.0	1.0	\$ 84,139	\$ 89,338	\$ 450	\$ 89,788
215504	NETWORK SUPPORT TECHNICIAN	0.5	0.5	\$ 17,750	\$ 17,680		\$ 17,680
	WATER CONTRIBUTION	0.0		\$ (9,159)	\$ (9,342)		\$ (9,342)
	WASTEWATER CONTRIB.	0.0		\$ (7,044)	\$ (7,184)		\$ (7,184)
	GOLF COURSE CONTRIB.	0.0		\$ (3,406)	\$ (3,474)		\$ (3,474)

TOTAL	<u>2.5</u>	<u>2.5</u>	<u>\$ 195,170</u>	<u>\$ 206,728</u>	<u>\$ 1,200</u>	<u>\$ 207,928</u>
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IT Department

PROGRAM

The Information Technology Department is responsible for specifying and maintaining the computer based hardware and software for all Town departments.

The department assists in the specification and procurement of all IT related purchases. The IT Department supports and maintains all the Town software systems, PC's, servers, virtual infrastructure, Town VOIP phone system, community access video hardware, LAN and WAN connectivity, network security, the Town website, and the email server.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52041	Funds to pay for service and support contracts such as the MUNIS ERP system, Sonicwall Firewall Support, Antivirus and antispyware maintenance, permit tracking software maintenance, Qscend website support, offsite backup contract and email archiving maintenance. Also included are funds for internet connection and Qscend web hosting
52040	Purchase of essential non-budgeted IT equipment, software, supplies, replacement parts and repair

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 138: TREASURER-COLLECTOR

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11381	51010	\$ 300,367	\$ 312,076	\$ 312,076
LONGEVITY	11381	51400	\$ 1,650	\$ 1,650	\$ 1,650
PERSONNEL TOTAL			<u>\$ 302,017</u>	<u>\$ 313,726</u>	<u>\$ 313,726</u>
<i>PURCHASED SERVICES</i>					
DUES & SUBSCRIPTIONS	11382	52170	\$ 600	\$ 600	\$ 600
TRAINING & EDUCATION	11382	52180	\$ 3,000	\$ 3,000	\$ 3,000
CONTRACTUAL SERVICES	11382	52360	\$ 23,460	\$ 23,460	\$ 23,460
PURCHASED SERVICES TOTAL			<u>\$ 27,060</u>	<u>\$ 27,060</u>	<u>\$ 27,060</u>
<i>SUPPLIES AND MAINTENANCE</i>					
EQUIPMENT MAINTENANCE	11384	52040	\$ 4,800	\$ 4,800	\$ 4,800
<i>SUPPLIES AND MAINTENANCE</i>			<u>\$ 4,800</u>	<u>\$ 4,800</u>	<u>\$ 4,800</u>
DEPARTMENT 138: TREASURER-COLLECTOR			<u>\$ 333,877</u>	<u>\$ 345,586</u>	<u>\$ 345,586</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 138: TREASURER-COLLECTOR

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
214501	COLLECTOR/TREASURER	1.0	1.0	\$ 121,946	\$ 123,715		\$ 123,715
214601	ASSISTANT COLLECTOR	1.0	1.0	\$ 63,224	\$ 66,534	\$ 900	\$ 67,434
214502	ASSISTANT TREASURER	0.1	0.1	\$ 8,093	\$ 8,649		\$ 8,649
214503	PRINCIPAL CLERK	4.0	4.0	\$ 185,613	\$ 191,593	\$ 750	\$ 192,343
	WATER CONTRIBUTION	0.0	0.0	\$ (39,087)	\$ (39,868)		\$ (39,868)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (35,744)	\$ (36,458)		\$ (36,458)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (3,028)	\$ (3,089)		\$ (3,089)
	STIPEND - CERTIFICATION	0.0	0.0	\$ 1,000	\$ 1,000		\$ 1,000

TOTAL

6.1	6.1	\$ 302,017	\$ 312,076	\$ 1,650	\$ 313,726
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TREASURER-COLLECTOR

PROGRAM

The Treasurer-Collector's Department is charged with collecting real estate, motor vehicle excise and personal property taxes, betterment assessments, water and sewer user charges, and miscellaneous accounts receivable. This department is also responsible for receiving and accounting for all monies belonging to the town, processing town and school payrolls, processing vendor payments, issuing temporary and permanent debt, state and federal tax reporting, budget and Capital Improvement Plan preparation, tax title administration and performing other statutory functions as required by Massachusetts General Laws.

ACCT. CODE	DESCRIPTION
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues for the Mass. Treasurer's and Collector's Association, the MSCPA, the AICPA, VERIBANC, INC. rating service, CPA license renewal and subscriptions to various periodicals
52180	Training and education
52360	Contractual services include bank service charges, maintenance of money handling equipment, fiscal advisory services and similar services
52040	Funds are included for programming, training costs and equipment upgrades

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 210: POLICE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	12101	51010	\$ 4,496,653	\$ 4,821,232	\$ 4,821,232
REGULAR TEMPORARY	12101	51020	\$ 15,500	\$ 17,150	\$ 17,150
OVERTIME	12101	51030	\$ 325,000	\$ 350,000	\$ 350,000
HOLIDAY	12101	51050	\$ 232,772	\$ 253,978	\$ 253,978
UNIFORM ALLOWANCE	12101	51070	\$ 9,200	\$ 8,700	\$ 8,700
COURT TIME	12101	51080	\$ 25,000	\$ 25,000	\$ 25,000
SCIENCE COLLEGE	12101	51120	\$ 498,102	\$ 574,354	\$ 574,354
LONGEVITY	12101	51400	\$ 102,225	\$ 117,350	\$ 117,350
PERSONNEL TOTAL			<u>\$ 5,704,452</u>	<u>\$ 6,167,764</u>	<u>\$ 6,167,764</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & REPI	12102	52030	\$ 6,350	\$ 6,350	\$ 6,350
EQUIPMENT RENTALS	12102	52070	\$ 900	\$ 900	\$ 900
TELEPHONE	12102	52150	\$ 17,000	\$ 17,000	\$ 17,000
DUES & SUBSCRIPTIONS	12102	52170	\$ 3,900	\$ 4,680	\$ 4,680
TRAINING & EDUCATION	12102	52180	\$ 129,215	\$ 139,042	\$ 139,042
PROFESSIONAL SERVICES	12102	52190	\$ 10,500	\$ 10,500	\$ 10,500
CONTRACTUAL SERVICES	12102	52360	\$ 180,407	\$ 208,447	\$ 208,447
ANIMAL CONTROL SERVICES	12102	52992	\$ -	\$ 20,000	\$ 20,000
PURCHASED SERVICES TOTAL			<u>\$ 348,272</u>	<u>\$ 406,919</u>	<u>\$ 406,919</u>
<i>SUPPLIES</i>					
OFFICE SUPPLIES	12103	52230	\$ 5,000	\$ 5,000	\$ 5,000
OTHER SUPPLIES	12103	52240	\$ 5,200	\$ 5,200	\$ 5,200
MEDICAL & SURGICAL	12103	52260	\$ 6,000	\$ 6,000	\$ 6,000
CRIME SCENE MGMT. SUPPLIES	12103	52310	\$ 12,000	\$ 12,000	\$ 12,000
PROTECTIVE & SAFETY GEAR	12103	52410	\$ 69,975	\$ 66,907	\$ 66,907
SUPPLIES TOTAL			<u>\$ 98,175</u>	<u>\$ 95,107</u>	<u>\$ 95,107</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 210: POLICE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>CAPITAL OUTLAY</i>					
DATA PROCESSING EQUIPMEN	12104	52040	\$ 26,100	\$ 26,100	\$ 26,100
MOTOR VEHICLE	12104	58500	\$ 116,000	\$ 259,000	\$ 259,000
CAPITAL OUTLAY TOTAL			<u>\$ 142,100</u>	<u>\$ 285,100</u>	<u>\$ 285,100</u>

DEPARTMENT 210: POLICE

TOTAL \$ 6,292,999 \$ 6,954,890 \$ 6,954,890

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 210: POLICE DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
221001	POLICE CHIEF	1.0	1.0	\$ 187,061	\$ 147,789	\$ 46,186	\$ 193,975
229201	ANIMAL CONTROL OFF.	1.0	1.0	\$ 61,656	\$ 70,522	\$ 1,550	\$ 72,072
221002	LIEUTENANT	4.0	4.0	\$ 503,121	\$ 410,079	\$ 142,660	\$ 552,739
221003	SERGEANT	7.0	7.0	\$ 731,874	\$ 592,338	\$ 179,818	\$ 772,156
221004	POLICE OFFICER	48.0	48.0	\$ 3,144,464	\$ 2,860,091	\$ 518,458	\$ 3,378,549
	SHIFT DIFFERENTIAL			\$ 25,000	\$ 25,000		\$ 25,000
221005	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,717	\$ 58,536	\$ 900	\$ 59,436
221006	POLICE DISPATCHER	12.0	12.0	\$ 624,092	\$ 614,560	\$ 38,809	\$ 653,369
221007	SENIOR CLERK	1.0	1.0	\$ 39,823	\$ 39,518		\$ 39,518
	SUBTOTAL - REG. PERM.	<u>75.0</u>	<u>75.0</u>	<u>\$ 5,372,808</u>	<u>\$ 4,818,433</u>	<u>\$ 928,381</u>	<u>\$ 5,746,815</u>
	INTERMITTENT SUPER.	0.0		\$ 15,500	\$ 17,150		\$ 17,150
	SUBTOTAL - REG. TEMP.	<u>0.0</u>	<u>0.0</u>	<u>\$ 15,500</u>	<u>\$ 17,150</u>	<u>\$ -</u>	<u>\$ 17,150</u>
	OVERTIME	0.0		\$ 325,000	\$ 350,000		\$ 350,000
	SPECIAL HOLIDAY	0.0		\$ 25,000	\$ 25,000		\$ 25,000
	COURT TIME	0.0		\$ 25,000	\$ 25,000		\$ 25,000
	UNIFORM REPLACEMENT	0.0		\$ 1,000	\$ 2,000		\$ 2,000
	STIPEND - INSPECTOR OF ANIMAL	0.0		\$ 1,800	\$ 1,800		\$ 1,800
	Animal Control Fund Contribution			\$ (63,456)	\$ (73,872)		\$ 403,800
	TOTAL	<u>75.0</u>	<u>75.0</u>	<u>\$ 5,702,652</u>	<u>\$ 5,239,383</u>	<u>\$ 928,381</u>	<u>\$ 6,167,765</u>

POLICE DEPARTMENT

PROGRAM

The Police Department has the responsibility through its programs and personnel to provide for the protection of all persons and property in the community.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime for non-court related departmental needs
51050	Holiday pay per collective bargaining agreements
51070	Gear and uniform allowance per collective bargaining agreements
51080	Funds to pay overtime for court related matters
51120	Educational incentive per collective bargaining agreements
51400	See Personnel Sheet
52030	Maintenance agreements and repairs for LIDAR units, Radar/Lidar calibration costs, telephone recording equipment, emergency lighting repairs, and copier and fax supplies and maintenance contract
52070	Equipment Rentals & Parking fees for officers attending court
52150	Our conversion of landline-based calls from the traditional system, to the newly adopted computer-based system provides us with the opportunity to shift those savings into a cellular communications program for some of our officers. This new plan has already been implemented for personnel assigned to the Detective Bureau, and will be expanded for units that are established in the future to include Narcotics and Traffic. Use of devices issued pursuant to this program is guided by Agawam Police Department Policy & procedure 4.18.
52170	Association dues for the Chief and other officers with

POLICE DEPARTMENT - PAGE TWO

ACCT. CODE	DESCRIPTION
52170	specific duties such as IACP, NEACOP, MCOPA, WMCOPA. Dues and fees associated with our member ship in The Plymouth County Cooperative, and Greater Boston Police Council. Membership in both of these organizations allows us to make capital purchases via their collective procurement agreement.
52180	First Responder and CPR/automated external defibrillator mandated training costs for each officer in accordance with state law as well as re-certification of breath test operators, and supplies associated with this training, CPR certificate cards, and mileage and meals for officers attending training in accordance with the collective bargaining agreements, active shooter overtime and equipment costs, taser program overtime costs and field training program costs.
52190	Cost of physicals in accordance with collective bargaining agreements, funds associated with physicals/ psychological testing for new recruits, funds for a Fitness First program for police officers in accordance with the collective bargaining agreement.
52360	Payment of research and development fees to Information Management Corporation which keeps the police computer information software constantly upgraded; cruiser laptop software agreement and air time; and lease fee for Identi-Kit, consultant fees, contractual services, and mobile radio maintenance contract.
52992	Board fees at kennel for stray animals, euthanasia costs associated with animal control program. The Town of Agawam will utilize the Town of Southwick's animal sheltering services. This continues to be of great benefit to our community in a variety of ways, including reduced shelter costs and increased productivity for our animal control officer. We have also seen a growth in revenues generated from licensing.
52230	Office supplies such as pens, folders, arrest jackets, and receipt books, evidence labels, dot matrix paper for LEAPS terminals, recording tapes and DVD's for recording of confessions and costs associated with the Massachusetts Public Records Law.
52240	Photographic printing for court cases, digital cameras, media storage, LTC cards, postage and turnpike toll etc.
52260	Expenses related to the administration of basic first aid and CPR, as well as administration of nasal Narcan to patients suspected of suffering opioid overdose.

POLICE DEPARTMENT - PAGE THREE

ACCT. CODE	DESCRIPTION
52310	Expenses related to the processing of crime scenes including narcotics testing supplies, DNA baccul swabs, latent fingerprint recovery, etc. Also covers costs associated with bio-hazard cleanup of cells, booking areas, and cruisers by certified outside contractor. Costs associated with COVID-19 precautions.
52410	Ammunition/cleaning equipment, targets, road flares, battery replacements for AED, crowd control supplies, breath test solution, fire resistant blankets for cells, disposable rubber gloves and prisoner meals. A small increase in this category is attributable to qualifying and training a larger number of officers, as well as purchasing additional handguns so that requisite numbers of back-up weapons are available if needed. (repairs, shooting investigations etc.)
52040	Replacement of desktop computers and printers, etc.
58500	Based upon concerns raised about the Chevy Tahoe Police Pursuit Vehicle (Chevy Tahoe PPV,) we began moving toward the Ford Police Utility Interceptor Hybrid at the beginning of the FY20 fiscal year. In FY24 we will need to replace three of our primary patrol units, also the vehicle assigned to the Safety Officer, as well as one unmarked unit.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 220: FIRE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	12201	51010	\$ 3,536,690	\$ 3,662,409	\$ 3,662,409
REGULAR TEMPORARY	12201	51020	\$ 52,000	\$ 52,000	\$ 52,000
OVERTIME	12201	51030	\$ 325,000	\$ 350,000	\$ 350,000
HOLIDAY	12201	51050	\$ 197,133	\$ 213,072	\$ 213,072
UNIFORM ALLOWANCE	12201	51070	\$ 40,500	\$ 4,100	\$ 4,100
SCIENCE COLLEGE	12201	51120	\$ 127,040	\$ 127,965	\$ 127,965
LONGEVITY	12201	51400	\$ 19,100	\$ 56,700	\$ 56,700
PERSONNEL TOTAL			<u>\$ 4,297,463</u>	<u>\$ 4,466,246</u>	<u>\$ 4,466,246</u>
					\$ 0
<i>PURCHASED SERVICES</i>					
ADVERTISING & PROMOTION	12202	52010	\$ 700	\$ 700	\$ 700
GROUNDS & BUILDING MAIN	12202	52020	\$ 10,000	\$ 16,000	\$ 16,000
EQUIP - REPAIR, MAINT. & RI	12202	52030	\$ 34,500	\$ 49,000	\$ 49,000
ELECTRICITY/HEAT	12202	52110	\$ 40,000	\$ 500	\$ 500
TELEPHONE	12202	52150	\$ 10,250	\$ 10,250	\$ 10,250
DUES & SUBSCRIPTIONS	12202	52170	\$ 5,610	\$ 5,610	\$ 5,610
TRAINING & EDUCATION	12202	52180	\$ 8,500	\$ 9,500	\$ 9,500
PROFESSIONAL SERVICES	12202	52190	\$ 6,000	\$ 6,000	\$ 6,000
CONTRACTUAL SERVICES	12202	52360	\$ 13,000	\$ 13,000	\$ 13,000
PURCHASED SERVICES TOTAL			<u>\$ 128,560</u>	<u>\$ 110,560</u>	<u>\$ 110,560</u>
<i>SUPPLIES</i>					
OTHER SUPPLIES	12203	52240	\$ 1,000	\$ 1,000	\$ 1,000
CHEMICALS & LAB	12203	52310	\$ 750	\$ 750	\$ 750
MATERIALS & EQUIPMENT	12203	52370	\$ 4,000	\$ 4,000	\$ 4,000
PROTECTIVE & SAFETY GEA	12203	52410	\$ 49,500	\$ 59,500	\$ 59,500
SUPPLIES TOTAL			<u>\$ 55,250</u>	<u>\$ 65,250</u>	<u>\$ 65,250</u>
DEPARTMENT 220: FIRE		TOTAL	<u>\$ 4,481,273</u>	<u>\$ 4,642,056</u>	<u>\$ 4,642,056</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 220: FIRE DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
222001	FIRE CHIEF	1.0	1.0	\$ 154,328	\$ 148,897	\$ 12,167	\$ 161,064
222002	DEPUTY FIRE CHIEF	1.0	1.0	\$ 107,497	\$ 109,550	\$ 4,875	\$ 114,425
222003	LIEUTENANT	8.0	8.0	\$ 616,948	\$ 587,869	\$ 62,409	\$ 650,278
222004	FIRE INSPECTOR	1.0	1.0	\$ 76,106	\$ 79,089	\$ 7,034	\$ 86,123
222009	FIRE MECHANIC	1.0	1.0	\$ 74,157	\$ 72,385	\$ 7,247	\$ 79,632
222006	DRILL INSTRUCTOR	1.0	1.0	\$ 83,344	\$ 79,088	\$ 9,140	\$ 88,228
222007	FIREFIGHTER	41.0	41.0	\$ 3,119,975	\$ 2,913,667	\$ 304,954	\$ 3,218,621
222009	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,735	\$ 58,536	\$ 900	\$ 59,436
223101	FIREFIGHTER - AMBULANCE	7.0	7.0	\$ (427,979)	\$ (426,925)	\$ (35,988)	\$ (462,913)
	SHIFT DIFFERENTIAL	0.0		\$ 43,118	\$ 43,117		\$ 43,117
	SHIFT DIFF. AMBULANCE	0.0		\$ (5,116)	\$ (5,116)		\$ (5,116)
	STIPEND - FIREFIGHTER IT	0.0		\$ 4,500	\$ 4,500		\$ 4,500
	STIPEND - IT AMBULANCE	0.0		\$ (2,250)	\$ (2,250)		\$ (2,250)
	SUBTOTAL - REG. PERM.	62.0	62.0	\$ 3,900,363	\$ 3,662,407	\$ 372,738	\$ 4,035,146
222010	INTERMITTENT FIRE OFF.	0.0		\$ 25,000	\$ 25,000		\$ 25,000
	CALL FIREFIGHTER	0.0		\$ 29,600	\$ 27,000	\$ 2,600	\$ 29,600
	SUBTOTAL - REG. TEMP.	0.0	0.0	\$ 54,600	\$ 52,000	\$ 2,600	\$ 54,600
	OVERTIME	0.0		\$ 325,000	\$ 350,000		\$ 350,000
	ANTICIPATED - HOLIDAY	0.0		\$ 15,000	\$ 24,000		\$ 24,000
	ANTICIPATED - SCHOOL	0.0		\$ 2,500	\$ 2,500		\$ 2,500
					\$ 376,500		\$ 376,500
	TOTAL	62.0	62.0	\$ 4,297,463	\$ 4,090,907	\$ 375,338	\$ 4,466,246

FIRE DEPARTMENT

PROGRAM

The Fire Department provides emergency services to the community, with the mission of protecting life and property from the ravages of fire through fire prevention and suppression. The Fire Department provides the emergency medical services to the community at the paramedic level.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Funds for departments call firefighters and out of grade compensation for acting fire officers per collective bargaining
51030	Overtime for fire fighting company
51050	Holiday pay per collective bargaining agreement
51070	Gear and uniform payment per collective bargaining agreement
51120	Educational incentive per collective bargaining agreement
51400	See Personnel Sheet
52010	Educational materials for fire prevention education in the schools and for the public educational programs. Also funds state mandated bid advertisements for purchasing
52020	Costs associated with the building maintenance and aging structures.
52030	Maintenance and repair of all departmental apparatus, vehicles and equipment. Four engines, one aerial platform, heavy rescue, brush truck, boat and five other departmental vehicles all need to be maintained in safe working order.
52110	Heat, electricity and fuel for fire stations
52150	Telephone expenses for fire stations as well as cell telephones

FIRE DEPARTMENT - PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52170	Dues and fees for technical and professional associations dealing with fire service
52180	Cost of training aids and equipment for in-service training. This account also pays for the cost of recruit training at the Fire Academy
52190	Insurance deductibles for line of duty injuries, cost of physical fitness program in accordance with collective bargaining agreement
52360	Information Management Corporation computer software support fees and upgrade
52240	Cleaning, sanitary supplies and paper goods necessary to maintain cleanliness within the two stations
52310	Welding and cutting supplies for repair division, dry chemical for recharging portable fire extinguisher, foam concentrate used in fighting fires and smoke detector testing chemicals
52370	Building materials and supplies for maintenance for fire stations
52410	Supplies and safety equipment, turnout gear for fire fighting, all other fire fighting equipment

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 250: INSPECTION SERVICES

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	12501	51010	\$ 257,184	\$ 337,448	\$ 337,448
REGULAR TEMPORARY	12501	51020	\$ 3,000	\$ 6,000	\$ 6,000
UNIFORM ALLOWANCE	12501	51070	\$ 1,867	\$ 3,000	\$ 3,000
LONGEVITY	12501	51400	\$ 1,300	\$ 700	\$ 700
PERSONNEL TOTAL			<u>\$ 263,351</u>	<u>\$ 347,148</u>	<u>\$ 347,148</u>
<i>PURCHASED SERVICES</i>					
DUES AND SUBSCRIPTIONS	12502	52170	\$ 800	\$ 800	\$ 800
TRAINING & EDUCATION	12502	52180	\$ 800	\$ 800	\$ 800
CONTRACTUAL SERVICES	12502	52360	\$ 10,000	\$ 10,000	\$ 10,000
PURCHASED SERVICES TOTAL			<u>\$ 11,600</u>	<u>\$ 11,600</u>	<u>\$ 11,600</u>
<i>SUPPLIES</i>					
INSPECTIONS SUPPLIES	12503	52230	\$ -	\$ -	\$ -
SUPPLIES TOTAL			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
DEPARTMENT 250: INSPECTION SERVICES			<u>\$ 274,951</u>	<u>\$ 358,748</u>	<u>\$ 358,748</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 250: INSPECTION SERVICES

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
224101	INSPECTOR OF BUILDINGS	1.0	1.0	\$ 91,372	\$ 97,395	\$ 900	\$ 98,295
224102	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,285	\$ 53,286	\$ 300	\$ 53,586
224103	HEAD CLERK	1.0	1.0	\$ 49,404	\$ 46,959	\$ 150	\$ 47,109
224104	ASSISTANT INSPECTOR OF BUILD.	0.0	1.0		\$ 74,105	\$ 900	\$ 75,005
224301	PLUMBING INSPECTOR P.T.	0.3	0.3	\$ 28,264	\$ 28,912	\$ 400	\$ 29,312
224304	ELECTRICAL INSP. PART TIME	0.5	0.5	\$ 36,026	\$ 36,791	\$ 1,050	\$ 37,841
	SUBTOTAL - REG. PERM.	3.8	4.8	\$ 260,351	\$ 337,448	\$ 3,700	\$ 341,148
224501	ELECTRICAL INSP. PART TIME	1.0	1.0	\$ 3,000	\$ 3,000		\$ 3,000
224501	BUILDING INSP- TEMP-		1.0		\$ 3,000		\$ 3,000
	SUBTOTAL - REG. TEMP.	1.0	1.0	\$ 3,000	\$ 6,000	\$ -	\$ 6,000

	<u>4.80</u>	<u>5.80</u>	<u>\$ 263,351</u>	<u>\$ 343,448</u>	<u>\$ 3,700</u>	<u>\$ 347,148</u>
TOTAL						

INSPECTION SERVICES

PROGRAM

The Inspection Services Department is responsible for the enforcement of the building and zoning codes for the purposes of promoting the health, safety, convenience and welfare of the inhabitants of the community as well as for the testing of all weighing and measuring devices used in town.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51070	Gear and uniform per collective bargaining agreement
51400	See Personnel Sheet
52170	Due and Subscriptions
52180	Training and Education
52230	Supplies
52360	Contractual Services

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 510: HEALTH DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	15101	51010	\$ 794,460	\$ 831,357	\$ 831,357
REGULAR TEMPORARY	15101	51020	\$ 56,709	\$ 63,300	\$ 63,300
MEETING STIPEND	15101	51320	\$ 1,510	\$ 12,010	\$ 12,010
UNIFORM ALLOWANCE	15101	51070	\$ 5,335	\$ 5,485	\$ 5,485
LONGEVITY	15101	51400	\$ 4,500	\$ 3,150	\$ 3,150
OVERTIME	15101	51320	\$ -	\$ 500	\$ 500
PERSONNEL TOTAL			<u>\$ 862,514</u>	<u>\$ 915,802</u>	<u>\$ 915,802</u>
<i>PURCHASED SERVICES</i>					
MILEAGE	15102	52160	\$ 250	\$ 50	\$ 50
DUES & SUBSCRIPTIONS	15102	52170	\$ 700	\$ 700	\$ 700
TRAINING & EDUCATION	15102	52180	\$ 3,650	\$ 4,850	\$ 4,850
PROFESSIONAL SERVICES	15102	52190	\$ 2,400	\$ 2,400	\$ 2,400
PURCHASED SERVICES TOTAL			<u>\$ 7,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<i>SUPPLIES</i>					
INSPECTIONS SUPPLIES	15103	52230	\$ 100	\$ 350	\$ 350
MEDICAL & SURGICAL	15103	52260	\$ 3,500	\$ 3,550	\$ 3,550
CHEMICALS & LAB	15103	52310	\$ 250	\$ 300	\$ 300
SUPPLIES TOTAL			<u>\$ 3,850</u>	<u>\$ 4,200</u>	<u>\$ 4,200</u>
DEPARTMENT 510: HEALTH		TOTAL	<u>\$ 873,364</u>	<u>\$ 928,002</u>	<u>\$ 928,002</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 510: HEALTH DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
251101	HEALTH AGENT	1.0	1.0	\$ 84,139	\$ 74,818		\$ 74,818
251102	SANITARIAN	1.0	1.0	\$ 64,008	\$ 68,322		\$ 68,322
251003	ADMINISTRATIVE ASSISTANT	1.0	1.0	\$ 51,432	\$ 47,898	\$ 300	\$ 48,198
252203	HEAD SCHOOL NURSE	1.0	0.0	\$ 63,521	\$ -	\$ -	\$ -
252202	HEALTH NURSE/LEADER	1.0	1.0	\$ 78,618	\$ 82,805	\$ 1,375	\$ 84,180
252204	SCHOOL NURSE	9.0	10.0	\$ 462,317	\$ 557,514	\$ 6,700	\$ 564,214
	SCHOOL NURSE OVERTIME	0.0	0.0		\$ 500		\$ 500
	SUBTOTAL - REG. PERM.	14.0	14.0	\$ 804,035	\$ 831,857	\$ 8,375	\$ 840,232
252206	SUB SCHOOL NURSE	0.0	0.0	\$ 28,000	\$ 32,000		\$ 32,000
252205	PERM. P.T. SCHOOL NURSE	1.0	1.0	\$ 23,765	\$ 25,500	\$ 260	\$ 25,760
	PREP TIME - SCH. NURSES	0.0	0.0	\$ 5,204	\$ 5,800		\$ 5,800
	SUBTOTAL - REG. TEMP.	1.0	1.0	\$ 56,969	\$ 63,300	\$ 260	\$ 63,560
	STIPEND - MEETINGS			\$ 1,510	\$ 1,510	\$ -	\$ 1,510
	STIPEND - NURSE COORDINATOR				\$ 3,000		\$ 3,000
	STIPEND - LEAD NURSE SUPERVISOR				\$ 7,500		\$ 7,500
					\$ 12,010	\$ -	\$ 12,010
	TOTAL	15.0	15.0	\$ 862,514	\$ 907,167	\$ 8,635	\$ 915,802

HEALTH DEPARTMENT

PROGRAM

The Health Department is responsible for providing services to the residents in order to improve the public health of the community. It is also responsible for the public health services in the Agawam Public Schools.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51320	Meeting stipend per collective bargaining agreement
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52160	Mileage reimbursement as required by collective bargaining agreement
52170	Licenses, dues and subscriptions
52180	Seminars and continuing education for nurses, Health Agent and Sanitarian
52190	Professional Services
52260	Medical supplies utilized by the school and community nurse
52230	Inspection Supplies
52310	Chemical, lab and vaccines

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 180: COMMUNITY DEVELOPMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11801	51010	\$ 190,948	\$ 196,032	\$ 196,032
LONGEVITY	11801	51400	\$ 1,450	\$ 1,150	\$ 1,150
PERSONNEL TOTAL			<u>\$ 192,398</u>	<u>\$ 197,182</u>	<u>\$ 197,182</u>
<i>PURCHASED SERVICES</i>					
DUES AND SUBSCRIPTIONS	11802	52170	\$ 1,200	\$ 1,200	\$ 1,200
PURCHASED SERVICES TOTAL			<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>

DEPARTMENT 180: COMMUNITY DEVELOPMENT \$ 193,598 \$ 198,382 \$ 198,382

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 180: COMMUNITY DEVELOPMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
217501	DIR.-PLANNING & COMM. DEV.	1.0	1.0	\$ 82,653	\$ 87,166	\$ 1,000	\$ 88,166
217504	ASSISTANT PLANNER	1.0	1.0	\$ 54,460	\$ 58,205		\$ 58,205
217502	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,285	\$ 50,661	\$ 150	\$ 50,811

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 192,398</u>	<u>\$ 196,032</u>	<u>\$ 1,150</u>	<u>\$ 197,182</u>
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COMMUNITY DEVELOPMENT

PROGRAM

The Community Development Department is responsible for developing, administering, coordinating and directing the planning and development activities in the town. This department is also responsible for affirmative action compliance as well as liaison to the Historical Commission and Beautification Commission. It also provides support for the Agawam Conservation Commission and the Agawam Planning Board.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues and subscriptions to <i>The Agawam Advertiser</i> and other publications and periodicals

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 610: LIBRARY

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	16101	51010	\$ 1,056,366	\$ 1,092,673	\$ 1,092,673
LONGEVITY	16101	51400	\$ 8,550	\$ 6,600	\$ 6,600
PERSONNEL TOTAL			<u>\$ 1,064,916</u>	<u>\$ 1,099,273</u>	<u>\$ 1,099,273</u>
<i>PURCHASED SERVICES</i>					
ADVERTISING & PROMOTION	16102	52010	\$ 250	\$ 250	\$ 250
TELEPHONE	16102	52150	\$ 375	\$ 375	\$ 375
MILEAGE	16102	52160	\$ 400	\$ 400	\$ 400
DUES & SUBSCRIPTIONS	16102	52170	\$ 200	\$ 200	\$ 200
POSTAGE & COURIER	16102	52250	\$ 900	\$ 900	\$ 900
PRINTING & COPYING	16102	52280	\$ 1,000	\$ 1,000	\$ 1,000
MISCELLANEOUS	16102	52990	\$ 3,500	\$ 3,500	\$ 3,500
PURCHASED SERVICES TOTAL			<u>\$ 6,625</u>	<u>\$ 6,625</u>	<u>\$ 6,625</u>
<i>SUPPLIES</i>					
OTHER SUPPLIES	16103	52240	\$ 27,000	\$ 27,000	\$ 27,000
BOOKS & PERIODICALS	16103	52270	\$ 80,811	\$ 87,000	\$ 87,000
LIBRARY SUPPLIES	16103	52550	\$ 10,122	\$ 10,122	\$ 10,122
SUPPLIES TOTAL			<u>\$ 117,933</u>	<u>\$ 124,122</u>	<u>\$ 124,122</u>
DEPARTMENT 610: LIBRARY		TOTAL	<u>\$ 1,189,474</u>	<u>\$ 1,230,020</u>	<u>\$ 1,230,020</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 610: LIBRARY

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
261000	LIBRARY DIRECTOR	1.0	1.0	\$ 95,392	\$ 101,810		\$ 101,810
261001	ASST. LIBRARY DIRECTOR	1.0	1.0	\$ 84,589	\$ 89,338	\$ 900	\$ 90,238
261002	LIBRARIAN	3.0	3.0	\$ 221,156	\$ 228,985	\$ 750	\$ 229,735
261004	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,417	\$ 58,536	\$ 600	\$ 59,136
261005	LIBRARY ASSOCIATE	6.0	7.0	\$ 304,185	\$ 339,018	\$ 1,500	\$ 340,518
261007	SENIOR LIBRARY CLERK	5.5	4.5	\$ 238,805	\$ 205,512	\$ 2,100	\$ 207,612
261009	LIBRARY AIDE/PAGE	1.7	1.7	\$ 65,372	\$ 69,474	\$ 750	\$ 70,224

TOTAL	19.2	19.2	\$ 1,064,916	\$ 1,092,673	\$ 6,600	\$ 1,099,273

LIBRARY

PROGRAM

The mission of the Agawam Public Library is to provide materials and services to help residents of all ages and abilities obtain information meeting their personal, educational, recreational and professional needs. Special emphasis is placed on supplying and teaching residents how to use materials in traditional formats as well as materials in formats using emerging technologies. Practical access to all forms of media is provided at the library. The library has a special mission to serve as a place for young children and their parents to discover the joy of reading and learning at the earliest possible age to enhance lifetime literacy.

<u>ACCT. CODE</u>	<u>DESCRIPTIONS</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52010	Funds are used to promote and publicize the Summer Reading Program, National Library Week, Children's Book Week, National Volunteer Week and other important community outreach events
52150	Library telephone lines and fax line
52160	Reimbursement for employee's use of vehicles between municipal buildings and other facilities and educational workshops
52170	Memberships and journals from national, regional and state professional organizations including the American Library Association, New England Library Association and Mass. Library Association
52250	Mailing costs for library correspondence, billings, books, publicity, reserve notification and interlibrary loan returns
52280	Printing of library letterhead, gift book plates, patron library cards, book marks and other printed items utilized by the library
52990	Special library programs including children's programs such as puppet shows, theatrical and other performances, museum passes

LIBRARY - PAGE TWO

ACCT. CODE	DESCRIPTION
52240	Purchase of audio visual materials to serve the educational, informational, cultural and recreational needs of all age groups in the community including compact discs, DVD's, books on CD and computer software games
52270	This account covers all print materials for all age groups in the community
52550	Supplies for copier, printers and computers, circulation and C/W Mars supplies, technical services/processing supplies, program/display supplies, and general/specialized office supplies

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 620: PARKS & RECREATION

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	16201	51010	\$ 146,893	\$ 156,808	\$ 156,808
REGULAR TEMPORARY	16201	51020	\$ 62,952	\$ 63,682	\$ 63,682
LONGEVITY	16201	51400	\$ 1,200	\$ 1,200	\$ 1,200
PERSONNEL TOTAL			<u>\$ 211,045</u>	<u>\$ 221,690</u>	<u>\$ 221,690</u>
<i>PURCHASED SERVICES</i>					
DUES & SUBSCRIPTIONS	16202	52170	\$ 2,300	\$ 2,300	\$ 2,300
TRAINING & EDUCATION	16202	52180	\$ 1,000	\$ 1,000	\$ 1,000
PROFESSIONAL SERVICES	16202	52190	\$ 4,000	\$ 4,000	\$ 4,000
PARK SERVICES	16202	52520	\$ 10,275	\$ 10,275	\$ 10,275
PURCHASED SERVICES TOTAL			<u>\$ 17,575</u>	<u>\$ 17,575</u>	<u>\$ 17,575</u>
<i>SUPPLIES</i>					
GROUNDS & BUILDING MAINT	16203	52020	\$ 500	\$ 500	\$ 500
SPORTS & REC. EQUIP. & SUPP	16203	52290	\$ 500	\$ 500	\$ 500
WATER PURCHASE	16203	56670	\$ 18,000	\$ 33,305	\$ 33,305
EQUIP - REPAIR, MAINT. & REI	16204	52050	\$ 4,100	\$ 4,100	\$ 4,100
SUPPLIES TOTAL			<u>\$ 23,100</u>	<u>\$ 38,405</u>	<u>\$ 38,405</u>
DEPARTMENT 620: PARKS & RECREA TOTAL			<u>\$ 251,720</u>	<u>\$ 277,670</u>	<u>\$ 277,670</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 620: PARKS & RECREATION

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
263001	DIR. OF PARKS & RECREATION	1.0	1.0	\$ 92,658	\$ 98,272	\$ 600	\$ 98,872
263002	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,435	\$ 58,536	\$ 600	\$ 59,136
SUBTOTAL - REG. PERM.		<u>2.0</u>	<u>2.0</u>	<u>\$ 148,093</u>	<u>\$ 156,808</u>	<u>\$ 1,200</u>	<u>\$ 158,008</u>
263009	POOL DIRECTOR			\$ 7,200	\$ 7,200	\$ -	\$ 7,200
263017	PROGRAM SUPERVISORS			\$ 43,680	\$ 44,410	\$ -	\$ 44,410
	GROUNDS MAINTENANCE			\$ 5,472	\$ 5,472	\$ -	\$ 5,472
	CONCERT STAFF			\$ 4,800	\$ 4,800	\$ -	\$ 4,800
	CUSTODIAL STAFF			\$ 1,800	\$ 1,800	\$ -	\$ 1,800
SUBTOTAL - REG. TEMP.				<u>\$ 62,952</u>	<u>\$ 63,682</u>	<u>\$ -</u>	<u>\$ 63,682</u>

TOTAL				<u>\$ 211,045</u>	<u>\$ 220,490</u>	<u>\$ 1,200</u>	<u>\$ 221,690</u>

PARKS AND RECREATION

PROGRAM

The Parks and Recreation Department is responsible for the development and implementation of a full time recreation program for all residents of the community.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues and subscriptions to various associations including Mass. Recreation & Park Association, Pioneer Valley Park & Recreation Association, National Recreation and Park Association and New England Park and Recreation Association
52180	Training and Education
52190	Theory Skate Shop. The maintenance, management and supervision of Shea Field Skatepark
52520	Maintenance of Perry Lane Park and other park and recreation areas including barrels, locks, picnic tables, repairs, dumpster rentals, loam and clay for ball fields, maintenance of SS golf carts, mowers, & trimmers, doggie waste bags - School St., Bike Path and Dog Park, Porta-Potty Dog Park
56670	Water purchase at School Street Park, Shea Field, and Borgatti field for irrigation. Spray park, dog park and all bathrooms.
52020	Paint for field maintenance and playscape maintenance
52290	Recreational supplies such as basketballs, soccer balls, tennis balls, volleyballs, soccer nets, volleyball nets, posts and bases, staff shirts
52050	Replace baseball/softball pitcher rubbers, bases and home plate, and replace mulch at park and school playgrounds, copier

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 652: MUNICIPAL GOLF COURSE

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
PERSONNEL					
REGULAR PERMANENT	65261	51010	\$ 285,620	\$ 304,685	\$ 304,685
REGULAR TEMPORARY	65261	51020	\$ 142,996	\$ 155,000	\$ 155,000
OVERTIME	65261	51030	\$ 17,000	\$ 17,340	\$ 17,340
UNIFORM ALLOWANCE	65261	51070	\$ 1,600	\$ 1,800	\$ 1,800
LONGEVITY	65261	51400	\$ 900	\$ 1,200	\$ 1,200
SALARY RESERVE	65261	57350	\$ 8,912		
PERSONNEL TOTAL			<u>\$ 457,028</u>	<u>\$ 480,025</u>	<u>\$ 480,025</u>
PURCHASED SERVICES					
ADVERTISING & PROMOTIOI	65262	52010	\$ 6,500	\$ 6,500	\$ 6,500
GROUNDS & BUILDING MAINT	65262	52020	\$ 3,000	\$ 5,000	\$ 5,000
EQUIP - REPAIR, MAINT. & RI	65262	52030	\$ 20,000	\$ 22,000	\$ 22,000
EQUIPMENT RENTALS	65262	52070	\$ 2,000	\$ 5,000	\$ 5,000
ELECTRICITY/HEAT	65262	52110	\$ 25,000	\$ 30,000	\$ 30,000
TELEPHONE	65262	52150	\$ 3,000	\$ 3,000	\$ 3,000
DUES & SUBSCRIPTIONS	65262	52170	\$ 2,500	\$ 3,000	\$ 3,000
PROFESSIONAL SERVICES	65262	52190	\$ 1,000	\$ 2,000	\$ 2,000
PRINTING & COPYING	65262	52280	\$ 1,000	\$ 1,500	\$ 1,500
CONTRACTUAL SERVICES	65262	52360	\$ 60,000	\$ 75,000	\$ 75,000
MISCELLANEOUS	65262	52990	\$ 1,500	\$ 2,000	\$ 2,000
WATER PURCHASE	65262	56670	\$ 30,000	\$ 45,000	\$ 45,000
MEDICARE	65262	57040	\$ 6,628	\$ 6,960	\$ 6,960
MEDICAL CLAIMS/Active Heal	65262	57060	\$ 33,534	\$ 35,546	\$ 35,546
MEDICAL CLAIMS(Denral)	65262	57060	\$ 545	\$ 545	\$ 545
MEDICAL CLAIMS(life/medex)	65262	57060	\$ 2,471	\$ 2,619	\$ 2,619
CONTRIBUTORY RETIREMENT	65262	57070	\$ 40,299	\$ 43,120	\$ 43,120
PROPERTY & LIABILITY INSU	65262	57500	\$ 6,500	\$ 6,955	\$ 6,955
PURCHASED SERVICES TOTAL			<u>\$ 245,477</u>	<u>\$ 295,746</u>	<u>\$ 295,746</u>
SUPPLIES					
FUEL & OIL	65263	52130	\$ 20,000	\$ 35,000	\$ 35,000
FOOD SERVICE SUPPLIES	65263	52220	\$ 65,000	\$ 80,000	\$ 80,000
OFFICE SUPPLIES	65263	52230	\$ 250	\$ 500	\$ 500
CHEMICALS & LAB	65263	52310	\$ 45,000	\$ 45,000	\$ 45,000
MATERIALS & EQUIPMENT	65263	52370	\$ 10,000	\$ 15,000	\$ 15,000
SIGNS & POSTS	65263	52450	\$ 1,000	\$ 2,000	\$ 2,000
PRO SHOP SUPPLIES	65263	54200	\$ 25,000	\$ 40,000	\$ 40,000
SUPPLIES TOTAL			<u>\$ 166,250</u>	<u>\$ 217,500</u>	<u>\$ 217,500</u>
DEPARTMENT 652: MUNICIPAL GOLF COURSE			<u>\$ 868,755</u>	<u>\$ 993,271</u>	<u>\$ 993,271</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 652: MUNICIPAL GOLF COURSE

Position	Position Title	Employees FY23	Employees FY24	Salaries Fiscal 2023	Salaries Fiscal 2024	Direct Benefits	Fiscal 2024
269001	COURSE MANAGER	1.0	1.0	\$ 83,689	\$ 86,736	\$ 150	\$ 86,886
269004	COURSE SUPERINTENDENT	1.0	1.0	\$ 84,789	\$ 86,736	\$ 1,200	\$ 87,936
269007	MAINTENANCE CRAFTSMAN	1.0	1.0	\$ 59,857	\$ 60,585	\$ 1,500	\$ 62,085
269008	FACILITIES SUPERVISOR	1.0	1.0	\$ 40,325	\$ 50,779	\$ 150	\$ 50,929
	ADMINISTRATIVE SUPPORT	0.0		\$ 19,460	\$ 19,849		\$ 19,849
	SALARY RESERVE			\$ 8,912	\$ -		\$ -
	SUBTOTAL - REG. PERM.	4.0	4.0	\$ 297,032	\$ 304,685	\$ 3,000	\$ 307,685
269002	GOLF ATTENDANT/COOK/BARTENDER			\$ 67,996	\$ 75,000		\$ 75,000
242009	SEASONAL WORKERS			\$ 75,000	\$ 80,000		\$ 80,000
	SUBTOTAL - REG. TEMP.			\$ 142,996	\$ 155,000	\$ -	\$ 155,000
	OVERTIME			\$ 17,000	\$ 17,340		\$ 17,340

TOTAL	4.0	4.0	\$ 457,028	\$ 477,025	\$ 3,000	\$ 480,025	

MUNICIPAL GOLF COURSE

PROGRAM

The Agawam Municipal Golf Course offers an eighteen hole golf course and clubhouse facility to residents of Agawam and surrounding communities. Operation of the course is handled by club staff while maintenance is directed by the Public Works Department.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime for course maintenance operations and cart repairs
51070	Clothing expense for seasonal employees to be identified with the golf course, clothing allowance for maintenance workers
51400	See Personnel Sheet
52010	Marketing and advertising to promote golf course and its specials
52020	Maintenance and repair of buildings, course, amenities, irrigation system repairs and upgrades
52030	Repair and maintenance of various equipment and installations such as golf carts, grounds equipment, irrigation system and drainage system repairs/installations
52070	Rental of supplemental carts for tournaments
52110	Funds for electricity, cable TV, heating oil and natural gas
52150	Telephone service at the course and dedicated line for modem control of irrigation system
52170	PGA related memberships and course superintendent's memberships and pesticide licenses
52190	Funds for items such as soil testing and sharpening services

MUNICIPAL GOLF COURSE - PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52280	Printing of scorecards and miscellaneous items
52360	Solid waste removal, aeration and soil injection services, tree work, stump grinding and exterminating services
52990	Funds for courses and seminars for course employees
56670	Funds provide for water and sewer use charges for club house as well as for irrigation purposes
57500	Golf course share of insurance premiums
57610	Interest payments on bonds for golf course purchase and irrigation system
52130	Gasoline for grounds equipment and golf carts, diesel fuel and lubricants
52220	Purchase of food and beverage products
52230	General office supplies, small equipment and computer purchase
52310	Funds for fertilization for fairways and fungicides
52370	Purchase of grass seed, sod, sand, loam and lime, as well as, miscellaneous small tools and supplies and repairs to cart paths
52450	Advertising and signage on course
54200	Maintenance of inventory of pro shop

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 541: COUNCIL ON AGING

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	15411	51010	\$ 373,442	\$ 386,032	\$ 386,032
UNIFORM ALLOWANCE	15411	51070	\$ 800	\$ 800	\$ 800
LONGEVITY	15411	51400	\$ 1,950	\$ 2,850	\$ 2,850
PERSONNEL TOTAL			<u>\$ 376,192</u>	<u>\$ 389,682</u>	<u>\$ 389,682</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & REPL	15412	52030	\$ 500	\$ 500	\$ 500
ELECTRICITY/HEAT	15412	52110	\$ 60,000	\$ -	\$ -
TELEPHONE	15412	52150	\$ 1,500	\$ 850	\$ 850
MILEAGE	15412	52160	\$ 10,000	\$ 12,000	\$ 12,000
DUES & SUBSCRIPTIONS	15412	52170	\$ 1,996	\$ 2,840	\$ 2,840
CONTRACTUAL SERVICES	15412	52360	\$ 6,550	\$ 7,500	\$ 7,500
TRAVEL/TRAINING	15412	52390	\$ 600	\$ 600	\$ 600
PURCHASED SERVICES TOTAL			<u>\$ 81,146</u>	<u>\$ 24,290</u>	<u>\$ 24,290</u>
<i>SUPPLIES</i>					
OFFICE SUPPLIES	15413	52230	\$ 1,500	\$ 1,000	\$ 1,000
SUPPLIES TOTAL			<u>\$ 1,500</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
DEPARTMENT 541: COA		TOTAL	<u>\$ 458,838</u>	<u>\$ 414,972</u>	<u>\$ 414,972</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 541: COUNCIL ON AGING

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
254101	DIRECTOR - COA	1.00	1.00	\$ 83,839	\$ 86,736	\$ 150	\$ 86,886
254102	DEPUTY DIRECTOR	1.00	1.00	\$ 55,285	\$ 56,832	\$ 450	\$ 57,282
254103	PRINCIPAL CLERK	1.00	1.00	\$ 48,828	\$ 51,324	\$ 750	\$ 52,074
254104	COOK	1.00	1.00	\$ 42,335	\$ 43,306	\$ 550	\$ 43,856
254105	SUBSTITUTE KITCHEN ASST. FORMULA - SUB KIT. ASST.	-	-	\$ -			\$ -
254106	ASSISTANT COOK	1.00	1.00	\$ 38,288	\$ 38,957	\$ 700	\$ 39,657
254107	KITCHEN ASSISTANT GSSS GRANT - KITCHEN ASSISTANT	1.00 (1.00)	1.00 (1.00)	\$ 34,136 \$ (34,136)	\$ 34,964 \$ (34,964)	\$ 400 \$ (400)	\$ 35,364 \$ (35,364)
254111	OUTREACH COORDINATOR FORMULA - OUTREACH COORD	1.00 -	1.00 -	\$ 46,366 \$ -	\$ 47,899	\$ 150	\$ 48,049 \$ -
254117	DISHWASHER GSSS - DISHWASHER	0.50 (0.50)	0.50 (0.50)	\$ 12,528 \$ (12,528)	\$ 12,480 \$ (12,480)		\$ 12,480 \$ (12,480)
254109	MEALS ON WHEELS DRIVER FORMULA GRANT - MOW DRIVER	1.75 (1.75)	2.00 (2.00)	\$ 52,853 \$ (52,853)	\$ 51,480 \$ (51,480)		\$ 51,480 \$ (51,480)
254114	VAN DRIVER FORMULA - VAN DRIVER MASSDOT GRANT - VAN DRIVER	2.00 (1.00)	2.00 (1.00)	\$ 56,376 \$ - \$ (28,188)	\$ 56,160 \$ (28,080)		\$ 56,160 \$ - \$ (28,080)
254115	COA GREETER FORMULA - GREETER	1.00 (1.00)	1.00 -	\$ 25,565 \$ (25,565)	\$ 27,846 \$ (27,846)	\$ 900	\$ 28,746 \$ (27,846)
254116	TRANSPORTATION COORDINATOR MA DOT -TRANSPORTATION	1.00 (0.25)	1.00 (0.25)	\$ 43,063 \$ (10,000)	\$ 42,898 \$ (10,000)		\$ 42,898 \$ (10,000)

	TOTAL	<u>7.75</u>	<u>8.75</u>	<u>\$ 376,192</u>	<u>\$ 386,031</u>	<u>\$ 3,650</u>	<u>\$ 389,681</u>
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Summary:

Total Positions	\$ 539,462	\$ 550,882	\$ 4,050	
Grant Contribution	\$ (163,270)	\$ (164,850)	\$ (400)	
General Fund Contribution	<u>\$ 376,192</u>	<u>\$ 386,032</u>	<u>\$ 3,650</u>	<u>\$ -</u>

COUNCIL ON AGING

PROGRAM

The Council on Aging is responsible for coordinating and conducting programs for the elderly and to promote facilities for the health, education, welfare and recreation of these citizens. It is also responsible for the oversight and operation of the Agawam Senior Center.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair and maintenance of office equipment, kitchen equipment and maintenance of the Senior Center facility
52110	Heat, light and fuel for senior center building
52150	Telephone and fax line expenses for Senior Center
52160	Mileage reimbursement for personnel of Council on Aging
52170	Dues for Massachusetts Council on Aging professional membership
52230	Office supplies for the Council on Aging
52360	Contractual service expenses for photocopies and Senior Center database
52390	Travel and Training

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 400: PUBLIC WORKS

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	14001	51010	\$ 127,936	\$ 146,305	\$ 146,305
UNIFORM ALLOWANCE	14001	51070	\$ 800	\$ 850	\$ 850
LONGEVITY	14001	51400	\$ 1,200	\$ 1,200	\$ 1,200
PERSONNEL TOTAL			<u>\$ 129,936</u>	<u>\$ 148,355</u>	<u>\$ 148,355</u>
<i>PURCHASED SERVICES</i>					
EQUIPMENT RENTALS	14002	52070	\$ 3,400	\$ 3,400	\$ 3,400
DUES & SUBSCRIPTIONS	14002	52170	\$ 400	\$ 400	\$ 400
PURCHASED SERVICES TOTAL			<u>\$ 3,800</u>	<u>\$ 3,800</u>	<u>\$ 3,800</u>
<i>SUPPLIES</i>					
PROTECTIVE & SAFETY GEA	14003	52410	\$ 50	\$ 50	\$ 50
SUPPLIES TOTAL			<u>\$ 50</u>	<u>\$ 50</u>	<u>\$ 50</u>
DEPARTMENT 400: PUBLIC WORKS TOTAL			<u><u>\$ 133,786</u></u>	<u><u>\$ 152,205</u></u>	<u><u>\$ 152,205</u></u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 400: PUBLIC WORKS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
242101	SUPERINTENDENT DPW	1.0	1.0	\$ 139,478	\$ 147,788	\$ 50	\$ 147,838
243101	SOL WASTE/STRM DRN COORD	1.0	1.0	\$ 79,911	\$ 81,968	\$ 1,400	\$ 83,368
242011	ADMINISTRATIVE ASSISTANT	1.0	1.0	\$ 52,430	\$ 54,183	\$ -	\$ 54,183
242104	HEAD CLERK	1.0	1.0	\$ 46,516	\$ 51,048	\$ 450	\$ 51,498
242103	PRINCIPAL CLERK	1.0	1.0	\$ 41,905	\$ 46,229	\$ 150	\$ 46,379
	WATER CONTRIBUTION	0.0		\$ (113,410)	\$ (115,678)		\$ (115,678)
	WASTEWATER CONTRIB.	0.0		\$ (113,410)	\$ (115,678)	\$ -	\$ (115,678)
	GOLF COURSE CONTRIB.	0.0		\$ (3,484)	\$ (3,555)	\$ -	\$ (3,555)
	TREE WARDEN - STIPEND	0.0		\$ 3,000			
	STIPEND- STORMWATER	0.0		\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	STORMWATER CONTRIBUTION	0.0		\$ (5,000)	\$ (5,000)	\$ -	\$ (5,000)
SUBTOTAL - REG. PERM.		<u>5.0</u>	<u>5.0</u>	<u>\$ 132,936</u>	<u>\$ 146,305</u>	<u>\$ 2,050</u>	<u>\$ 148,355</u>

TOTAL	<u>5.0</u>	<u>5.0</u>	<u>\$ 132,936</u>	<u>\$ 146,305</u>	<u>\$ 2,050</u>	<u>\$ 148,355</u>
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PUBLIC WORKS - ADMINISTRATION

PROGRAM

This is the administrative center of the Department of Public Works operation and provides supervision and necessary staff support for the entire department.

ACCT. CODE	DESCRIPTION
51010	See Personnel Sheet
51400	See Personnel Sheet
51070	Uniform allowance in accordance with collective bargaining agreement
52070	Rental and software support for eTime payroll system, copier and other department office operations
52170	Membership in the American Public Works Association and subscriptions to related publications
52410	Funds for foul weather gear and footwear for Superintendent

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 420: HIGHWAYS & GROUNDS

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	14201	51010	\$ 1,305,390	\$ 1,466,866	\$ 1,466,866
REGULAR TEMPORARY	14201	51020	\$ 67,218	\$ 68,562	\$ 68,562
OVERTIME	14201	51030	\$ 86,590	\$ 88,321	\$ 88,321
SNOW & ICE OVERTIME	14201	51031	\$ 95,000	\$ 95,000	\$ 95,000
UNIFORM ALLOWANCE	14201	51070	\$ 22,400	\$ 25,200	\$ 25,200
LONGEVITY	14201	51400	\$ 5,700	\$ 6,000	\$ 6,000
PERSONNEL TOTAL			<u>\$ 1,582,298</u>	<u>\$ 1,749,949</u>	<u>\$ 1,749,949</u>
<i>PURCHASED SERVICES</i>					
GROUND & BUILDING MAIN	14202	52020	\$ 90,000	\$ 90,000	\$ 90,000
EQUIP - REPAIR, MAINT. & RE	14202	52030	\$ 10,000	\$ 10,000	\$ 10,000
EQUIPMENT RENTALS	14202	52070	\$ 36,600	\$ 36,600	\$ 36,600
EQUIP RENTALS-SNOW	14202	52071	\$ 111,000	\$ 111,000	\$ 111,000
ELECTRICITY/HEAT	14202	52110	\$ 45,000	\$ -	\$ -
DUES & SUBSCRIPTIONS	14202	52170	\$ 100	\$ 100	\$ 100
PROFESSIONAL SERVICES	14202	52190	\$ 200,000	\$ 210,200	\$ 210,200
MISCELLANEOUS	14202	52990	\$ 4,425	\$ 6,000	\$ 6,000
PURCHASED SERVICES TOTAL			<u>\$ 497,125</u>	<u>\$ 463,900</u>	<u>\$ 463,900</u>
<i>SUPPLIES</i>					
ICE CONTROL MATERIALS	14203	52210	\$ 250,000	\$ 250,000	\$ 250,000
OTHER SUPPLIES	14203	52240	\$ 260	\$ 260	\$ 260
MEDICAL & SURGICAL	14203	52260	\$ 400	\$ 400	\$ 400
CHEMICALS & LAB	14203	52310	\$ 7,365	\$ 15,000	\$ 15,000
MATERIALS & EQUIPMENT	14203	52370	\$ 60,100	\$ 60,100	\$ 60,100
SIGNS & POSTS	14203	52450	\$ 20,000	\$ 30,000	\$ 30,000
ROAD MATERIALS	14203	52460	\$ 84,000	\$ 100,000	\$ 100,000
STORM DRAIN MATERIALS	14203	52470	\$ 40,000	\$ 40,000	\$ 40,000
SUPPLIES TOTAL			<u>\$ 462,125</u>	<u>\$ 495,760</u>	<u>\$ 495,760</u>
DEPT 420: HGWYS & GRNDS		TOTAL	<u>\$ 2,541,548</u>	<u>\$ 2,709,609</u>	<u>\$ 2,709,609</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 420: HIGHWAYS & GROUNDS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
242000	DPTY SUPT/GEN FOREMAN	1.0	1.0	\$ 92,272	\$ 96,680	\$ 1,800	\$ 98,480
242001	WORKING FOREMAN	1.0	1.0	\$ 61,343	\$ 62,280	\$ 1,350	\$ 63,630
242002	MAINTENANCE CRAFTSMAN	2.0	2.0	\$ 112,080	\$ 114,192	\$ 2,100	\$ 116,292
242003	SPEC HVY MTR EQUIP OPER	2.0	2.0	\$ 114,183	\$ 115,906	\$ 2,550	\$ 118,456
242004	HVY MTR EQPT OPERATOR	8.0	8.0	\$ 407,582	\$ 423,136	\$ 8,700	\$ 431,836
242005	MAINTENANCE MAN	4.0	4.0	\$ 197,407	\$ 203,525	\$ 4,500	\$ 208,025
242006	LABORER	8.0	8.0	\$ 256,878	\$ 353,474	\$ 7,350	\$ 360,824
242010	FOREMAN	2.0	2.0	\$ 146,004	\$ 153,017	\$ 2,850	\$ 155,867
	WATER CONTRIBUTION	0.0		\$ (46,284)	\$ (47,209)		\$ (47,209)
	WASTEWATER CONTRIB.	0.0		\$ (7,975)	\$ (8,135)		\$ (8,135)
SUBTOTAL - REG. PERM.		<u>28.0</u>	<u>28.0</u>	<u>\$ 1,333,490</u>	<u>\$ 1,466,866</u>	<u>\$ 31,200</u>	<u>\$ 1,498,066</u>
INTERMITTENT OPERATOR		0.0	0.0	\$ 4,503	\$ 4,593		\$ 4,593
TEMPORARY		0.0	0.0	\$ 62,715	\$ 63,969		\$ 63,969
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 67,218</u>	<u>\$ 68,562</u>	<u>\$ -</u>	<u>\$ 68,562</u>
OVERTIME		0.0	0.0	\$ 55,070	\$ 56,171		\$ 56,171
EMERGENCY STANDBY OVERTIME		0.0	0.0	\$ 31,520	\$ 32,150		\$ 32,150
SNOW AND ICE OVERTIME		0.0	0.0	\$ 95,000	\$ 95,000		\$ 95,000
		<u>0.0</u>	<u>0.0</u>	<u>\$ 181,590</u>	<u>\$ 183,321</u>	<u>\$ -</u>	<u>\$ 183,321</u>
TOTAL		<u>28.0</u>	<u>28.0</u>	<u>\$ 1,582,298</u>	<u>\$ 1,718,749</u>	<u>\$ 31,200</u>	<u>\$ 1,749,949</u>

PUBLIC WORKS - HIGHWAY & GROUNDS

PROGRAM

The Highway Division is responsible for maintaining the road system, providing snow and ice control, traffic and regulatory sign maintenance and other various programs involved in the maintenance and upkeep of existing road systems, public grounds, athletic fields and shade trees.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Funds to pay police services on road repairs, seasonal employees in grounds maintenance
51030	Overtime for emergencies such as storm cleanup and flooding relief, weekend standby duty
51031	Overtime for snow and ice control
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52020	Routine maintenance and repair of traffic signals and controllers, guard rail replacement and installation program, routine maintenance and repair of grounds maintenance equipment and funds to privatize painting of pavement center line and lane markings. Funds are also included for thermoplastic lane markings as well as maintenance of the DPW facility overhead doors
52030	Repair and maintenance of tools, saw blades, chains, computer, software, service contract for time clock and fuel system
52070	Rental of equipment not owned by the town such as barricade rental, sweeper rental, construction equipment, and tree maintenance
52071	Rental of equipment not owned by the town used in snow removal efforts
52110	Division's share of energy costs at DPW facility as well as energy costs for the Raymond Circle pump
52170	Membership costs in Mass. Highway Association and Tri-County Highway Superintendents Association as well as American Public Works Association
52190	Funds for the specialized weather forecasts and the internet satellite weather services, laboratory and administrative services for the drug and alcohol testing program which has expanded to all employees

PUBLIC WORKS - HIGHWAY & GROUNDS - PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52190 (cont.)	funds are also included for tree trimming, tree removal and stump grinding
52990	Hoisting licenses and CDL licenses. The funding in this line item was increased to accommodate new Federal Regulations regarding licensing, seminar requirements and additional personnel in the department holding licenses.
52210	Purchase of salt and liquid magic pre-treatment to combat snow and ice
52240	Purchase of rags, hand soap and assorted other cleaners
52260	Funds are utilized to maintain and stock first aid kits
52310	Purchase of welding and cutting gases needed for repairs, straightening, strengthening and removal of plows and plow frames cutting edge bolts
52370	Purchase of various supplies, tools and repair parts needed for the care of roadways and grounds such as traffic paint for pavement marking, traffic cones, miscellaneous tools and parts, lime, fertilizer and chemicals, turf paint for sport field marking, lumber, cement, fence and backstop supplies, landscape maintenance and equipment and irrigation parts
52450	Funds are used to manufacture, install and maintain warning, regulatory and directional signs. Larger street signs on major roadways are required to conform with new Traffic Control Devices Manual. Several years are allowed for this changeover as well as for new pedestrian and regulatory signs and pavement markings
52460	This account consists of materials and services for routine maintenance of streets and grounds and includes purchase of cold mix for winter patching, bituminous concrete for permanent repairs, and aggregates and loam and seed
52470	Repairs to existing storm drains and culverts

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 490: MOTOR VEHICLE MAINTENANCE

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
PERSONNEL					
REGULAR PERMANENT	14901	51010	\$ 145,430	\$ 153,596	\$ 153,596
OVERTIME	14901	51030	\$ 7,500	\$ 7,500	\$ 7,500
UNIFORM ALLOWANCE	14901	51070	\$ 2,500	\$ 2,700	\$ 2,700
LONGEVITY	14901	51400	\$ 750	\$ 900	\$ 900
PERSONNEL TOTAL			<u>\$ 156,180</u>	<u>\$ 164,696</u>	<u>\$ 164,696</u>
PURCHASED SERVICES					
EQUIP - REPAIR, MAINT. & RE	14902	52030	\$ 10,000	\$ 10,000	\$ 10,000
MTR. VEH. MAINT. & REPR.	14902	52060	\$ 55,000	\$ 55,000	\$ 55,000
ELECTRICITY/HEAT	14902	52110	\$ 48,125	\$ -	\$ -
TRAINING & EDUCATION	14902	52180	\$ 1,000	\$ 1,000	\$ 1,000
MISCELLANEOUS	14902	52990	\$ 250	\$ 250	\$ 250
BUILDING IMPROVEMENTS	14902	58250	\$ 345	\$ 345	\$ 345
PURCHASED SERVICES TOTAL			<u>\$ 114,720</u>	<u>\$ 66,595</u>	<u>\$ 66,595</u>
SUPPLIES					
FUEL & OIL	14903	52130	\$ 375,000	\$ 375,000	\$ 375,000
OTHER SUPPLIES	14903	52240	\$ 3,500	\$ 3,500	\$ 3,500
MEDICAL & SURGICAL	14903	52260	\$ 120	\$ 120	\$ 120
CHEMICALS & LAB	14903	52310	\$ 1,500	\$ 1,500	\$ 1,500
MATERIALS & EQUIPMENT	14903	52370	\$ 17,000	\$ 17,000	\$ 17,000
MTR. VEH. PARTS & ACCESS.	14903	52430	\$ 140,000	\$ 140,000	\$ 140,000
SUPPLIES TOTAL			<u>\$ 537,120</u>	<u>\$ 537,120</u>	<u>\$ 537,120</u>
DEPARTMENT 490: M.V. MAINT.		TOTAL	<u>\$ 808,020</u>	<u>\$ 768,411</u>	<u>\$ 768,411</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 490: MOTOR VEHICLE MAINTENANCE

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
242501	FOREMAN	1.0	1.0	\$ 73,836	\$ 77,639	\$ 1,250	\$ 78,889
242502	M.V. EQUIP. REPAIRMAN	2.0	2.0	\$ 112,230	\$ 114,193	\$ 2,250	\$ 116,443
	WATER CONTRIBUTION	0.0		\$ (22,252)	\$ (22,697)		\$ (22,697)
	WASTEWATER CONTRIB.	0.0		\$ (15,234)	\$ (15,539)		\$ (15,539)
	SUBTOTAL - REG. PERM.	<u>3.0</u>	<u>3.0</u>	<u>\$ 148,580</u>	<u>\$ 153,596</u>	<u>\$ 3,500</u>	<u>\$ 157,096</u>
			3.0				
	OVERTIME	0.0		\$ 7,500	\$ 7,500		\$ 7,500
	PROTECTIVE GEAR			\$ 100		\$ 100	\$ 100
					<u>\$ 7,500</u>	<u>\$ 100</u>	<u>\$ 7,600</u>

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 156,180</u>	<u>\$ 161,096</u>	<u>\$ 3,600</u>	<u>\$ 164,696</u>	

MOTOR VEHICLE MAINTENANCE

PROGRAM

The Motor Vehicle Maintenance Division maintains and repairs the municipal fleet of motor vehicles and equipment, performs preventive maintenance and provides repair services ranging from engine replacement to tune-ups/oil changes.

<u>ACCT. CODE</u>	<u>DESCRIPTIONS</u>
51010	See Personnel Sheet
51030	Overtime for emergency vehicle repairs and weekend standby
51070	Gear and uniform allowance as per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair and maintenance of equipment such as vehicle lift, door openers, ventilation system, air compressor, fuel system computer, engine analyzer, time clock, fuel pumps and personal computer.
52060	Funds to perform repairs to all municipal vehicles and equipment - excluding those of the Water, Wastewater, Fire Dept. and Municipal Golf Course - that can not be handled in house. Work includes transmission rebuilds, machine shop work, body repairs, insurance deductibles, large truck spring repair, special welding services and injector rebuilds and sandblasting
52110	Division's share of energy costs at the DPW facility
52180	Funds permit employees to attend various training seminars as well as participate in ASE mechanics certification program. Increase covers new hoisting license physical exam
52990	Hoisting licenses for three of the mechanics as well as the differential cost for Class A or B operator's licenses as provided for in the collective bargaining agreement
58250	Division's share of maintenance and repair of DPW facility including overhead doors, and plumbing and electrical repairs, hoists, HVAC, etc.
52130	Gasoline, diesel fuel, motor oils, hydraulic oils, lubricants, propane and waste oil disposal for the municipal fleet except Water, Wastewater and Municipal Golf Course vehicles and equipment. Approximately 61,967 gallons of unleaded gasoline and 36,505 gallons of diesel fuel are purchased

MOTOR VEHICLE MAINTENANCE - PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52240	Purchase of various cleaners, washers and absorbents required in motor vehicle and garage maintenance as well as absorbents for oil spills
52260	First aid supplies at the garage and in the pick-up truck
52310	Welding and cutting gases used in repair and maintenance of equipment and vehicles
52370	Funds are utilized for welding materials, tools and supplies, engine analyzer software and update and repair manuals
52430	Maintenance and repair supplies and parts for all municipal vehicles and equipment except those operated by the Water and Wastewater Divisions, the Fire Department and Municipal Golf Course

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 410: ENGINEERING

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	14101	51010	\$ 132,081	\$ 149,015	\$ 149,015
OVERTIME	14101	51030	\$ 3,000	\$ 3,000	\$ 3,000
UNIFORM ALLOWANCE	14101	51070	\$ 3,200	\$ 3,600	\$ 3,600
LONGEVITY	14101	51400	\$ 1,050	\$ 1,050	\$ 1,050
PERSONNEL TOTAL			<u>\$ 139,331</u>	<u>\$ 156,665</u>	<u>\$ 156,665</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RI	14102	52030	\$ 11,200	\$ 11,200	\$ 11,200
TELEPHONE	14102	52150	\$ 360	\$ 360	\$ 360
DUES & SUBSCRIPTIONS	14102	52170	\$ 300	\$ 300	\$ 300
TRAINING & EDUCATION	14102	52180	\$ 1,500	\$ 1,500	\$ 1,500
PROFESSIONAL SERVICES	14102	52190	\$ 9,932	\$ 29,932	\$ 29,932
PURCHASED SERVICES TOTAL			<u>\$ 23,292</u>	<u>\$ 43,292</u>	<u>\$ 43,292</u>
<i>SUPPLIES</i>					
OTHER SUPPLIES	14103	52240	\$ 1,150	\$ 1,150	\$ 1,150
CHEMICALS & LAB	14103	52310	\$ 50	\$ 50	\$ 50
SUPPLIES TOTAL			<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>
DEPARTMENT 410: ENGINEERING TOTAL			<u><u>\$ 163,823</u></u>	<u><u>\$ 201,157</u></u>	<u><u>\$ 201,157</u></u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 410: ENGINEERING

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
241000	TOWN ENGINEER	1.0	1.0	\$ 109,000	\$ 114,864	\$ 1,500	\$ 116,364
241002	ASST. TOWN ENGINEER	1.0	1.0	\$ 85,760	\$ 90,374	\$ 1,200	\$ 91,574
241001	CIVIL ENGINEER I	1.0	1.0	\$ 58,643	\$ 60,618	\$ 900	\$ 61,518
241002	CIVIL ENGINEER II	1.0	2.0	\$ 75,484	\$ 79,565	\$ 1,050	\$ 80,615
	WATER CONTRIBUTION	0.0		\$ (96,278)	\$ (98,203)	\$ -	\$ (98,203)
	WASTEWATER CONTRIB.	0.0		\$ (96,278)	\$ (98,203)	\$ -	\$ (98,203)
	STIPEND-STORMWATER	0.0		\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	CONTRIBUTION-STORMWATER	0.0		\$ (5,000)	\$ (5,000)	\$ -	\$ (5,000)
SUBTOTAL - REG. PERM.		<u>4.0</u>	<u>5.0</u>	<u>\$ 136,331</u>	<u>\$ 149,015</u>	<u>\$ 4,650</u>	<u>\$ 153,665</u>
OVERTIME		0.0		\$ 3,000	\$ 3,000		\$ 3,000
					<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>

		<u>4.0</u>	<u>5.0</u>	<u>\$101139,331</u>	<u>\$ 152,015</u>	<u>\$ 4,650</u>	<u>\$ 156,665</u>
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ENGINEERING

PROGRAM

The majority of this division's operations are centered on providing engineering and administrative services. In addition, the Engineering Division provides advice and assistance to the Planning Board, Conservation Commission, Board of Appeals, School Department and other boards and agencies.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51030	Overtime to inspect construction work
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Maintenance contract on HP plotter, OCE and printer maintenance
52150	Cell phone to assist in communication between field personnel and the office
52170	Subscription to Engineer News Record, MEANS Cost Guide and soil evaluators licenses, professional licenses
52180	Funds requested allow attendance by staff at seminars
52190	Funds are requested to cover materials testing costs, ESRI GIS software license, LandDesk software annual license, Hydrocad software and upgrades to our traffic counting technology and 2 counters and OCE software license
52240	Purchase of paper, survey tapes, grade stakes, boundary markers, and other specialized engineering supplies
52310	Purchase of materials, supplies and tests for soil lab as well as water testing equipment

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 450: WATER

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	60141	51010	\$ 1,009,991	\$ 1,041,756	\$ 1,041,756
REGULAR TEMPORARY	60141	51020	\$ 25,556	\$ 27,842	\$ 27,842
OVERTIME	60141	51030	\$ 67,500	\$ 65,700	\$ 65,700
EMPLOYEE BENEFIT BUYBACK	60141	51040	\$ 22,000	\$ 28,000	\$ 28,000
UNIFORM ALLOWANCE	60141	51070	\$ 10,667	\$ 12,000	\$ 12,000
LONGEVITY	60141	51400	\$ 4,075	\$ 3,250	\$ 3,250
SALARY RESERVE	60141	57350	\$ 22,695		
PERSONNEL TOTAL			<u>\$ 1,162,484</u>	<u>\$ 1,178,548</u>	<u>\$ 1,178,548</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & REPL	60142	52030	\$ 212,576	\$ 337,576	\$ 337,576
MTR. VEH. MAINT. & REPAIR	60142	52060	\$ 38,745	\$ 38,745	\$ 38,745
EQUIPMENT RENTALS	60142	52070	\$ 14,000	\$ 14,000	\$ 14,000
TRAVEL IN-STATE	60142	52090	\$ 600	\$ 600	\$ 600
TRAVEL OUT-OF-STATE	60142	52100	\$ 200	\$ 200	\$ 200
ELECTRICITY/HEAT	60142	52110	\$ 48,750	\$ 48,750	\$ 48,750
TELEPHONE	60142	52150	\$ 3,125	\$ 3,125	\$ 3,125
DUES & SUBSCRIPTIONS	60142	52170	\$ 2,500	\$ 2,500	\$ 2,500
TRAINING & EDUCATION	60142	52180	\$ 12,000	\$ 12,000	\$ 12,000
PROFESSIONAL SERVICES	60142	52190	\$ 301,027	\$ 376,614	\$ 376,614
POSTAGE & COURIER	60142	52250	\$ 44,124	\$ 44,124	\$ 44,124
PRINTING & COPYING	60142	52280	\$ 32,629	\$ 39,566	\$ 39,566
MISCELLANEOUS	60142	52990	\$ 3,360	\$ 3,360	\$ 3,360
WATER PURCHASE	60142	56670	\$ 2,563,199	\$ 2,943,080	\$ 2,943,080
MEDICARE INSURANCE	60142	57040	\$ 17,478	\$ 17,478	\$ 17,478
MEDICAL CLAIMS/INSURANCE H	60142	57060	\$ 124,076	\$ 124,076	\$ 124,076
MEDICAL CLAIMS/INSURANCE D	60142	57060	\$ 3,753	\$ 3,753	\$ 3,753
MEDICAL CLAIMS/INSURANCE O	60142	57060	\$ 15,090	\$ 15,090	\$ 15,090
CONTRIBUTORY RETIREMENT	60142	57070	\$ 160,263	\$ 160,263	\$ 160,263
PROPERTY & LIABILITY INS.	60142	57500	\$ 64,720	\$ 64,720	\$ 64,720
LONG TERM DEBT PRINCIPAL	60142	57600	\$ 569,700	\$ 569,700	\$ 569,700
LONG TERM DEBT INTEREST	60142	57610	\$ 144,031	\$ 144,031	\$ 144,031
OTHER DEBT SERVICE	60142	57690	\$ 20,000	\$ 20,000	\$ 20,000
PURCHASED SERVICES TOTAL			<u>\$ 4,395,946</u>	<u>\$ 4,983,351</u>	<u>\$ 4,983,351</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 450: WATER

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>SUPPLIES</i>					
FUEL & OIL	60143	52130	\$ 38,604	\$ 38,604	\$ 38,604
OFFICE SUPPLIES	60143	52230	\$ 2,700	\$ 2,700	\$ 2,700
OTHER SUPPLIES	60143	52240	\$ 1,400	\$ 1,400	\$ 1,400
MEDICAL & SURGICAL	60143	52260	\$ 125	\$ 125	\$ 125
CHEMICALS & LAB	60143	52310	\$ 2,120	\$ 2,120	\$ 2,120
MATERIALS & EQUIPMENT	60143	52370	\$ 12,720	\$ 12,720	\$ 12,720
MTR. VEH. PARTS & ACCESS.	60143	52430	\$ 16,854	\$ 16,854	\$ 16,854
WATER SYSTEM MATERIALS	60143	52440	\$ 445,200	\$ 445,200	\$ 445,200
ROAD MATERIALS	60143	52460	\$ 243,800	\$ 243,800	\$ 243,800
SUPPLIES TOTAL			<u>\$ 763,523</u>	<u>\$ 763,523</u>	<u>\$ 763,523</u>

DEPARTMENT 450: WATER

TOTAL \$ 6,321,953 \$ 6,925,422 \$ 6,925,422

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 450: WATER

Position	Position Title	Employees		Salaries		Salaries		Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Fiscal 2024	Benefits		
242105	DEPUTY SUPERINTENDENT	0.50	0.5	\$ 50,839	\$ 49,055		\$ 450	\$	49,505
245001	FOREMAN	1.00	1	\$ 74,286	\$ 78,325		\$ 1,650	\$	79,975
245002	WORKING FOREMAN	1.00	1	\$ 61,342	\$ 62,280		\$ 1,350	\$	63,630
245003	MAINTENANCE CRAFTSMAN	3.50	3.5	\$ 198,467	\$ 200,065		\$ 4,350	\$	204,415
245004	SPEC. HWY. MTR. EQPT. OPER.	1.00	1	\$ 56,040	\$ 58,809		\$ 1,350	\$	60,159
245005	HVY. MTR. EQPT. OPER.	1.00	1	\$ 52,863	\$ 53,803		\$ 1,050	\$	54,853
245006	MAINTENANCE MAN	3.00	3	\$ 153,200	\$ 143,565		\$ 2,850	\$	146,415
245007	LABORER	2.00	2	\$ 83,795	\$ 86,268		\$ 1,800	\$	88,068
224302	PLUMBING INSPECTOR P.T.	0.33	0.33	\$ 28,264	\$ 28,911		\$ 400	\$	29,311
	MAYOR OFFICE SUPPORT	0.00		\$ 27,481	\$ 28,030		\$ -	\$	28,030
	ADMIN. BUILDING SUPPORT	0.00		\$ 28,468	\$ 38,764		\$ -	\$	38,764
	ADMINISTRATIVE SUPPORT	0.00		\$ 113,410	\$ 115,678		\$ -	\$	115,678
	ENGINEERING SUPPORT	0.00		\$ 96,278	\$ 98,203		\$ -	\$	98,203
SUBTOTAL - REG. PERM.		<u>13.3</u>	<u>13.3</u>	<u>\$ 1,024,733</u>	<u>\$ 1,041,756</u>		<u>\$ 15,250</u>		<u>\$ 1,057,006</u>
	INTERMITTENT OPERATOR	0.0	0.0	\$ 3,377	\$ 3,445			\$	3,445
	REGULAR TEMPORARY	0.0	0.0	\$ 22,179	\$ 24,397			\$	24,397
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 25,556</u>	<u>\$ 27,842</u>		<u>\$ -</u>		<u>\$ 27,842</u>
	OVERTIME			\$ 67,500	\$ 65,700			\$	65,700
	EMPLOYEE BENEFIT BUYBACK			\$ 22,000	\$ 28,000			\$	28,000
	SALARY RESERVE			\$ 22,695				\$	-
					<u>\$ 93,700</u>			<u>\$</u>	<u>93,700</u>
TOTAL		<u>13.3</u>	<u>13.3</u>	<u>\$ 1,162,484</u>	<u>\$ 1,163,298</u>		<u>\$ 15,250</u>		<u>\$ 1,178,548</u>

PUBLIC WORKS - WATER

PROGRAM

The Water Division is responsible for installation of new water lines and maintenance of the existing system. The Water Division is also required to make necessary tie-ins for service, install meters and hydrants and maintain the entire system. Water Department personnel also read meters and prepare bills and commitments.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Police services for traffic control on construction projects
51030	Overtime for water main breaks, home service calls
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Funds are utilized for outside repair service for the Division's various equipment and installations such as office and meter reader equipment and software, GIS and network support, field and garage equipment and Liswell Hill Pump Station. Also, funds are included for payment to the Highway Division for repair of roadway excavations made by the Water Division for routine repairs and connections and water main projects. Funds are included for hydrant painting and a share of repair and maintenance of the DPW Garage, road plates and replacement part increases
52060	Divisions share of DPW mechanics costs and other outside services for motor vehicle repair and maintenance such as tire service, suspension service, body and interior repairs, motor vehicle inspections and drive line repairs
52070	Rental of construction barricades, construction equipment, saw cutting of pavements and eTime software and equipment
52090	Funds provide for attendance at various seminars as well as continued training requirements for drinking water system operator's license

PUBLIC WORKS - WATER - PAGE TWO

ACCT. CODE	DESCRIPTION
52100	Funds provide for attendance at seminars out-of-state sponsored by the American Water Works Association and the New England Water Works Association
52110	Energy costs for the division's share of energy costs at 1000 Suffield Street
52150	Division's share of DPW telephone costs at 1000 Suffield Street as well as a cell phone for departmental use
52170	Membership in the American Water Works Association, New England Water Works Association and the Mass. Water Works Association
52180	Attendance at seminars as well as training required to maintain water system operator licenses and backflow tester and cross connection surveyor certifications.
52190	Costs of services provided to the Water Department by municipal offices, lab services for water quality, lead and copper rule testing and Safe Drinking Water Act required bacterial testing, drug and alcohol tests, disinfection by-product testing, state assessment for enforcement of drinking water standards and pumping stations maintenance contract
52250	Postage for mailing bills and notices as well as purchase of reading cards and funds for the required consumer confidence report mailing to each bill payer
52280	Purchase of water bills, late and demand and lien notices, reading post cards, envelopes and meter and connection payment forms. Funds are included for printing, folding and addressing of consumer confidence report mandated by the federal government
52990	Hoisting licenses for equipment operators, Class A, B & C license fee differentials, drinking water system operator's licenses, backflow protection device testers and physical exams for equipment operators

PUBLIC WORKS - WATER - PAGE THREE

ACCT. CODE	DESCRIPTION
56670	Purchase of water from the Springfield Water and Sewer Commission
57040	Medicare Insurance
57060	Water Division's share of hospitalization insurance including appropriate portions of Engineering and Administration support
57070	Water Division's share of the retirement program
57500	Water Division's share of automotive, general liability, workmen's compensation premiums and medical and indemnity payments
57600	Water share of the Public Works facility bond principal
57610	Interest payments on the Public Works facility
57690	Other debt service
52130	Fuel and lubricants for division's motor vehicles and equipment
52230	Office supplies for division including computer system supplies, location cards and maintenance kit/toner cartridges for laser printer used in printing water bills
52240	Engineering supplies such as plan paper, blue print supplies, construction stakes for water related undertakings, rags, soap and cleansers
52260	First aid supplies maintained in division's trucks
52310	Purchase of hydrant antifreeze, chlorine for disinfecting new mains, propane and rust remover
52370	Purchase of various materials utilized by the Water Division including batteries and light bulbs, marking paint for dig safe, pipe cutting blades, taps, drills and bits, miscellaneous tools and supplies, stakes and wedges, hydrant paint and meter installation supplies as well as repair parts for Liswell Hill pumping station and DPW garage repair and maintenance parts

PUBLIC WORKS - WATER - PAGE FOUR

ACCT. CODE	DESCRIPTION
52430	Maintenance and repair parts for the division's vehicles and equipment including tires, maintenance items and repair parts
52440	Major supplies included in this account are water meters, hydrants and parts, service supplies and main line supplies. Projects scheduled to be undertaken with division personnel
52460	Purchase of bituminous concrete, gravel and bedding stone for the installation of water connections and repair of water breaks and materials for the above described project

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 440: WASTEWATER

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
PERSONNEL					
REGULAR PERMANENT	22541	51010	\$ 639,711	\$ 647,258	\$ 647,258
REGULAR TEMPORARY	22541	51020	\$ 6,898	\$ 7,036	\$ 7,036
OVERTIME	22541	51030	\$ 38,628	\$ 39,401	\$ 39,401
EMPLOYEE BENEFIT BUYBACK	22541	51040	\$ 30,000	\$ 11,465	\$ 11,465
UNIFORM ALLOWANCE	22541	51070	\$ 5,717	\$ 6,350	\$ 6,350
LONGEVITY	22541	51400	\$ 1,975	\$ 1,150	\$ 1,150
SALARY RESERVE	22541	57350	\$ 14,500	\$ -	\$ -
PERSONNEL TOTAL			<u>\$ 737,429</u>	<u>\$ 712,660</u>	<u>\$ 712,660</u>
PURCHASED SERVICES					
GROUNDS & BUILDING MAINT	22542	52020	\$ 92,619	\$ 92,619	92,619.00
EQUIP - REPAIR, MAINT. & REPL	22542	52030	\$ 23,400	\$ 23,400	23,400.00
MTR. VEH. MAINT. & REPAIR	22542	52060	\$ 22,135	\$ 22,135	22,135.00
EQUIPMENT RENTALS	22542	52070	\$ 10,000	\$ 10,000	10,000.00
ELECTRICITY/HEAT	22542	52110	\$ 48,750	\$ 48,750	48,750.00
TELEPHONE	22542	52150	\$ 1,000	\$ 1,000	1,000.00
PROFESSIONAL SERVICES	22542	52190	\$ 826,463	\$ 1,198,013	1,198,013.00
POSTAGE & COURIER	22542	52250	\$ 28,468	\$ 28,468	28,468.00
PRINTING & COPYING	22542	52280	\$ 18,434	\$ 24,434	24,434.00
MISCELLANEOUS	22542	52990	\$ 750	\$ 750	750.00
WASTEWATER TREATMENT	22542	56600	\$ 1,621,883	\$ 1,655,244	1,655,244.00
MEDICARE INSURANCE	22542	57040	\$ 10,936	\$ 10,936	10,936.00
MEDICAL CLAIMS/INSURANCE He	22542	57060	\$ 43,596	\$ 43,596	43,596.00
MEDICAL CLAIMS/INSURANCE De	22542	57060	\$ 1,220	\$ 1,220	1,220.00
MEDICAL CLAIMS/INSURANCE of	22542	57060	\$ 6,500	\$ 6,500	6,500.00
CONTRIBUTORY RETIREMENT	22542	57070	\$ 108,352	\$ 108,352	108,352.00
PROPERTY & LIABILITY INS.	22542	57500	\$ 52,431	\$ 52,431	52,431.00
LONG TERM DEBT PRINCIPAL	22542	57600	\$ 571,875	\$ 571,875	571,875.00
LONG TERM DEBT INTEREST	22542	57610	\$ 155,107	\$ 155,107	155,107.00
OTHER DEBT SERVICE	22542	57690	\$ 20,000	\$ 20,000	20,000.00
PURCHASED SERVICES TOTAL			<u>\$ 3,663,919</u>	<u>\$ 4,074,830</u>	<u>\$ 4,074,830</u>
SUPPLIES					
FUEL & OIL	22543	52130	\$ 28,169	\$ 28,169	\$ 28,169
OFFICE SUPPLIES	22543	52230	\$ 2,000	\$ 2,000	\$ 2,000
OTHER SUPPLIES	22543	52240	\$ 1,150	\$ 1,150	\$ 1,150

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET
DEPARTMENT 440: WASTEWATER

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
MEDICAL & SURGICAL	22543	52260	\$ 120	\$ 120	\$ 120
CHEMICALS & LAB	22543	52310	\$ 2,500	\$ 2,500	\$ 2,500
MATERIALS & EQUIPMENT	22543	52370	\$ 12,100	\$ 12,100	\$ 12,100
MTR. VEH. PARTS & ACCESS.	22543	52430	\$ 16,500	\$ 16,500	\$ 16,500
ROAD MATERIALS	22543	52460	\$ 20,000	\$ 20,000	\$ 20,000
SEWER SYSTEM MATERIALS	22543	52480	\$ 20,000	\$ 20,000	\$ 20,000
SUPPLIES TOTAL			<u>\$ 102,539</u>	<u>\$ 102,539</u>	<u>\$ 102,539</u>

DEPARTMENT 440: WASTEWATER	TOTAL	<u><u>\$ 4,503,887</u></u>	<u><u>\$ 4,890,029</u></u>	<u><u>\$ 4,890,029</u></u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 440: WASTEWATER

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
242105	DEPUTY SUPERINTENDENT	0.5	0.5	\$ 50,839	\$ 49,423	\$ 450	\$ 49,873
244003	SPEC HWY MTR EQUIP OPER	0.5	0.5	\$ 28,095	\$ 26,313	\$ 600	\$ 26,913
244004	HVY MTR EQPT OPERATOR	1.0	1.0	\$ 53,013	\$ 47,562	\$ 900	\$ 48,462
244005	MAINTENANCE MAN	1.0	1.0	\$ 45,752	\$ 44,919	\$ 900	\$ 45,819
244006	LABORER	1.0	1.0	\$ 41,444	\$ 42,497	\$ 900	\$ 43,397
244007	FOREMAN	1.0	1.0	\$ 73,852	\$ 71,581	\$ 1,500	\$ 73,081
244008	MAINTENANCE CRAFTSMAN	1.0	1.0	\$ 59,857	\$ 55,372	\$ 1,200	\$ 56,572
224301	PLUMBING INSPECTOR P.T.	0.3	0.3	\$ 28,264	\$ 28,912	\$ 400	\$ 29,312
	MAYOR OFFICE SUPPORT			\$ 27,481	\$ 28,031	\$ -	\$ 28,031
	ADMIN. BUILDING SUPPORT			\$ 28,468	\$ 38,765	\$ -	\$ 38,765
	ADMINISTRATIVE SUPPORT			\$ 113,410	\$ 115,679	\$ -	\$ 115,679
	ENGINEERING SUPPORT			\$ 96,278	\$ 98,204	\$ -	\$ 98,204
SUBTOTAL - REG. PERM.		<u>6.3</u>	<u>6.3</u>	<u>\$ 646,753</u>	<u>\$ 647,258</u>	<u>\$ 6,850</u>	<u>\$ 654,108</u>
	INTERMITTENT OPERATOR	0.0	0.0	\$ 3,311	\$ 3,377		\$ 3,377
	REGULAR TEMPORARY	0.0	0.0	\$ 3,587	\$ 3,659		\$ 3,659
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 6,898</u>	<u>\$ 7,036</u>	<u>\$ -</u>	<u>\$ 7,036</u>
	OVERTIME			\$ 38,628	\$ 39,401		\$ 39,401
	PROTECTIVE GEAR			\$ 650	\$ -	\$ 650	\$ 650
	EMPLOYEE BENEFIT BUYBACK			\$ 30,000	\$ 11,465		\$ 11,465
	SALARY RESERVE			\$ -			\$ -
					<u>\$ 50,866</u>	<u>\$ 650</u>	<u>\$ 51,516</u>
TOTAL		<u>6.3</u>	<u>6.3</u>	<u>\$ 722,929</u>	<u>\$ 705,160</u>	<u>\$ 7,500</u>	<u>\$ 712,660</u>

PUBLIC WORKS - WASTEWATER

PROGRAM

This division is responsible for maintaining all the town's sewage and drainage systems including sanitary sewers and their laterals, force mains, pumping stations, storm drains, culverts and catch basins.

ACCT. CODE	DESCRIPTIONS
51010	See Personnel Sheet
51020	Police officers for traffic duty
51030	Overtime for emergencies such as plugged sewers, pipe repairs and weekend standby duty
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52020	Reimbursement for highway costs in excavation repairs, capital repairs, improvements at wastewater pumping stations including meter updates, SCADA controls and alarm systems. A share of the DPW facility maintenance and repair are also budgeted
52030	Repair and maintenance of office equipment, computer and software maintenance, division's share of garage repair and maintenance and replacement/repair of division's small tools and equipment.
52060	Division's share of DPW mechanics costs in the repair and maintenance of wastewater vehicles and equipment, repairs and services performed by outside sources such as large tire repair, brakes and suspension work, hydraulic systems and transmissions, body repairs and welding and motor vehicle inspections
52070	Rental of equipment such as television inspection of sewers, vacuum of sludge, root treatment, large excavators and shoring for deep excavations, concrete saw, cores and construction barricades and share of eTime
52110	Wastewater share of energy for DPW facility

PUBLIC WORKS - WASTEWATER - PAGE TWO

ACCT. CODE	DESCRIPTION
52190	Reimbursement for staff services provided by other town departments, operation and maintenance of the existing wastewater pumping stations, attendance at seminars as well as training required to maintain hoisting licenses, miscellaneous consulting engineering and lab service that may be needed during the course of the year; and drug and alcohol testing for employees with CDL's
52250	Postage expenses for the division
52280	Wastewater share of printing of bills (shared with Water Division), entrance fee and connection charge forms, copying costs
52990	Employee hoisting licenses and motor vehicle operator differential for heavy trucks
56600	Cost of wastewater treatment at Bondi's Island treatment plant
57040	Medicare Insurance
57060	Wastewater share of its personnel hospitalization costs
57070	Wastewater share of its personnel retirement system costs
57500	Wastewater share of automotive, general liability and workmen's compensation premiums
57600	Principal payments on sewer construction bonds, the CSO Project, the Campbell Drive Pump Station/Florida Drive, a portion of the DPW facility, the Westfield River Pump Station and the Westfield River Force Main repair. This figure does not include subsidies
57610	Funds in this account cover interest due on wastewater fund's permanent and temporary debt within this fiscal year. Detail is found in the Budget Summary Materials
52130	Fuel, lubricant and oil for division's vehicles and equipment
52150	Telephone

PUBLIC WORKS - WASTEWATER - PAGE THREE

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52230	Office supplies for division including computer printer ink, toner, copier support and paper
52240	Purchase of wiping rags, hand soap and cleansers. Funds are included for supplies used by the Engineering Division in support of wastewater activities
52260	First aid supplies for division's vehicles
52310	Purchase of grease control bacteria, deodorants and disinfectants and tracer dye
52370	Funds are included for purchase of buckets, cables, rods and cutters, high pressure hose and nozzles, valves for sewer cleaning, tools, pump station paint and supplies, lumber, batteries and lights and the division's share of garage materials
52430	Purchase of repair and maintenance items for motor vehicles and equipment including tires, maintenance items and repair items
52460	Materials for pavement repair, gravel, crushed stone for pipe bedding and loam and seed used in the installation and repair of sewer connections and pipelines
52480	Purchase of materials for installation and repair of building sewers and mainline sewer connections as well as supplies for the repair of mainline sewers and manholes. Items include building sewer pipe and fittings, main line pipe and fittings, structures and particularly manhole frames and covers
57690	Other Debt Service - Funds in this account cover bank charges for existing debt, bond counsel costs, printing, postage, book entry, registration and other costs association with temporary and permanent bond issues

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 192: BUILDING MAINTENANCE

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	11921	51010	\$ 2,515,915	\$ 2,633,835	\$ 2,633,835
REGULAR TEMPORARY	11921	51020	\$ 31,200	\$ 31,200	\$ 31,200
OVERTIME	11921	51030	\$ 101,500	\$ 101,500	\$ 101,500
UNIFORM ALLOWANCE	11921	51070	\$ 28,550	\$ 28,450	\$ 28,450
LONGEVITY	11921	51400	\$ 13,200	\$ 12,600	\$ 12,600
PERSONNEL TOTAL			<u>\$ 2,690,365</u>	<u>\$ 2,807,585</u>	<u>\$ 2,807,585</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RI	11922	52030	\$ 193,216	\$ 193,216	\$ 193,216
ELECTRICITY/HEAT	11922	52110	\$ 1,113,761	\$ 1,500,408	\$ 1,500,408
TELEPHONE	11922	52150	\$ 8,000	\$ 8,000	\$ 8,000
DUES & SUBSCRIPTIONS	11922	52170	\$ 800	\$ 800	\$ 800
TRAINING & EDUCATION	11922	52180	\$ 3,500	\$ 3,500	\$ 3,500
PROFESSIONAL SERVICES	11922	52190	\$ 92,752	\$ 92,752	\$ 92,752
POSTAGE & COURIER	11922	52250	\$ 150	\$ 150	\$ 150
MILEAGE/TRANSPORTATION	11922	52993	\$ 9,296	\$ 9,296	\$ 9,296
BUILDING IMPROVEMENTS	11922	58250	\$ 248,439	\$ 260,439	\$ 260,439
PURCHASED SERVICES TOTAL			<u>\$ 1,669,914</u>	<u>\$ 2,068,561</u>	<u>\$ 2,068,561</u>
<i>SUPPLIES</i>					
GROUNDS & BLDG. MAINT.	11923	52020	\$ 49,150	\$ 49,150	\$ 49,150
EQUIPMENT RENTALS	11923	52070	\$ 800	\$ 800	\$ 800
SIGNS & POSTS	11923	52450	\$ 2,009	\$ 2,009	\$ 2,009
JANITORIAL SUPPLIES	11923	54300	\$ 103,563	\$ 103,563	\$ 103,563
SUPPLIES TOTAL			<u>\$ 155,522</u>	<u>\$ 155,522</u>	<u>\$ 155,522</u>
<i>CAPITAL OUTLAY</i>					
JANITORIAL EQUIPMENT	11924	58310	\$ -	\$ -	\$ -
CAPITAL OUTLAY TOTAL			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
DEPARTMENT 192: BUILDING MAIN TOTAL			<u>\$ 4,515,801</u>	<u>\$ 5,031,668</u>	<u>\$ 5,031,668</u>

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 192: BUILDING MAINTENANCE

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2023
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	Fiscal 2023
219202	BLDG. MAINT. DIRECTOR	1.0	1.0	\$ 89,031	\$ 103,868	\$ 450	\$ 104,318
219203	DEP. BLDG. MAINT. DIR.	1.0	1.0	\$ 80,823	\$ 85,473	\$ 750	\$ 86,223
219204	WORKING FOREMAN	3.0	3.0	\$ 167,207	\$ 176,601	\$ 1,950	\$ 178,551
219205	BLDG. MAINT. CRAFTSMAN	1.0	1.0	\$ 55,798	\$ 57,364	\$ 450	\$ 57,814
219206	PLUMBER/CARPENTER/ELECTRICIAN	3.0	3.0	\$ 206,922	\$ 217,820	\$ 2,100	\$ 219,920
219207	ADMINISTRATIVE ASST.	1.0	1.0	\$ 55,435	\$ 61,105	\$ 600	\$ 61,705
219208	SENIOR CLERK	1.0	1.0	\$ 41,905	\$ 37,781		\$ 37,781
319201	SR. BLDG. CUSTODIAN	3.0	3.0	\$ 166,301	\$ 172,931	\$ 3,000	\$ 175,931
319202	SR. CLASS A CUSTODIAN	4.0	4.0	\$ 211,574	\$ 219,387	\$ 3,300	\$ 222,687
319203	MAINTENANCE MAN	1.0	1.0	\$ 50,955	\$ 52,802	\$ 750	\$ 53,552
319204	JR. CLASS A CUSTODIAN	3.0	3.0	\$ 151,046	\$ 152,570	\$ 1,350	\$ 153,920
319205	JR. BLDG. CUSTODIAN	27.0	27.0	\$ 1,247,498	\$ 1,274,361	\$ 11,400	\$ 1,285,761
319206	CUSTODIAL - PART TIME	0.5	0.5	\$ 15,120	\$ 18,772	\$ -	\$ 18,772
	STIPEND - CITY ELECTRICIAN			\$ 3,000	\$ 3,000	\$ -	\$ 3,000
SUBTOTAL - REG. PERM.		<u>49.5</u>	<u>49.5</u>	<u>\$ 2,542,615</u>	<u>\$ 2,633,835</u>	<u>\$ 26,100</u>	<u>\$ 2,659,935</u>
COVERAGE - CLASS A & SRS.		0.0		\$ 2,200	\$ 2,200		\$ 2,200
TEMPORARY SEASONAL		0.0		\$ 29,000	\$ 29,000		\$ 29,000
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 31,200</u>	<u>\$ 31,200</u>	<u>\$ -</u>	<u>\$ 31,200</u>
OVERTIME		0.0		\$ 101,500	\$ 101,500		\$ 101,500
UNIFORM CLEANING & RENTAL		0.0		\$ 15,050	\$ 14,950		\$ 14,950
SUBTOTAL				<u>\$ 116,550</u>	<u>\$ 116,450</u>	<u>\$ -</u>	<u>\$ 116,450</u>
TOTAL		<u>49.5</u>	<u>49.5</u>	<u>\$ 2,690,365</u>	<u>\$ 2,781,485</u>	<u>\$ 26,100</u>	<u>\$ 2,807,585</u>

BUILDING MAINTENANCE

PROGRAM

The Building Maintenance Department is responsible for the maintenance, repair and upkeep of all school and town buildings.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime required to cover illness replacements, special cleaning needed to be performed out of hours and summer coverage at Perry Lane
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of air conditioners, boiler cleaning and service, burner cleaning, clocks and master clocks, elevator (6) and chairlift (9) inspections, fire extinguisher replacement and recharge of equipment, fluorescent light fixtures replacement, intercom system repair and replacement, thermostat replacement, heating controls, equipment repair and replace, equipment rental, telephone/radio equipment repair and replacement for town and school buildings. Fees-licenses and inspections, projects include sprinkler system repair, motor repair and replacement throughout Town buildings
52110	Energy costs for Town hall, Police headquarters, Library, Perry Lane, Skate Park, School Street Park, McGrath Park, Fire Museum and all school buildings and Building Maintenance Building, High School concession stand and carts.
52150	Fire alarm lines, beeper telephone line, update of software for all school buildings as well as alarm lines at town buildings
52170	Dues and subscriptions to various associations and periodicals including Handicap Advisory Service and BBP Supervisors Bulletin
52180	Rental of safety and training films, seminar attendance and continuing education
52190	Outside professional services such as pest control in accordance with new State regulations, architectural services and asbestos services.

BUILDING MAINTENANCE- PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52250	Postage for general correspondence
52993	Mileage for personnel who travel between buildings
58250	Expenses associated with preventative maintenance, general repair and replacement of equipment and parts for all town buildings including the Schools, Town hall, Police headquarters, Library, Perry Lane Park, Senior center
52020	Construction and building maintenance materials for Schools, Town hall, Police headquarters, Library and Perry Lane Park
52070	Funds to cover rental of equipment for repairs at all schools and town buildings
52450	Replacement of signage at town facilities such as "No Smoking" and "No Loitering"
54300	Purchase of waxes, cleaners, sealers, mops, paper products, incandescent and fluorescent bulbs for town and school buildings
58310	Janitorial equipment, provide sanitary supplies in all schools

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 300: SCHOOL DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
GENERAL SCHOOL DEPARTMENT			\$ 46,421,551	\$ 47,592,881	\$ 47,592,881
TRANSPORTATION			\$ 2,308,455	\$ 2,367,546	\$ 2,367,546

DEPARTMENT 300: SCHOOL	TOTAL	\$ 48,730,006	\$ 49,960,427	\$ 49,960,427
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SCHOOL DEPARTMENT

PROGRAM

The School Department provides educational, cultural and athletic training and enrichment for children in pre-school through 12. It also provides educational opportunities to students requiring special education services beginning at age 3. The School Department operates the Early Childhood Center, four elementary schools, one middle school, one junior high school and one senior high school.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
59000	The General School Account includes all administrative and operating costs of the School Department
59000	The Transportation Cost Center provides funding for transportation of students during the school year

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 230: EMERGENCY MANAGEMENT

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
<i>PERSONNEL</i>					
REGULAR PERMANENT	16604	51010	\$ 25,000	\$ 25,000	\$ 25,000
REGULAR TEMPORARY	16604	51020	\$ 850	\$ 850	\$ 850
LONGEVITY	16604	51400	\$ 1,300	\$ 1,450	\$ 1,450
PERSONNEL TOTAL			<u>\$ 27,150</u>	<u>\$ 27,300</u>	<u>\$ 27,300</u>
<i>PURCHASED SERVICES</i>					
EQUIP - REPAIR, MAINT. & RE	16604	52030	\$ 5,500	\$ 5,500	\$ 5,500
EMERGENCY NOTIFICATION	16604	52190	\$ 10,000	\$ 11,000	\$ 11,000
PURCHASED SERVICES TOTAL			<u>\$ 15,500</u>	<u>\$ 16,500</u>	<u>\$ 16,500</u>

DEPARTMENT 230: EMERGENCY M/TOTAL	<u>\$ 42,650</u>	<u>\$ 43,800</u>	<u>\$ 43,800</u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 230: EMERGENCY MANAGEMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
222005	DIR. OF EMERGENCY MGMT.	1.0	1.0	\$ 12,500	\$ 12,500	\$ 1,000	\$ 13,500
222015	NIMS & COOP COORDINATOR	1.0	1.0	\$ 12,500	\$ 12,500	\$ 450	\$ 12,950
	SUBTOTAL - REG. PERM.	<u>2.0</u>	<u>2.0</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 1,450</u>	<u>\$ 26,450</u>
222016	SECRETARY	0.3	0.3	\$ 850	\$ 850	\$ -	\$ 850
	SUBTOTAL - REG. TEMP.	<u>0.3</u>	<u>0.3</u>	<u>\$ 850</u>	<u>\$ 850</u>	<u>\$ -</u>	<u>\$ 850</u>

		<u>2.3</u>	<u>2.3</u>	<u>\$ 25,850</u>	<u>\$ 25,850</u>	<u>\$ 1,450</u>	<u>\$ 27,300</u>
TOTAL							

EMERGENCY MANAGEMENT

PROGRAM

The Emergency Management Program provides emergency services as needed, predisaster planning, participates in annual policy reviews, offers assistance to all departments in planning for emergencies, attends various conferences and training sessions to stay abreast of the latest innovations and works with various Municipal, State and Federal agencies.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of various equipment
52190	Yearly fee for Connect CTY and other updates to the web site

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

PERSONNEL SERVICES

DEPARTMENT 660: BOARD OF APPEALS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2024
		FY23	FY24	Fiscal 2023	Fiscal 2024	Benefits	
217605	CHAIR. BD. OF APPEALS	1.0	1.0	\$ 1,750	\$ 1,000	\$ 750	\$ 1,750
217604	VICE CHR. BD. OF APPEALS	1.0	1.0	\$ 900	\$ 600	\$ 600	\$ 1,200
217603	CLERK BD. OF APPEALS	1.0	1.0	\$ 1,100	\$ 800	\$ 150	\$ 950
217602	ALT. BD. OF APPEALS	2.0	2.0	\$ 300	\$ 300	\$ -	\$ 300
217503	SENIOR CLERK - P.T.	0.3	0.3	\$ -			\$ -

TOTAL	<u>5.3</u>	<u>5.3</u>	<u>\$ 4,050</u>	<u>\$ 2,700</u>	<u>\$ 1,500</u>	<u>\$ 4,200</u>
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TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 660: LINE ITEMS

Account Description	Org Code	Object Code	Fiscal 2023 Appropriated	Fiscal 2024 Recommended	Fiscal 2024 Adopted
DEBT SERVICE					
LONG TERM DEBT PRINCIPAL	16601	57600	\$ 1,825,548	\$ 1,825,548	\$ 1,825,548
DEBT INTEREST	16601	57610	\$ 352,011	\$ 352,011	\$ 352,011
SHORT TERM DEBT PRINCIPAL	16601	57601	\$ 300,000	\$ 300,000	\$ 300,000
SHORT DEBT INTEREST	16601	57611	\$ 63,500	\$ 63,500	\$ 63,500
OTHER DEBT SERVICE	16601	57690	\$ 55,000	\$ 55,000	\$ 55,000
DEBT SERVICE TOTAL			\$ 2,596,059	\$ 2,596,059	\$ 2,596,059
ADMINISTRATION					
OVERTIME	16602	51030	\$ 5,000	\$ 5,000	\$ 5,000
DAMAGE TO PERSONS & PROPERTY	16602	52001	\$ 5,500	\$ 5,500	\$ 5,500
ADVERTISING & PROMOTION	16602	52010	\$ 9,000	\$ 9,000	\$ 9,000
STREET LIGHTING	16602	52120	\$ 175,000	\$ 175,000	\$ 175,000
DUES & SUBSCRIPTIONS	16602	52170	\$ 5,709	\$ 5,939	\$ 5,939
TRAINING & EDUCATION	16602	52180	\$ 4,000	\$ 4,000	\$ 4,000
PROFESSIONAL SERVICES	16602	52190	\$ 90,000	\$ 90,000	\$ 90,000
OFFICE SUPPLIES	16602	52230	\$ 15,000	\$ 15,000	\$ 15,000
PRINTING & COPYING	16602	52280	\$ 50,000	\$ 50,000	\$ 50,000
PARKING TICKET EXPENSE	16602	52360	\$ 2,500	\$ 2,500	\$ 2,500
E-RATE INTERSCHOOL FIBER CONNECTIVITY	16602	52367	\$ 47,088	\$ 77,076	\$ 77,076
E-RATE CONTRACTUAL SVCS.	16602	52368	\$ 35,208	\$ 29,760	\$ 29,760
TRAVEL/TRAINING	16602	52390	\$ 5,000	\$ 5,000	\$ 5,000
SOLID WASTE EXPENSE	16602	52420	\$ 2,527,147	\$ 2,572,949	\$ 2,572,949
STORMWATER MANAGEMENT	16602	52425	\$ 561,800	\$ 986,800	\$ 986,800
SEWER & WATER	16602	52490	\$ 70,000	\$ 70,000	\$ 70,000
PREVIOUS YEARS' BILLS	16602	57501	\$ 4,000	\$ 4,000	\$ 4,000
TAX TITLE COSTS	16602	57700	\$ 37,400	\$ 37,400	\$ 37,400
BLIGHTED PROPERTY EXPENSE	16602	57710	\$ 25,000	\$ 25,000	\$ 25,000
OFFICE EQUIPMENT	16602	58800	\$ 20,000	\$ 20,000	\$ 20,000
ADMINISTRATION TOTAL			\$ 3,694,352	\$ 4,189,924	\$ 4,189,924
EMPLOYEE BENEFITS & INSURANCE					
EMPLOYEE BENEFIT BUYBACK	16603	51040	\$ 45,000	\$ 148,800	\$ 148,800
FRINGE BENEFITS	16603	52350	\$ 2,000	\$ 2,000	\$ 2,000
UNEMPLOYMENT CLAIMS/INSUR	16603	57020	\$ 30,000	\$ 60,000	\$ 60,000
MEDICARE INSURANCE	16603	57040	\$ 800,000	\$ 928,200	\$ 928,200
MEDICAL TRUST HEALTH INSURANCE	16603	57060	\$ 10,106,230	\$ 10,712,604	\$ 10,712,604
MEDICAL TRUST DENTAL INSURANCE	16603	57060	\$ 498,386	\$ 498,386	\$ 498,386
MEDICAL MEDICARE SUPPLMENTAL INS	16603	57060	\$ 1,375,939	\$ 1,458,495	\$ 1,458,495
MEDICAL CLAIMS/LIFE INSURANCE	16603	57060	\$ 115,000	\$ 115,000	\$ 115,000
MEDICAL CLAIMS/INSURANCE	16603	57060	\$ 55,000	\$ 55,000	\$ 55,000
CONTRIBUTORY RETIREMENT	16603	57070	\$ 8,243,070	\$ 8,791,622	\$ 8,791,622
PROPERTY & LIA. INSURANCE	16603	57500	\$ 701,000	\$ 764,090	\$ 764,090
EMPLOYEE BEN. & INSURANCE TOTAL			\$ 21,971,625	\$ 23,534,197	\$ 23,534,197

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

BOARDS & COMMISSIONS

BOARD OF APPEALS	16604	51100	\$	4,050	\$	4,050	\$	4,050
BEAUTIFICATION COMMITTEE	16604	52004	\$	1,000	\$	1,000	\$	1,000
CEMETERY COMMISSION	16604	52005	\$	820	\$	820	\$	820
CULTURAL COUNCIL	16604	52010	\$	3,000	\$	3,000	\$	3,000
VETERANS' COUNCIL	16604	56540	\$	4,000	\$	4,000	\$	4,000
VETERANS' BENEFITS	16604	57100	\$	190,000	\$	190,000	\$	190,000
W. HAMPDEN DST. VETS. OFF.	16604	57150	\$	143,018	\$	141,831	\$	141,831
LPVPC	16604	57200	\$	5,111	\$	5,240	\$	5,240

BOARDS & COMMISSIONS TOTAL

<u>\$</u>	<u>350,999</u>	<u>\$</u>	<u>349,941</u>	<u>\$</u>	<u>349,941</u>
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RESERVE FUNDS

RESERVE FUND	16605	57300	\$	150,000	\$	400,000	\$	400,000
SALARY RESERVE	16605	57350	\$	403,957	\$	-	\$	-

RESERVE FUND TOTAL

<u>\$</u>	<u>553,957</u>	<u>\$</u>	<u>400,000</u>	<u>\$</u>	<u>400,000</u>
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TRUST FUNDS

OPEB TRUST FUND	16820	59000	\$	100,000	\$	100,000	\$	100,000
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TRUST FUND TOTAL

<u>\$</u>	<u>100,000</u>	<u>\$</u>	<u>100,000</u>	<u>\$</u>	<u>100,000</u>
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DEPARTMENT 660: LINE ITEMS

TOTAL	<u>\$</u>	<u>29,266,992</u>	<u>\$</u>	<u>31,170,121</u>	<u>\$</u>	<u>31,170,121</u>
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LINE ITEMS

CATEGORY: PRINCIPAL AND INTEREST

Long-Term Debt Principal - Funds in this account cover principal payments due on the Town's permanent debt within this fiscal year. Detail is found in the Principal and Interest Budget in the Budget Summary Materials.

Long-Term Debt Interest - Funds in this account cover interest payments due on the Town's permanent and temporary debt within this fiscal year. Detail is found in the Budget Summary Materials.

Other Debt Service - Funds in this account cover bank charges for existing debt, bond counsel costs, printing, postage, book entry, registration and other costs associated with temporary and permanent bond issues.

CATEGORY: ADMINISTRATION

Overtime - Funds are requested to cover compensation of any clerical workers required to work overtime in accordance with union contract as well as payment for any temporary/emergency staffing needs. Overtime is under the direct control of the Mayor.

Damage to Persons & Property - This account provides funds to pay for costs of damages by the Town to a person or their property. (Primarily small claims which are not submitted to the Town's insurance carrier.)

Advertising & Promotion - Funds are requested to cover all advertising requirements for all departments during the upcoming fiscal year such as public hearing notices, employment ads and approved ordinances.

Street Lighting - Funds requested provide payment for the Town's street lighting program and traffic signals. Administration continues to work with representatives to install energy efficient fixtures, maintain the adopted street lighting policy and maintain adequate lighting to insure public safety.

Training & Education – This item affords employees the opportunity for training or retraining programs. These funds are included in the event an employee wishes to avail themselves of this opportunity.

Professional Services - Funds requested provide payment to outside consultants utilized on small projects. Funds are included for the mandatory annual audit, the LPVEC consulting services utilized for medicaid reimbursement, stipend for municipal ticketing hearings officer, outside consultants and for the payment of college interns and other consultants as required. This account is under the direct control of the Mayor.

Office Supplies - Funds cover office supply needs for Town departments except the Water, Wastewater, Golf Course, Library and Police departments. By grouping these funds into one account, a substantial savings has been realized.

Printing and Copying- Funds cover the various printing needs of all departments and are under the control of the Mayor's Office.

LINE ITEMS – PAGE TWO

Parking Ticket Expense - These funds are provided for the billing and collection of parking tickets, pursuing delinquent parking violations and compensate the Parking Clerk.

Travel and Training - Funds in this account cover travel and expenses for training, seminars and conferences.

Solid Waste Expenses - This account includes all funds required for the collection and disposal of solid waste including weekly rubbish collection (\$696,663), bi-weekly recyclable collection (\$373,404), municipal building trash and recycling collection (\$71,226), yard waste collections (\$83,791), bulk collection and disposal(\$80,425), solid waste disposal(\$759,240), recycling processing (\$362,500), miscellaneous disposal (\$25,000), yard waste disposal (\$82,500), household hazardous waste collection (\$18,200) and equipment replacement (\$20,000).
(Grand Total \$2,572,949)

Storm Water Management – In previous years, the Agawam DPW used a combination of the stormwater management line item and funding, labor, supplies and resources from the remainder of its budget to meet the NPDES requirements and maintain infrastructure. The funds listed above are an increase from previous years and are needed in order to stay complaint with the ever increasing demands and requirements of the NPDES program and storm drain infrastructure maintenance and improvement activities. The amounts requested have been estimated based on the work completed annually since 2003, the suggested increases in funding provided by an analysis completed by the Town’s consultant, preliminary results from the ongoing Stormwater Master Plan project to evaluate the town’s stormwater infrastructure and flooding issues, and projected work expected in the upcoming fiscal year. Funds have been included in this Fiscal Year to sweep all 291 curb miles of Town roads and fund the management and disposal of street sweeping and catch basin cleaning materials from the town’s 5,000+ catch basins and other storm drain infrastructure. The town’s recent investments in a new street sweeper and catch basin cleaning truck have enabled DPW to self-perform this work and reduce outside contractor expenses. Recent evaluations of the storm drain system, however, require funds to be reallocated and increased to support the design and permitting of infrastructure improvements.

Sewer and Water - In an attempt to control the amount of money appropriated each year to pay for water and sewer charges in Town buildings; we have centralized the amount needed into a single line item. The water department is self-sufficient and must bill and receive payment for all water usage including the Town's own buildings.

Previous Year Bills - In accordance with the provisions of Chapter 44, Section 64, we appropriate funds to pay any previous year bills which are received during FY2024.

Tax Title Costs - Tax title costs include recording costs, legal fees and Land Court Costs incurred as we proceed with foreclosure on properties held in tax title accounts and for the costs associated with the auction of foreclosed properties.

Blighted Property Expense – Funds cover court costs, legal fees, tax title work and demolition for properties deemed to be a public health and safety hazard.

LINE ITEMS – PAGE THREE

Office Equipment - Funds cover small office equipment such as computers, printers, calculators, typewriters, etc. Again, funds grouped from all departments under the control of the Mayor's Office offer the Town substantial savings in purchases.

E-Rate Interschool Fiber Connectivity - Funds are requested to cover the cost of providing interschool network connectivity. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

E-Rate Contractual Services - Funds are requested to cover the cost of school department internet, cell phones and telephones under the E-Rate Program. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

E-Rate Computer Hardware - Funds are requested to cover the cost of educational networking hardware under the E-Rate Program. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

CATEGORY: EMPLOYEE BENEFITS AND INSURANCE

Employee Benefits Buy Back - Funds in this account are used to pay employees for unused sick leave and other accrued benefits upon retirement or resignation as per collective bargaining agreements and Town ordinances.

Fringe Benefits - These funds cover employee recognition and service awards as well as medical expenses for fire fighters and police officers who have retired as a result of a line of duty injury.

Unemployment Compensation - The amount required here is unpredictable. Federal regulations require the Town to pay municipal employees who collect unemployment compensation because they have left our employ and covers both Town and School employees who are terminated.

Medicare - Funding requested covers the requirements of the Federal Law pertaining to new employees effective April 1, 1986 (1.45%).

Medical Claims/Insurance - These funds cover the Town's share of the premiums due for dental, health and life insurance policies for active and retired Town and School employees. This account also includes the Town's payment of initiation fees to health fitness facilities.

Contributory Retirement - The amount requested reflects the Town's share of pension costs of all Town and School employees as set by the Hampden County Retirement Board, excluding teachers. A portion of these funds are budgeted in both the water and wastewater budget.

LINE ITEMS – PAGE FOUR

Property & Liability Insurance - Insurance costs covered in this account are worker's compensation and administration stipend, package policy for property, contents and general liability, auto policy, surety bonds for those employees handling money, fire and police accident policy, professional liability policies and other insurance matters. Funds are also included for satisfaction of deductibles, audit premiums and contract services for the procurement of insurance, risk control and claims payments, handling and processing. Funds are also included for Town's contracted Employee Assistance Program.

CATEGORY: BOARDS & COMMISSIONS

Beautification Committee - Funds have been provided to the committee in order for them to continue their various programs as in previous years. The funds are used annually for the maintenance and replacement of planters and barrels.

Board of Appeals – See Personnel Sheet.

Cemetery - The amount budgeted here is to satisfy the Town's obligation to maintain the veteran's graves and the Town lot in the Springfield Street Cemetery and the Agawam Center Cemetery.

Cable TV Commission - Funds are requested to cover office supplies, maintenance of equipment costs and salaries for two part-time employees.

Cultural Council – Funding has been included to provide support for the programs offered by the Cultural Council. A state match of the Town's contribution will be sought.

Veterans' Council - These funds are to be used by the Veteran's Agent and the Veteran's Council to direct Memorial Day and Veteran's Day services in memory of the veterans of American wars. Funds in this account are used for purchasing urns, wreaths, flags, markers, bands, etc.

Veterans' Benefits - Chapter 115 of the General Laws requires the Town to actively and financially participate in the well-being of veterans; i.e., hospitalization, medical and direct aid. The Town is affiliated with the Western Hampden District for veterans' services which includes Agawam, Southwick, Granville and Tolland, with the district office located in Agawam. The funds are paid to veterans or are used to pay bills directly on their behalf.

Western Hampden District Veterans Office - This line item reflects Agawam's share of the cost of operating the Veteran's Office.

Lower Pioneer Valley Planning Commission - This assessment is Agawam's share of the Pioneer Valley Planning Commission's annual costs as provided for in M.G.L. Chapter 40B.

LINE ITEMS – PAGE FIVE

CATEGORY: RESERVE FUND

Reserve Fund - The Reserve Fund is appropriated to provide for extraordinary or unforeseen expenditures which may occur during the year.

OPEB Trust Fund - Other Post Employment Benefits Trust Fund: Funding of post employment benefits i.e., retiree health insurance, is required by the Governmental Accounting Standards Board (“GASB”) Statement # 45. Funds are appropriated and placed in the OPEB Trust Fund.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 665: CAPITAL IMPROVEMENTS

Account Description	Org Code	Object Code	Fiscal 2024 Recommended	Fiscal 2024 Adopted
DPW VEHICLES AND EQUIPMENT	16610	52450	\$ 608,000	\$ 608,000
FIRE BOAT REPAIRS	16610	58900	\$ 9,250	\$ 9,250
TOWN CLERK HIGH SPEED TABULATOR	16610	58943	\$ 20,827	\$ 20,827
HAMPDEN COUNTY LAND ACQUISITION	16610	58913	\$ 9,500	\$ 9,500
HIGH SCHOOL MSBA DESIGN STUDY	16610	58959	\$ 500,000	\$ 500,000
SPRINGFIELD STREET PAVING	16610	52471	\$ 650,000	\$ 650,000
SIDEWALK REHABILITATION & EXTENSION	16610	58914	\$ 250,000	\$ 250,000
STREET/INFRASTRUCTURE IMPROVEMENT PR.	16610	52460	\$ 500,000	\$ 500,000
TRAFFIC LIGHT IMPROVEMENTS	16610	58415	\$ 40,000	\$ 40,000
VETERANS MEMORIAL BRIDGE	16610	58448	\$ 200,000	\$ 200,000

DEPARTMENT 665: CAPITAL IMPROVEMENTS

TOTAL \$ 2,787,577 \$ 2,787,577

TOWN OF AGAWAM
FISCAL YEAR 2024 BUDGET
CAPITAL IMPROVEMENT BUDGET

STREET AND INFRASTRUCTURE IMPROVEMENT PROGRAM (\$500,000)

Funding is required for the improvement and maintenance of our local infrastructure. Municipal infrastructure projects include the construction, reconstruction, widening, resurfacing of roads, maintenance of historic street lights, repair and installation of guard rails, repair of culverts and drainage systems, catch basin cleaning, trimming and/or removing diseased and dead trees on Town property, repair and paving of Town owned property and related work in the Town's Right of Way, pavement marking and signage. Appropriations will be supplemented with Chapter 90 funds to enhance pavement management and the Complete Streets program. Pavement management includes:

1. Pavement Reconstruction: including but not limited to milling of top course pavement layer, installation of a crack reducing interlayer (SAMI), overlay of new bituminous asphalt and full-depth reclamation and pavement reconstruction;
2. Pavement Preservation/Management: including, but not limited to fog sealing, crack sealing, chip sealing, cape sealing, microsurface or similar asphalt surface treatment application, and any other work related to pavement preservation;
3. Related Work: Any work needed to accomplish pavement reconstruction or maintenance items such as street sweeping, tack coat, pavement markings, saw cutting, driveway apron installation, berm/curbing adjustment or installation, police/traffic management detail, etc.;
4. Engineering Design or Pavement Management Related Work: any work relating to the management, survey, design, or layout of pavement projects including, but not limited to right of way takings and pavement management programs/studies;
5. Utility Structure Adjustments and Upgrades: utility adjustments required as a result of pavement projects including, but not limited to manhole, catch basin, water gate, hydrant and other related infrastructure adjustments or upgrades.

SIDEWALK REHABILITATION AND EXTENSION (\$250,000)

In order to implement a cost effective means of addressing deteriorating sidewalks and comply with Title II of the Americans with Disabilities Act to provide curb ramps and fulfill the sidewalk rehabilitation requirements as outline in the Town's Complete Streets Policy, a "sidewalk crew" has been created and is dedicated specifically to the repair, rehabilitation and replacement of sidewalks. Funds in this account will be used for material to repair, replace and construct new ADA compliant sidewalks. Funds are included to remove trees that are impacting sidewalks impairing our ability to repair and/or replace sidewalks.

TRAFFIC LIGHT IMPROVEMENTS (\$40,000)

Funds are included in fiscal years 2023 through 2027 to provide for upgrades of equipment and software for existing traffic lights. As older lenses are burning out, the Department of Public Works implemented a policy to replace them with brighter, energy efficient LED lamps.

VIETNAM VETERANS MEMORIAL BRIDGE (\$200,000)

First of four phases over the next several years to repair the Vietnam Veterans Memorial Bridge. The Towns of West Springfield and Agawam are partnering to make repairs found by the MassDOT inspection program. The total cost is estimated to be \$1,600,000 shared evenly by both communities. The work includes: concrete repairs to abutments piers and steel, girder repairs and weather sealing, drainage replacement, sidewalk repairs, rail repairs, replace waterproof membrane and deck surface.

SPRINGFIELD STREET PAVING (\$650,000)

\$1,100,000 to resurface Springfield Street from the project limits of the Westfield River Bridge Project (near the Agawam Trailer Court) to the Agawam Junior High School. Work includes the milling, SAMI, new pavement, pavement markings, and some asphalt berms replacement. Eversource has agreed to share some of the cost (\$450,000) of this project as they have done extensive electrical and gas work in this corridor.

DEPARTMENT OF PUBLIC WORKS EQUIPMENT (\$608,000)

An annual capital appropriation is included to provide for on-going replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for large, high value, Department of Public Works trucks and other capital equipment. The Department is in need of the following pieces of equipment to maintain safety of both the public and our employees and to maintain the service to the community that the DPW provides. The equipment request for fiscal year 2024 includes the following:

1. Purchase a current year Freightliner 108SD dump truck. This will replace a 2003, 4x4
2. Purchase a current year Toro Groundsmaster Mower. This will replace a 2012 Toro mower.
3. Replace spreader body for #306.
4. Purchase a current year Mini excavator.
5. Purchase a current year Rayco STG stump grinder. Our existing stump grinder is undersized for needs of the department

FIRE BOAT REPAIRS (\$9,250)

The Agawam Fire Department operates a 21 foot aluminum hull rescue boat powered by a V8 motor and driven by impeller. During its 25 years of service, it has undergone three motor replacements. However, the impeller drive system has never been rebuilt. As a result, the impeller now suffers reduced output efficiency negatively impacting the performance of the craft. It has become increasingly difficult to maneuver the craft and get on plane.

TOWN CLERK HIGH SPEED TABULATOR (\$20,827)

As a result of the permanent enactment of in-person early voting and universal mail-in voting a high speed tabulator to process the thousands of ballots would be highly advantageous. This will allow the Clerk's office to better staff the busy Mid-term and Presidential Elections.

HAMPDEN COUNTY LAND ACQUISITION (\$9,500)

Agawam acquired most of the holdings of the Hampden County government that were within the Town's boundaries when the county was dissolved. The Town is required to reimburse the other county communities for their share of these assets. The final payment will be made in fiscal year 2024.

HIGH SCHOOL RENOVATIONS/REPLACEMENT (\$500,000)

Funds are included in fiscal year 2024 to design of a renovation or replacement of Agawam High School. The Town of Agawam is in the Eligibility Period with MSBA. This provides Agawam the opportunity to receive state funding for renovation or replacement of its building. The Town is currently in the process of that Design and study to determine the next course of action, \$500,000 to cover the town's portion of the design and study cost.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 450: WATER FUND CAPITAL IMPROVEMENTS

Account Description	Org Code	Object Code	Fiscal 2024 Recommended	Fiscal 2024 Adopted
WATER DEPT. VEHICLES & EQUIPMENT	60144	58500	\$ 165,000	\$ 165,000

DEPARTMENT 450: CAPITAL IMPROVEMENTS	TOTAL	<u>\$ 165,000</u>	<u>\$ 165,000</u>
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TOWN OF AGAWAM
FISCAL YEAR 2024 BUDGET
CAPITAL IMPROVEMENT BUDGET

WATER DEPARTMENT EQUIPMENT REPLACEMENT (\$165,000)

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large water capital equipment.

FY24 Purchase a current year F350 4x4 to replace truck #361 with 75,545 miles. This truck is used by the water foreman daily and is experiencing engine issues. The replacement truck will be outfitted with a tool storage box, snow plow, and power lift gate. The replacement of this vehicle is vital to operation of the Agawam Water System.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 440: WASTEWATER FUND CAPITAL IMPROVEMENTS

Account Description	Org Code	Object Code	Fiscal 2024 Recommended	Fiscal 2024 Adopted
WASTEWATER VEHICLES & EQUIPMENT	22544	58500	\$ 47,174	\$ 47,174

DEPARTMENT 440: CAPITAL IMPROVEMENTS	TOTAL	\$	<u>47,174</u>	\$	<u>47,174</u>
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TOWN OF AGAWAM
FISCAL YEAR 2024 BUDGET
CAPITAL IMPROVEMENT BUDGET

WASTEWATER DEPARTMENT EQUIPMENT REPLACEMENT (\$47,174)

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large water capital equipment.

TOWN OF AGAWAM - FISCAL YEAR 2024 BUDGET

DEPARTMENT 652: MUNICIPAL GOLF COURSE

Account Description	Org Code	Object Code	Fiscal 2024 Recommended	Fiscal 2024 Adopted
Equipment Maintenance	65264		\$ 15,000	\$ 15,000

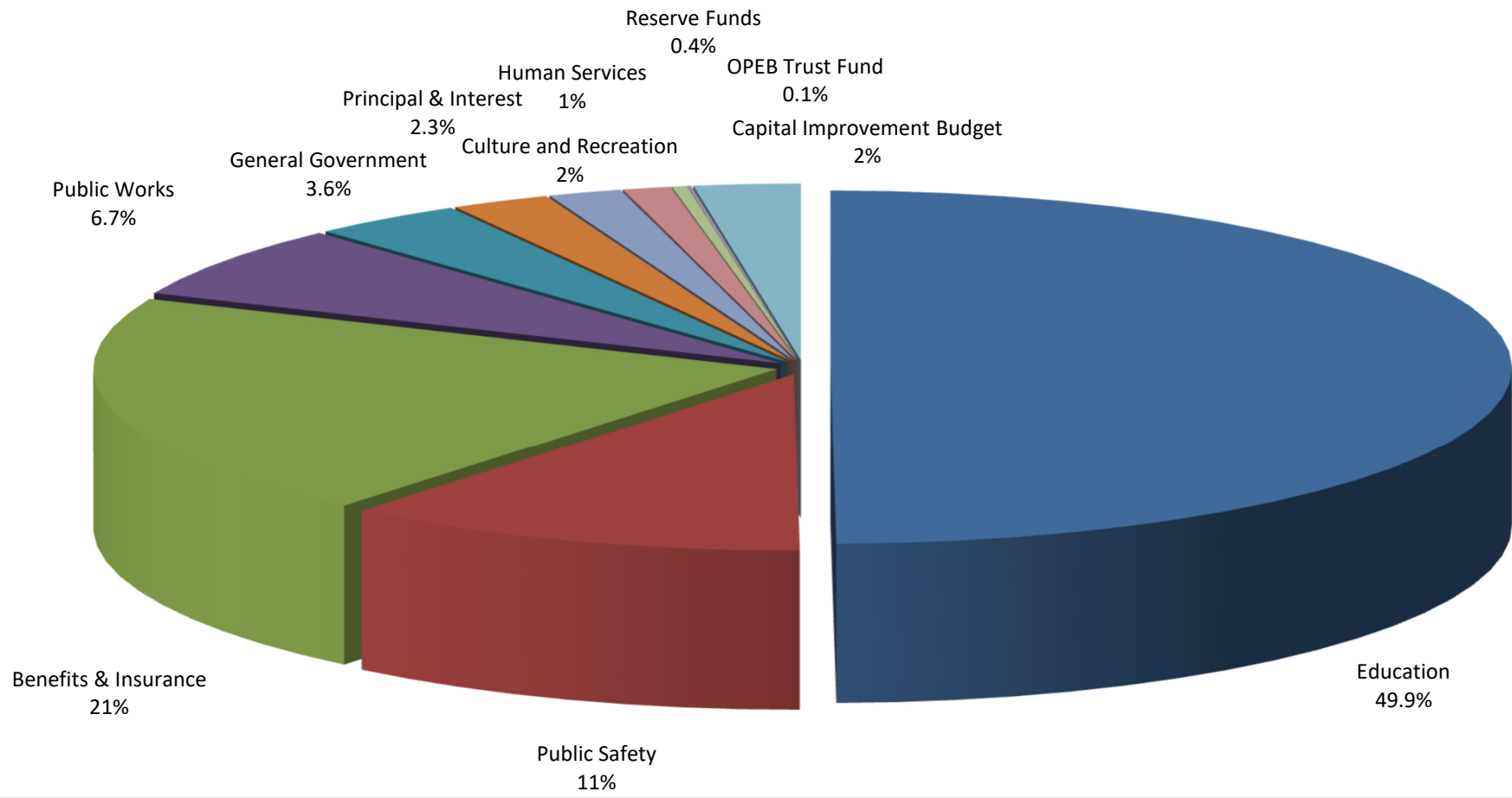
DEPARTMENT 440: CAPITAL IMPROVEMENTS TOTAL \$ 15,000 \$ 15,000

TOWN OF AGAWAM
FISCAL YEAR 2024 BUDGET
CAPITAL IMPROVEMENT BUDGET

GOLF COURSE EQUIPMENT (\$15,000)

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large Municipal Golf Course capital equipment.

Town of Agawam Fiscal Year 2024 Budget



Town of Agawam

Capital Improvement Program

FY 2024— FY 2028



Presented By: Mayor William P. Sapelli

April 13, 2023

Town of Agawam
Capital Improvement Program
Fiscal Year 2024 - Fiscal Year 2028

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Town of Agawam

Office of Mayor

William P. Sapelli, *Mayor*
36 Main Street
Agawam, MA 01001
Ph: 413-786-0400
413-786-4525

Memorandum

To: All City Council, Barbara Bard
From: Mayor William P. Sapelli
Date: April 13, 2023
Subject: Capital Improvement Program (FY 2024-2028)

Pursuant to Section 5-3 of the Agawam Home Rule Charter, I hereby submit the Capital Improvement Program for Fiscal Year 2024 to Fiscal Year 2028 to the Agawam City Council. The Capital Improvement Program is a prioritized plan of proposed capital improvements over the next five fiscal years. The major purpose of the Capital Improvement Program is as follows:

- a) To develop and prioritize needed proposed capital improvement projects;
- b) To research and estimate the revenue necessary to fund proposed capital improvement projects;
- c) To set parameters on the revenue dedicated to fund proposed capital improvement projects; and
- d) To forecast future principal and interest expenditures.

The program presented represents a realistic financially feasible long term program of Capital Projects. I have worked closely with our department heads to provide goals to enhance the projects you see before you. Through this cooperative effort, I am confident this Capital Improvement plan will meet the needs of the town. As revenue estimates become available, any revisions will be in the capital budget portion of the annual budget. Please call with any questions.

Respectfully submitted,

William P. Sapelli, Mayor

Capital Improvement Program
Fiscal Year 2024 - Fiscal Year 2028

INTRODUCTION

For the purposes of this Capital Improvement Program, a capital improvement is a project or undertaking, which provides for (i) the planning, design, construction, reconstruction, renovation or replacement of a public building, facility, or vehicles; (ii) an addition to a public building or facility; (iii) the purchase of land, buildings or facilities for a public purpose; or (iv) a long range development study. While the type of improvement is the basic criteria, a project costing at least \$20,000 that has a life expectancy of ten (10) years or more is generally considered to be a capital improvement.

The Capital Improvement Program is designed to accomplish the following purposes:

1. To utilize town funds for capital improvements which are compatible with the town's mission of effective and efficient provision of quality services to the citizens and businesses of Agawam which in turn enhance the quality of life in our community;
2. To undertake Capital Improvement Projects on a coordinated basis;
3. To inform the community when needed and planned Capital Improvement Projects and corresponding expenditures are to be expected and initiated in the future;
4. To utilize town funds on the basis of community priorities in coordination with the availability of grants and/or other state, federal or private reimbursements; and
5. To undertake Capital Improvement after careful planning and financial analysis to avoid an undue burden on the town's fiscal capacity now and in the future.

After many years of limited capital investment, the town was faced with many desperately needed projects which had to be undertaken in spite of projected limited revenue growth. Fiscal restraint and careful planning are required to assure long-term

stability, and care must be taken in project development and implementation in order that bond sales are timed, so that principal and interest costs occur in the year scheduled.

In developing this Capital Improvement Program the following general assumptions on fiscal capacity were assumed and applied:

1. Growth in total property tax revenues will continue to be limited by the restraints of Proposition 2 1/2 and no debt exclusion overrides are contemplated in this plan;
2. The town has the option to pursue the maximum property tax revenue allowed by Proposition 2 1/2;
3. For the upcoming fiscal year and future years, the Administration is continuing to recommend a greater emphasis be placed on capital improvements; and
4. During the next five years, the town should:
 - a. Appropriate as much funding as possible annually from the general **fund for capital improvements on a pay as you go basis while** maintaining existing service levels;
 - b. Utilize the Stabilization Fund if necessary to assist in meeting the above referenced goal for level principal and interest payments.

The process of capital planning involves setting priorities within the fiscal capability of the town. Each year the entire plan is reviewed in light of changing needs and requirements. There are more needs for improvements by town departments that can be included in a five year time period.

In developing the recommended Capital Improvement Program, the following priorities were addressed:

1. Growth - The town must meet the needs of a growing population and at the same time direct and manage growth through the timing of public utility expansion;
2. Improve or Assist Service Delivery - Projects that will reduce the need for staff increases or make staff operations more efficient have been given priority;

3. Facilities - New and Maintenance of Existing Facilities - When Proposition 2 ½ was implemented communities were forced to delay constructing new facilities and defer maintenance on existing facilities which has led to the current backlog of need for new facilities and the provision of maintenance to existing facilities; and
4. Prior commitments - The Town is bound by commitments made in prior years. The commitments were considered in the proposed budget and program.

The attached Capital Improvement Program was developed around the previously cited constraints and program objectives. It includes a bonding and appropriation plan for each of the five program years, a brief description of each project item, spread sheets and charts showing existing and proposed bond payments and graphical representations of these payments.

Town of Agawam

Capital Improvement Program

Fiscal Year 2024 – Fiscal Year 2028

DEBT MANAGEMENT POLICY

A. Introduction

The use of long-term debt is a common and often necessary way for a community to address major infrastructure and equipment needs. It is also a means of spreading the cost of large capital projects over a larger, changing population base. However, when a local government incurs long-term debt, it establishes a fixed obligation for many years. Accumulation of such fixed burdens can become so great that a local government finds it difficult to pay both its operational costs and debt service charges. Great care and planning must therefore be taken when incurring long-term debt to avoid placing a strain on future revenues. The purpose of this policy is to establish guidelines governing the use of long-term debt and demonstrate our commitment to full and timely repayment of all debt issued.

Massachusetts General Laws, Chapter 44, Sections 7 & 8, as amended by Section 63 of Chapter 218 of the Acts of 2016, regulate the purposes for which municipalities may incur debt, and the maximum maturity for bonds issued for each purpose. MGL Ch. 44, Section 10 specifies that the debt limit for towns is 5% of Equalized Valuation. Based upon Agawam's current valuation, the debt limit would be in the vicinity of \$179 million. The equalized valuation for the Town for 2022 is \$3,580,768,800. There are two "annual" limitations applicable to municipal debt. First, if a municipality borrows \$5 million in a fiscal year, it may be subject to an arbitrage penalty. However, if it is absolutely necessary to borrow that much in a year, the penalty may be avoided by spending the money within a certain time period (10% within 6 months; 45% within 12 months; 75% within 18 months; 100% within 2 years-5% contingency allowed). If a borrowing is over \$10 million (in one calendar year), it is considered not to be "bank qualified" (N.B. These limitations do not apply to loans from a state agency, such as the MWRA and MWPAT). "Non-qualified" issues prohibit some banking and underwriting institutions from bidding on the Town's debt. Since the bidder, if holding the security in portfolio, will not be allowed to deduct the interest expense (IRS Code 1986 Section 265 (b)(3)).

Massachusetts General Law allows communities, subject to voter approval, to exclude certain debt from the limits imposed by Proposition 2 ½. A voter-approved exclusion for the purpose of raising funds for debt service costs is referred to as debt exclusion. The Town considers this to be an important component of its debt management program.

Town of Agawam
Capital Improvement Program
Fiscal Year 2024 – Fiscal Year 2028

B. Capital Improvement Plan

The Town has established and maintains a five (5) year Capital Improvement Plan (CIP), including all proposed projects and major pieces of equipment that may require debt financing. The town's long-term debt strategies will be structured to reflect its capital needs and ability to pay.

C. Bond Rating

The community's bond rating is important because it determines the rate of interest it pays when selling bonds and notes as well as the level of market participation (number of bidders). Other things being equal, the higher the bond rating, the lower the interest rate. Bond analysts (Moody's, Standard & Poor's, Fitch) typically look at four sets of factors in assigning a credit rating:

Debt Factors: debt per capita, debt as a percentage of equalized valuation, rate of debt amortization and the amount of exempt versus non-exempt debt.

Financial Factors: operating surpluses or deficits, free cash as a percent of revenue, state aid reliance, property tax collection rates, unfunded pension and OPEB liability.

Economic Factors: property values, personal income levels, tax base growth, tax and economic base diversity, unemployment rates and population growth.

Management Factors: governmental structure, the existence of a capital improvement plan, the quality of accounting and financial reporting, etc.

The town will continually strive to maintain its bond rating through sound financial management, receivables management, accounting and financial reporting, and increased reserves such as the Stabilization Fund.

Town of Agawam
Capital Improvement Program
Fiscal Year 2024 – Fiscal Year 2028

D. Debt Guidelines

General Fund Debt Service: A limit on debt service costs as a percentage of the town’s total budget is especially important because of Proposition 2 ½ constraints on the town’s budget. At the same time, the community’s regular and well-structured use of long-term debt signifies the municipality’s commitment to maintaining and improving its infrastructure. Municipal credit analysts often use 10% as a maximum benchmark for financial soundness. The Town of Agawam will, by policy, establish a debt service “ceiling” of 10%, meaning that annual debt service payable on bonded debt should not exceed 10% of the annual operating budget (a maximum debt service of \$11.4 million in Fiscal Year 2023). The Town will also, by policy, establish a debt service “floor” of 2% (\$2,287,896) in Fiscal Year 2023) as an expression of support for continued investment in the town’s roads, sewers, public facilities and other capital assets.

Debt Maturity Schedule: As previously stated, Chapter 44 of the General Laws specifies the maximum maturity for bonds issued for various purposes. A town may choose to borrow for a shorter period than allowed by the statutory limit. A reasonable maturity schedule not only reduces interest costs but balances the need to continually address capital improvements. The Town of Agawam will, by policy, establish a goal of issuing debt for shorter periods than the maximum allowable when the statutory limit exceeds 10 years. Exceptions may be made when grants, reimbursements or other situations warrant.

E. Debt Strategies

Alternative Financing Strategies: The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing; such as grants, and low-or zero- interest loans from state agencies such as the Massachusetts Water Pollution Abatement Trust (MWPAT), School Building Assistance (SBA) or the Massachusetts Water Resources Authority (MWRA).

Debt Issuance: The Town will work closely with the Town's Fiscal Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. This includes preparation of the all-important disclosure document (official statement), as well as preparation of the required documents to be signed by the Mayor and the Treasurer, and signed and notarized by the Town Clerk.

Town of Agawam
Capital Improvement Program
Fiscal Year 2024 – Fiscal Year 2028

PROJECT DESCRIPTIONS

I. MUNICIPAL BUILDINGS

DPW FACILITY

In fiscal year 2026, an appropriation is requested for the replacement of the boilers at the DPW Facility with high efficiency low mass boilers. The existing boilers are 40 years old and require frequent maintenance and repairs.

TOWN BUILDING AUTOMATION UPGRADES FY28

An upgrade the town buildings Energy Management Systems located at the DPW, Fire Headquarters, Senior Center, and Police Headquarters. Town buildings operate on different software and service that is provided from a separate vendor than school facilities. We have been informed by our vendor that the current software will no longer be supported; all facilities will continue to run and have the ability to be monitored, although this is not an immediate issue now, moving forward we will need to upgrade the systems to avoid multiple software breakdowns at various locations leaving us with limited ability to run HVAC equipment. Cost estimate provided by SNE Building Systems.

FIRE DEPARTMENT FY26-27

Funds are included in fiscal year 2027 Fire Station Replacement Roof
Funds are included in fiscal year 2027 Fire Headquarters Expansion/Updating of the building

II. PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS EQUIPMENT

An annual capital appropriation is included to provide for on-going replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for large, high value, Department of Public Works trucks and other capital equipment.

Town of Agawam

Capital Improvement Program

Fiscal Year 2024 – Fiscal Year 2028

The Department is in need of the following pieces of equipment to maintain safety of both the public and our employees and to maintain the service to the community that the DPW provides. The equipment request for fiscal year 2024 includes the following:

1. Purchase a current year Freightliner 108SD dump truck. This will replace a 2003, 4x4
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3. Replace spreader body for #306.
4. Purchase a current year Mini excavator.
5. Purchase a current year Rayco STG stump grinder. Our existing stump grinder is undersized for needs of the department

STREET AND INFRASTRUCTURE IMPROVEMENT PROGRAM

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Town of Agawam
Capital Improvement Program
Fiscal Year 2024 – Fiscal Year 2028

SIDEWALK REHABILITATION AND EXTENSION

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Town of Agawam
Capital Improvement Program
Fiscal Year 2024 – Fiscal Year 2028

REED STREET OUTFALL AND WESTFIELD RIVER SEWER MAIN RELOCATION PROJECT

\$1,500,000 to replace both the failed stormwater drainage outfall on Main Street (across from Reed St.) as well as to relocate the sewer main on the Westfield River embankment. A majority of the work at the outfall is to stabilize the bank with natural vegetative material. The Westfield River Sewer Main work includes the installation of a new sewer main away from the current one on the failing embankment. 75% of the project costs are covered by a Federal grant secured by Congressmen Neal. This request of \$375,000 is to cover the 25% match by the town.

INTERSECTION IMPROVEMENT (SUFFIELD AND SILVER STREETS) FY2026

Traffic improvement at Suffield Street and Silver St. intersection. Work includes: New traffic signals, pedestrian signals, emergency preemption, camera detection, updated signal timing, ADA improvements to curbs and concrete sidewalks, revised cross walks, installation of bike lanes, and a mill and overlay.

INTERSECTION IMPROVEMENT (SUFFIELD, COOPER, AND ROWLEY STREETS) FY2027

Traffic improvement at Suffield, Cooper and Rowley Streets intersection. DPW was awarded a \$100,000 grant for the redesign of this intersection as part of the Massachusetts Casino Community Mitigation Fund. The DPW plans to pursue a construction grant from the same fund. If awarded, the grant will cover one third (with a maximum of \$1.5 million) of the construction costs. Work includes realignment of Suffield, Cooper and Rowley Streets, new traffic signals/timing (or roundabout option), ADA upgrades for pedestrians, installation of bike lanes and a mill and overlay.

III. DEPARTMENTAL VEHICLES AND EQUIPMENT

FIRE DEPARTMENT MOTOR VEHICLES

\$2 Million from capital stabilization to purchase a new ladder truck (delivery FY 2025)
Delivery of a replacement apparatus will likely take place two years or more after an order is placed due to ongoing supply chain and apparatus construction delays.

Town of Agawam
Capital Improvement Program
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Replacements of Staff Vehicles that are requested are scheduled for:

1. Fire Inspector Vehicle, 2014 Ford F150 in FY 2025
2. Repair Vehicle, 2015 Ford 350 in FY 2026

FIRE DEPARTMENT EQUIPMENT

\$9,250 is appropriated for FY 2024 to facilitate necessary repairs and improvements to the Agawam Fire Department Rescue Boat. The Agawam Fire Department operates a 21 foot aluminum hull rescue boat powered by a V8 motor and driven by impeller. During its 25 years of service, it has undergone three motor replacements. However, the impeller drive system has never been rebuilt. As a result, the impeller now suffers reduced output efficiency negatively impacting the performance of the craft. It has become increasingly difficult to maneuver the craft and get on plane.

In FY 2025 \$155,000 will be need to upgrade the dispatching equipment for fire and medical calls. This upgrade will allow the dispatcher to remain on the line with the caller to obtain additional information about the emergency, provide pre-arrival instructions, perform Emergency Medical Dispatch as necessary, or manage other incidents that may be ongoing. The Town will look to obtain grant funding in order to facilitate this upgrade.

BUILDING MAINTENANCE DEPARTMENT EQUIPMENT

Funds are requested in fiscal year 2024 to replace a two (2) B-1500 20 inch Burnisher and Fang 20T Auto Scrubber. This equipment is used to maintain the floors in all town buildings, for cleanliness and useful life,

POLICE VEHICLES

Every year the Police replacement vehicles are appropriated as part of the of the Police Department operational budget. In fiscal year 2024 the department will replace two (2) primary patrol units, as well as one of the unmarked units.

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TOWN CLERK

As a result of the permanent enactment of in-person early voting and universal mail-in voting a high speed tabulator to process the thousands of ballots would be highly advantageous. The Town’s current vendor has given an estimate of the cost and the amount is \$28,500. This will allow the Clerk’s office to better staff the busy Mid-term and Presidential Elections.

IV. SCHOOL DEPARTMENT

HIGH SCHOOL RENOVATIONS/REPLACEMENT

Funds are included in fiscal year 2024 to continue with the design of a renovation or replacement of Agawam High School. The Town of Agawam is in the Eligibility Period with MSBA. This provides Agawam the opportunity to receive state funding for renovation or replacement of its building. The Town is currently in the process of that design and study to determine the next course of action, \$250,000 to cover the town’s portion of the design and study cost.

PHELPS ELEMENTARY SCHOOL ROOF

Funds are included in fiscal year 2024 Phelps Elementary School Roof, asphalt shingle/rubber membrane roof replacement, gutter replacement, sheathing upgrades, window upgrades and building waterproofing. Roofing maintenance has become a constant, trying to keep the facility weatherproof; both roofing materials were installed in 1997 and are at their end of life. The gutter system is failing and needs to be upgraded to a larger diameter to remove rainwater, this has become an issue with recent storms that have impacted the town, water has nowhere to go and is pooling on the foundation and being absorbed into the masonry. Building waterproofing has never been applied; this will address water, moisture and indoor air quality problems in the facility. Sheathing and window upgrades are needed at the staff entrance.

GRANGER ELEMENTARY SCHOOL ROOF

Funds are included in fiscal year for 2025 Granger Elementary School Roof; asphalt, rubber membrane and slate roof replacement, building water proofing, drainage upgrades, and dormer restoration. The newest roofing materials were installed in 1997 and have reached their end of life. Building water proofing needs to be applied to repel water and moisture from entering the building, grading and drainage upgrades are needed to pull

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water away from the foundation. Small upgrades to the entrance dormers are requested to address moisture issues.

ROBINSON ELEMENTARY SCHOOL ROOF

Funds are included in fiscal year for 2027 Robinson Elementary School asphalt shingle/rubber membrane roof replacement, and building waterproofing. The current roof system is approaching 25 years of life. Maintenance is becoming more frequent as the membrane becomes more brittle which is driving up the funding for maintaining a weather tight exterior. Treating the masonry will greatly diminish water and moisture issues from arising in the building.

V. MISCELLANEOUS

HAMPDEN COUNTY LAND ACQUISITION

Agawam acquired most of the holdings of the Hampden County government that were within the Town’s boundaries when the county was dissolved. The Town is required to reimburse the other county communities for their share of these assets. The final payment will be made in fiscal year 2024.

VI. AGAWAM MUNICIPAL GOLF COURSE

GOLF COURSE EQUIPMENT

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large Municipal Golf Course capital equipment.

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VIII. PUBLIC WORKS - WASTEWATER

WASTEWATER DEPARTMENT EQUIPMENT REPLACEMENT

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large water capital equipment.

COLLECTION SYSTEM INFILTRATION/INFLOW SEWER SYSTEM EVALUATION SURVEY (I/I SSES)- PHASE A

This evaluation is mandated by MassDEP to follow up on the Infiltration/Inflow (I/I) Study conducted in 2017 that identified areas of the sewer system that have levels of I/I that exceed MassDEP standards. The I/I SSES phase A will examine in depth these sewer areas to identify where I/I is entering the system and to develop remediation to reduce I/I to meet or exceed the MassDEP standards. Phase A will include smoke testing, dye/flood testing, manhole and pipeline inspections. Phase B, if needed, is estimated to cost \$325,000 and would involve home inspections and more in depth investigations to determine I/I sources.

SCHOOL STREET ODOR CONTROL & STATION IMPROVEMENTS

Construction of an odor control facility at the School Street Pump Station to treat problematic hydrogen sulfide odors emanating from the station. Work will also include replacement pump motors, generator, land taking, fencing and masonry repairs with this project.

MAIN STREET AREA SEWER REHABILITATION

Rehabilitation of existing 100 year old sanitary sewer main. Project limits are from approximately Cooper Street to Leonard Street. Work includes pipe replacement, lining and grouting in various sections of the project. Working with various contractors to investigate pipe condition via CCTV and ground penetrative radar. The Town of Agawam was awarded an earmark for \$1,200,000 to supplement the work in this area.

SANITARY SEWER LINING – BELVIDERE & BROOKLINE – DESIGN FY25

Design of the sewer main lining for Brookline and Belvidere Streets. This neighborhood has a history of sewer blockages and the Town has applied for State Revolving Fund (SRF) Loan for the estimated project construction costs but these funds cannot be used for design. This project is in addition to the water main replacement and drainage replacement proposed under separate SRF application. The lining of approximately 2,400 feet of root impacted sanitary sewer line will provide resiliency to the sanitary sewer system, reduce the potential for sewer backups and

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improve the overall condition of the sanitary sewer system, and reduce the treatment of non-wastewater due to reduced inflow and infiltration into the system.

FY2025 & FY2026 INFILTRATION/INFLOW SEWER SYSTEM ABATEMENT

Upon completion of the SSES the Town will have identified areas that need repairs or replacement. This is an estimate for the needed work and the work is anticipated to be done during FY25 and FY26. This is to follow up on the Infiltration/Inflow (I/I) Study conducted in 2017 to study areas of the sewer system that have levels of I/I that exceed MassDEP standards.

FY 2025 SEWER COMBINATION VACUUM AND JETTER & SANITARY SOLIDS RECOVERY STATION

Purchase of a new Sewer Vacuum & Jetter Truck to permit vacuuming of debris and the construction of a sanitary solids recovery station for handling the vacuumed material from the sewer lines. This will permit removal of solids such as rag, grease, & sediment during routine system maintenance. This will reduce blockages, backups, & overflows while also minimizing the possibility of corrosive gas formation that damages the sewer infrastructure.

IX. PUBLIC WORKS - WATER

WATER DEPARTMENT EQUIPMENT REPLACEMENT

An annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large water capital equipment.

FY24 Purchase a current year F350 4x4 to replace truck #361 with 75,545 miles. This truck is used by the water foreman daily and is experiencing engine issues. The replacement truck will be outfitted with a tool storage box, snow plow, and power lift gate. The replacement of this vehicle is vital to operation of the Agawam Water System.

WATER MAIN REPLACEMENT – MAIN STREET – DESIGN

The water main replacement for Main Street was identified by Tighe & Bond using a hydraulic model of the Town’s water distribution system. The replacement of approximately 5,000 feet of water main

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(From Reed St. to Meadow St.) will provide improved fire flows in the area, increased resiliency by improving the hydraulic connection of the overall system, and improve the system’s overall age.

WATER MAIN REPLACEMENT – SOUTH STREET – DESIGN

The water main replacement for South Street was identified by Tighe & Bond using a hydraulic model of the Town’s water distribution system. The replacement of approximately 5,420 feet of water main will provide improved fire flows in the area, increased resiliency by improving the hydraulic connection of the water mains on Main and Suffield Streets, and improve the system’s overall age.

GENERATOR REPLACEMENT-LISWELL BOOSTER STATION

Replacement of standby generator at the Liswell Booster station. Current generator is beyond its useful life. Replacement will ensure proper operation and reliable service of the station for the pressure improvement area.

WATER MAIN REPLACEMENT – BELVIDERE & BROOKLINE – DESIGN FY 2025

Design of the water main replacement for Brookline and Belvidere Streets. This neighborhood has a history of water main breaks and the Town has applied for State Revolving Fund (SRF) Loan for the estimated project construction costs but these funds cannot be used for design. This project is in addition to the sewer lining and drainage replacement proposed under a separate SRF application. The replacement of approximately 2,400 feet of undersized water main will provide improved fire flows in the area, add resiliency to the water system, and improve the overall age of the water system.

WATER MAIN REPLACEMENT – RIVER ROAD – DESIGN FY 2025

The water main replacement for River Road was identified by Tighe & Bond using a hydraulic model of the Town’s water distribution system. The replacement of approximately 15,000 feet of water main (From Main St to the Route 57 rotary) will provide improved fire flows in the area, increased resiliency by improving the hydraulic connection of the overall system, and improve the system’s overall age.

WATER MAIN REPLACEMENT – SOUTH STREET – CONSTRUCTION FY 2025

The water main replacement for South Street was identified by Tighe & Bond using a hydraulic model of the Town’s water distribution system. The replacement of approximately 5,420 feet of water main will provide improved fire flows in the area, increased resiliency by improving the hydraulic connection of the water mains on Main and Suffield Streets, and improve the system’s overall age.

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CAPITAL IMPROVEMENT APPROPRIATIONS

FISCAL YEAR 2024 APPROPRIATIONS

GENERAL FUND APPROPRIATIONS

<u>Account Description</u>	<u>ORG</u>	<u>Object</u>	<u>Amount</u>
Department of Public Works Equipment	16610	52450	\$608,000
Fire Boat Repairs	16610	58900	9,250
Town Clerk-high speed tabulator	16610	58943	20,827
Police Vehicle	12104	58500	191,000
Hampden County Land Acquisition	16610	58913	9,500
Springfield Street Paving	16610	52471	650,000
Sidewalk Rehabilitation and Extension	16610	58914	250,000
Street/Infrastructure Improvement Program	16610	52460	500,000
Traffic Light Improvements	16610	58415	40,000
Veterans Memorial Bridge	16610	59999	200,000
High School MSBA Design & Study (Town Match)	16610	58959	500,000
			<u>\$2,978,577</u>

WASTEWATER FUND APPROPRIATIONS

<u>Account Description</u>	<u>ORG</u>	<u>Object</u>	<u>Amount</u>
Wastewater Equipment Replacement	22544	58500	\$47,174
			<u>\$47,174</u>

WATER FUND APPROPRIATIONS

<u>Account Description</u>	<u>ORG</u>	<u>Object</u>	<u>Amount</u>
Water Vehicle Replacement	60144	58500	\$125,474
			<u>\$125,474</u>

AGAWAM MUNICIPAL GOLF COURSE APPROPRIATIONS

<u>Account Description</u>	<u>ORG</u>	<u>Object</u>	<u>Amount</u>
Municipal Golf Course Equipment Replacement	65264	58500	\$15,000
			<u>\$15,000</u>

Town of Agawam
Capital Improvement Program
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FISCAL YEAR 2025 APPROPRIATIONS

GENERAL FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Department of Public Works Equipment	16610	52450	\$ 682,600
Street/Infrastructure Improvement Program	16610	52460	500,000
Sidewalk Rehabilitation and Extension	16610	58914	250,000
Traffic Light Improvements	16610	58415	40,000
Police Vehicle	12104	58500	130,000
Replace Aerial Truck (transfer from Cap Stab)	16610	59999	2,100,000
Ambulance Replacement (Ambulance fund)	22800	58500	385,000
Fire Department Staff Vehicles	16610	58512	157,000
DPW Boiler Replacement	16610	58931	160,000
Phelps School Roof	16610	59999	660,000
Veterans Memorial Bridge	16610	59999	200,000
			\$ 5,264,600

WASTEWATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Wastewater Equipment Replacement	22544	58500	\$ 47,174
			\$ 47,174

WATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Water Equipment Replacement	60144	58500	\$ 47,174
			\$ 47,174

AGAWAM MUNICIPAL GOLF COURSE APPROPRIATIONS

Account Description	ORG	Object	Amount
Municipal Golf Course Equipment Replacement	65264	58500	\$ 15,000
			\$ 15,000

Town of Agawam
Capital Improvement Program
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FISCAL YEAR 2026 APPROPRIATIONS

GENERAL FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Department of Public Works Equipment	16610	52450	\$ 550,000
Street/Infrastructure Improvement Program	16610	52460	500,000
Sidewalk Rehabilitation and Extension	16610	58914	250,000
Police Vehicle	12104	58500	130,000
Fire Department Replace Exhaust Capture Systems	16610	58522	160,000
Robinson Roof	16610	59999	678,000
Fire Department Staff Vehicles	16610	58512	157,000
Granger Roof	16610	59999	810,000
Veterans Memorial Bridge	16610	59999	200,000
Traffic Light Improvements	16610	58415	40,000
			<u>\$ 3,475,000</u>

WASTEWATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Wastewater Equipment Replacement	22544	58500	\$ 47,174
			<u>\$ 47,174</u>

WATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Water Equipment Replacement	60144	58500	\$ 47,174
			<u>\$ 47,174</u>

AGAWAM MUNICIPAL GOLF COURSE APPROPRIATIONS

Account Description	ORG	Object	Amount
Municipal Golf Course Equipment Replacement	65264	58500	\$ 15,000
			<u>\$ 15,000</u>

Town of Agawam
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FISCAL YEAR 2027 APPROPRIATIONS

GENERAL FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Department of Public Works Equipment	16610	52450	\$ 550,000
Street/Infrastructure Improvement Program	16610	52460	500,000
Sidewalk Rehabilitation and Extension	16610	58914	250,000
Traffic Light Improvements	16610	58415	40,000
Police Vehicle	12104	58500	130,000
Ambulance Purchase (Ambulance Fund)	22800	58500	345,000
Fire Dept Equipment	16610	58512	135,000
Fire HQ Facility Expansion/Upgrade	16610	59999	1,750,000
Fire Dept HQ Roof	16610	58522	175,000
			<u>\$ 3,875,000</u>

WASTEWATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Wastewater Equipment Replacement	22544	58500	\$ 47,174
			<u>\$ 47,174</u>

WATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Water Equipment Replacement	60144	58500	\$ 47,174
			<u>\$ 47,174</u>

AGAWAM MUNICIPAL GOLF COURSE APPROPRIATIONS

Account Description	ORG	Object	Amount
Municipal Golf Course Equipment Replacement	65264	58500	\$ 15,000
			<u>\$ 15,000</u>

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FISCAL YEAR 2028 APPROPRIATIONS

GENERAL FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Department of Public Works Equipment	16610	52450	\$ 550,000
Street/Infrastructure Improvement Program	16610	52460	500,000
Sidewalk Rehabilitation and Extension	16610	58914	250,000
Police Vehicle	12104	58500	130,000
Traffic Light Improvements	16610	58415	40,000
Replace SCBA filling station	16610	59999	65,000
Ambulance Replacement	22800	58500	400,000
Fire Engine 3 and 4 replacement (xfer from cap stab)	16610	59999	1,800,000
Town Buildings SNE Energy Management Systems	16610	58521	41,300
			<u>\$ 3,776,300</u>

WASTEWATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Wastewater Equipment Replacement	22544	58500	\$ 47,174
			<u>\$ 47,174</u>

WATER FUND APPROPRIATIONS

Account Description	ORG	Object	Amount
Water Equipment Replacement	60144	58500	\$ 47,174
			<u>\$ 47,174</u>

AGAWAM MUNICIPAL GOLF COURSE APPROPRIATIONS

Account Description	ORG	Object	Amount
Municipal Golf Course Equipment Replacement	65264	58500	\$ 15,000
			<u>\$ 15,000</u>

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CAPITAL IMPROVEMENT BONDING

FISCAL YEAR 2024

GENERAL FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Library Roof	1,500,000	360,000

WASTEWATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Main Street Sewer Rehabilitation	3,000,000	307,500
Collection System Inflow & Infiltration Abatement Phase A	573,500	130,358
School Street Odor Control	2,200,000	225,500

WATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Generator Replacement-Liswell Booster Station	125,000	38,640
Water Main Design –Main Street	232,000	52,780
Water Main Design -South Street	252,500	57,444

Town of Agawam
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CAPITAL IMPROVEMENT BONDING

FISCAL YEAR 2025

GENERAL FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Police Station	11,679,000	1,197,098

WASTEWATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Sewer System I&I Phase A	2,750,000	281,875
Sanitary Solids Recovery Station	1,000,000	150,000

WATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Water Main Design – Belvidere & Brookline	168,000	38,220
Water Main Design – River Road	400,000	91,000
Water Main Construction -South Street	2,520,500	258,352

Town of Agawam
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CAPITAL IMPROVEMENT BONDING

FISCAL YEAR 2026

GENERAL FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Tuckahoe Dam & Recreation	3,200,800	336,252

WASTEWATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Redundant Westfield River Force Main Construction	175,000	39,813
Collection System I & I Abatement Phase B	4,500,000	461,250

WATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Water Main Design - Silver & Elm Streets	250,000	56,875
Water Main Construction - Main Street	3,250,000	333,125

Town of Agawam
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CAPITAL IMPROVEMENT BONDING

FISCAL YEAR 2027

GENERAL FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Agawam High School Project (Town Share)	75,000,000	4,225,000

WASTEWATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Westfield Force Main Silver and Elm Construction	3,500,000	358,750

WATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Water Main Construction - River Road	750,000	112,500
Water Main Construction - Silver & Elm Streets	1,500,000	153,750

Town of Agawam
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CAPITAL IMPROVEMENT BONDING

FISCAL YEAR 2028

GENERAL FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
No projected General Fund Bonds		

WASTEWATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Pump Station Generator Replacement	1,437,500	215,625

WATER FUND PROJECTS

Project Description	Amount	Projected 1st Year Debt Service
Water Main River Road	3,005,125	308,026

General Fund Bond Payment Schedule

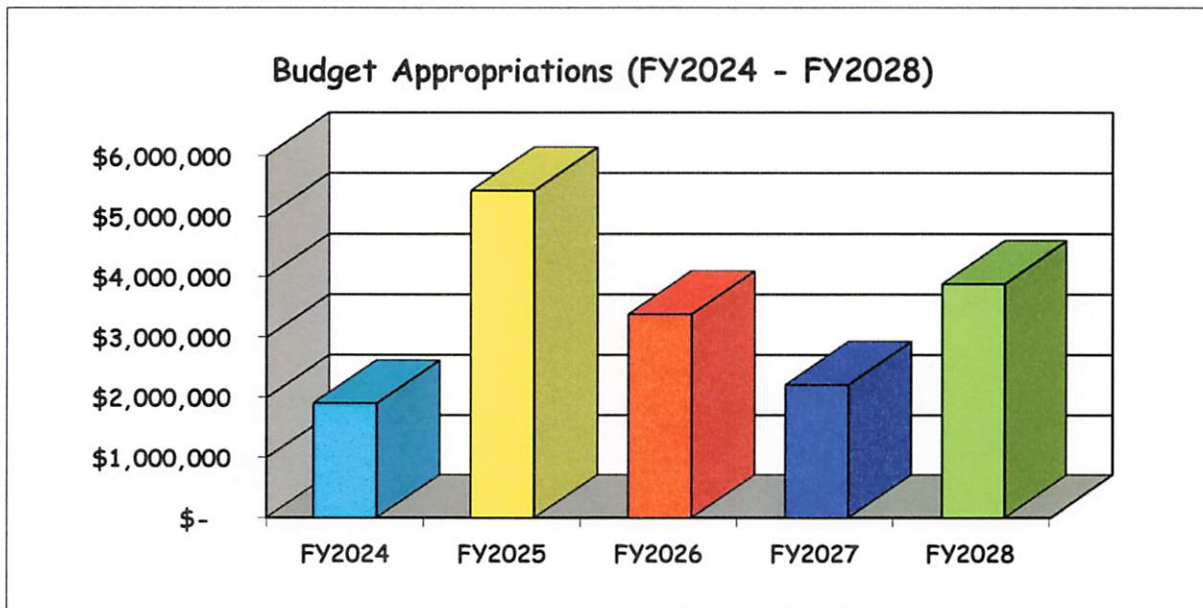
<u>Project</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Existing Bonds- General Fund:					
DPW Facility Alterations	65,856	63,504	61,152	-	-
CW-03-15 Pool 10 Phase II Stormwater	15,141	14,528	-	-	-
Senior Center Construction	406,875	392,255	377,295	357,361	342,454
CW-03-15A Phase II Stormwater	6,538	6,538	-	-	-
Building Maintenance Extension	6,100	5,975	5,850	5,725	5,600
Modular Classrooms	89,600	86,400	83,200	-	-
Middle School Roof	24,640	23,760	22,880	-	-
Middle & Junior High School Repairs	6,720	6,480	6,240	-	-
Junior High Green Repair Project	81,680	-	-	-	-
Atheletic Facilities	600,770	590,670	580,570	570,470	560,370
Roberta M. Doering School Boiler Repair	43,050	41,300	39,550	37,800	36,400
DPW Façade Repair	21,780	18,880	18,080	17,280	16,640
Roberta M. Doering School Wastewater &	140,000	134,750	129,500	124,250	114,000
JH Boiler Replacement	39,750	38,250	36,750	35,250	33,750
LED Streetlights	160,600	154,600	148,600	142,600	136,600
Subtotal	1,709,099	1,577,890	1,509,667	1,290,736	1,245,814
Authorized/Scheduled Bonds:					
Agawam High School Study and Design	250,000	500,000			
Agawam Public Library Roof & Siding Repa	360,000	348,000	336,000	324,000	312,000
Subtotal	610,000	848,000	336,000	324,000	312,000
New Projects:					
Agawam High School - Construction (Town	-	-	-	4,225,000	6,619,500
Tuckahoe Dam & Recreation	-	-	336,251	327,640	319,029
Police Station	-	1,197,098	1,166,440	1,135,783	1,105,125
Subtotal	-	1,197,098	1,502,691	5,688,423	8,043,654
Potential Aid and Grants					
Title V Community Septic Management (M)	-	-	-	-	-
Phase II Stormwater Management (MWPA	1,351	981	-	-	-
MSBA	250,000	500,000			
Ambulance Fund Contribution					
Subtotal	251,351	500,981	-	-	-
Net Debt Service-General Fund	2,067,748	3,122,007	3,348,358	7,303,159	9,601,468

Self Sustaining Funds Bond Payment Schedule

Projects	2024	2025	2026	2027	2028
Existing Bonds-Wastewater Fund:					
DPW Facility Alterations	49,392	47,628	45,864	-	-
Westfield River Force Main BW08-09	40,625	40,626	40,626	40,625	40,625
Feeding Hills Southwest Sewer Expansion	176,900	173,275	169,650	166,025	162,400
Engineering Services' - Collection System Inflow & Infiltratio	-	-	-	-	-
Removal & Replacement of Storage Tanks	36,500	35,000	33,500	27,000	26,000
DPW Façade Repair	16,335	14,160	13,560	12,960	12,480
Subtotal	319,752	310,689	303,200	246,610	241,505
New Project's:					
Collection System Inflow & Infiltration Abatement Phase A	130,358	127,206	124,055	120,903	117,752
Main Street Sewer Rehabilitation	307,500	299,625	291,750	283,875	276,000
School Street Odor Control	225,500	219,725	213,950	208,175	202,400
Sanitary Sewer Lining Design - Brookline & Belvidere	-	39,813	38,850	37,888	36,925
Collection System I & I Abatement Phase A	-	281,875	274,656	267,438	260,219
Sanitary Solids Recovery Station	-	112,500	108,750	105,000	101,250
Collection System I & I Abatement Phase B	-	-	461,250	449,438	437,625
Redundant Westfield River Force Main Construction	-	-	39,813	38,850	37,888
Collection System I & I Abatement Phase B	-	-	360,000	353,250	346,500
Westfield Force Main Construction	-	-	-	358,750	349,563
Pump Station Generator Replacement	-	-	-	215,625	208,438
Subtotal	663,358	1,080,744	1,913,074	2,439,192	2,374,560
Net Debt Service-Wastewater Fund					
	983,110	1,391,433	2,216,274	2,685,802	2,616,065
Existing Bonds-Water Fund:					
DPW Facility Alterations	49,392	47,628	45,864	-	-
North Westfield Street Water Main	396,900	390,600	383,700	374,700	365,700
DPW Façade Repair	16,335	14,160	13,560	12,960	12,480
Engineering Services' - Springfield & Suffield St. Water Main	15,750	-	-	-	-
Feeding Hills Center Water Main Improvements	11,000	10,500	-	-	-
Subtotal	489,377	462,888	443,124	387,660	378,180
New Project's-Water Fund:					
Generator Replacement-Liswell Booster Station	28,438	27,750	27,063	26,375	25,688
Water Main Design - South Street	57,444	56,055	54,666	53,278	51,889
Water Main Design - Main Street	52,780	51,504	50,228	48,952	47,676
Water Main Design - Belvidere & Brookline	-	39,813	38,850	37,888	36,925
Water Main Construction- South St	-	-	258,351	251,735	245,119
Water Main Design - River Road	-	-	91,000	88,800	86,600
Water Main Construction- Main Street	-	-	-	333,125	324,594
Water Main Design - Silver & Elm Street	-	-	-	56,875	55,500
Water Main Construction - Silver & Elm Street	-	-	-	153,750	149,813
Water Main Design - River Road	-	-	-	112,500	108,750
Water Main- River Road (Design and Construction)	-	-	-	-	308,025
Subtotal	138,662	175,122	520,158	1,163,278	1,440,579
Net Debt Service-Water Fund					
	628,039	638,010	963,282	1,550,938	1,818,759

Budget Appropriations (FY2024 - FY2028)

Category	FY2024	FY2025	FY2026	FY2027	FY2028
General Fund	\$1,722,750	\$5,314,600	\$ 3,275,000	\$ 2,110,000	\$ 3,776,300
Sewer Fund	\$ 47,174	\$ 47,174	\$ 47,174	\$ 47,174	\$ 47,174
Water Fund	\$ 125,474	\$ 47,174	\$ 47,174	\$ 47,174	\$ 47,174
Municipal Golf C	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
TOTAL	\$1,910,398	\$5,423,948	\$ 3,384,348	\$ 2,219,348	\$ 3,885,648

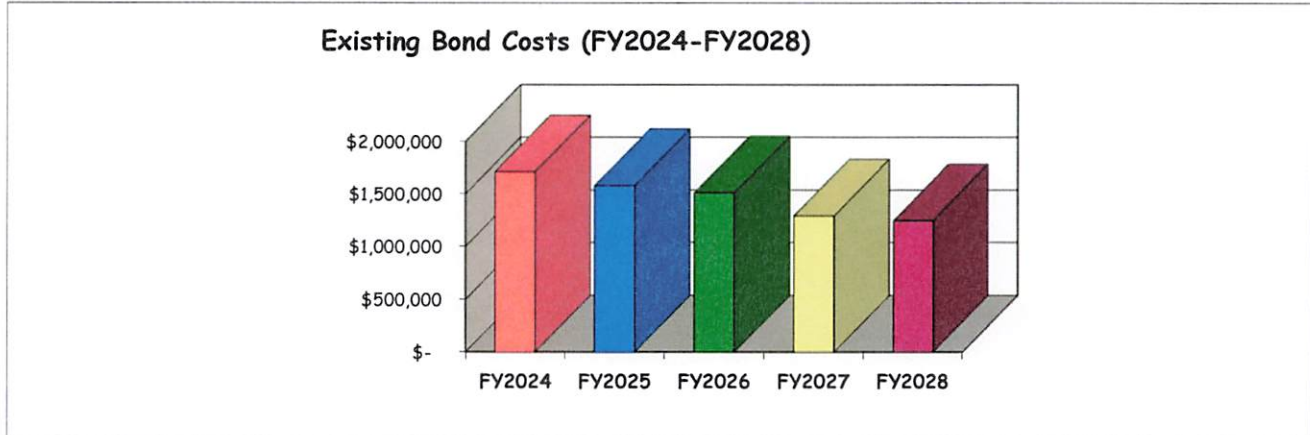


General Fund
Existing Bond Costs (FY2024 - FY2028)

PROJECT	FY2024	FY2025	FY2026	FY2027	FY2028
DPW Facility Alterations	\$ 65,856	\$ 63,504	\$ 61,152	\$ -	\$ -
CW-03-15 Pool 10 Phase II Stormwater	\$ 15,141	\$ 14,528	\$ -	\$ -	\$ -
Senior Center Construction	\$ 406,875	\$ 392,255	\$ 377,295	\$ 357,361	\$ 342,454
CW-03-15A Phase II Stormwater	\$ 6,538	\$ 6,538	\$ -	\$ -	\$ -
Building Maintenance Extension	\$ 6,100	\$ 5,975	\$ 5,850	\$ 5,725	\$ 5,600
Modular Classrooms	\$ 89,600	\$ 86,400	\$ 83,200	\$ -	\$ -
Middle School Roof	\$ 24,640	\$ 23,760	\$ 22,880	\$ -	\$ -
Middle & Junior High School Repairs	\$ 6,720	\$ 6,480	\$ 6,240	\$ -	\$ -
Junior High Green Repair Project	\$ 81,680	\$ -	\$ -	\$ -	\$ -
Atheletic Facilities	\$ 600,770	\$ 590,670	\$ 580,570	\$ 570,470	\$ 560,370
Roberta M. Doering School Boiler Repair	\$ 43,050	\$ 41,300	\$ 39,550	\$ 37,800	\$ 36,400
DPW Façade Repair	\$ 21,780	\$ 18,880	\$ 18,080	\$ 17,280	\$ 16,640
Roberta M. Doering School Wastewater & Storm	\$ 140,000	\$ 134,750	\$ 129,500	\$ 124,250	\$ 114,000
JH Boiler Replacement	\$ 39,750	\$ 38,250	\$ 36,750	\$ 35,250	\$ 33,750
LED Streetlights	\$ 160,600	\$ 154,600	\$ 148,600	\$ 142,600	\$ 136,600
Subtotal - Existing Bond Costs	\$ 1,709,099	\$ 1,577,890	\$ 1,509,667	\$ 1,290,736	\$ 1,245,814
Agawam High School Study and Design	250,000	500,000			
Agawam Public Library Roof & Siding Repairs	360,000	348,000	336,000	324,000	312,000
New Projects:					
Agawam High School - Construction (Town Match)	\$ -	\$ -	\$ -	\$ 4,225,000.00	\$ 6,619,500.00
Police Station	\$ -	\$ 1,197,098.00	\$ 1,166,440.00	\$ 1,135,783.00	\$ 1,105,125.00

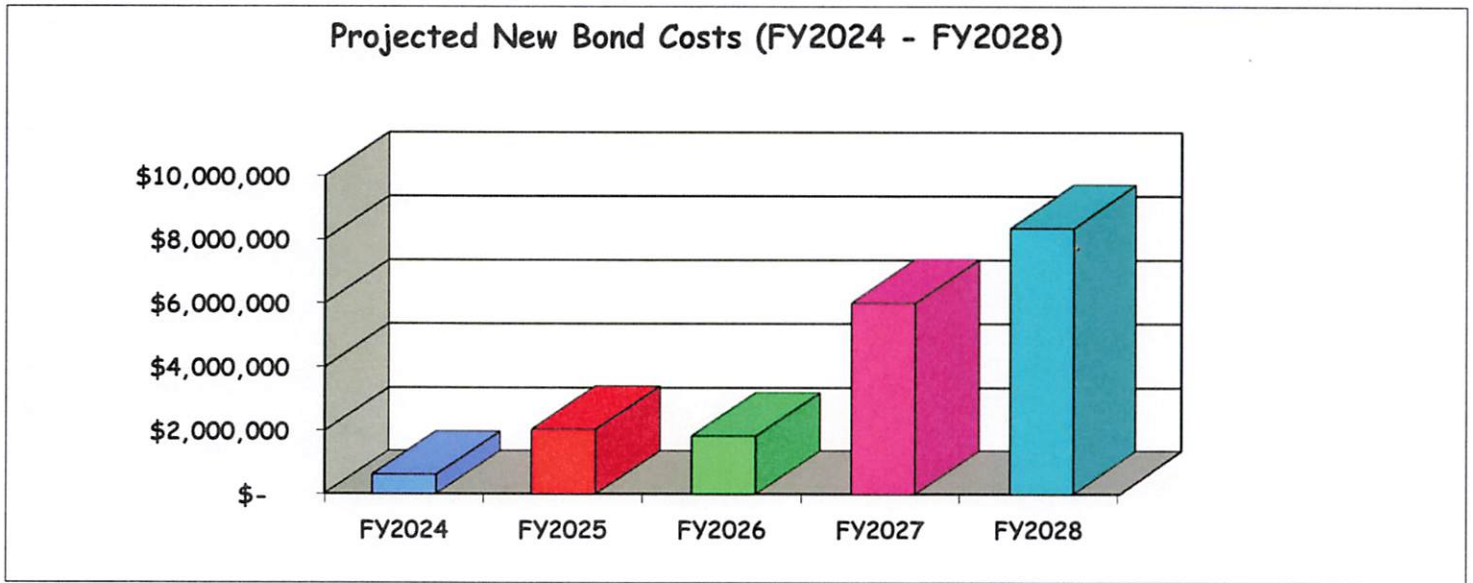
Total Existing and Projected Bond Costs	\$ 2,319,099	\$ 3,622,988	\$ 3,012,107	\$ 6,975,519	\$ 9,282,439
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(* denotes project which is authorized but not yet permanently bonded)



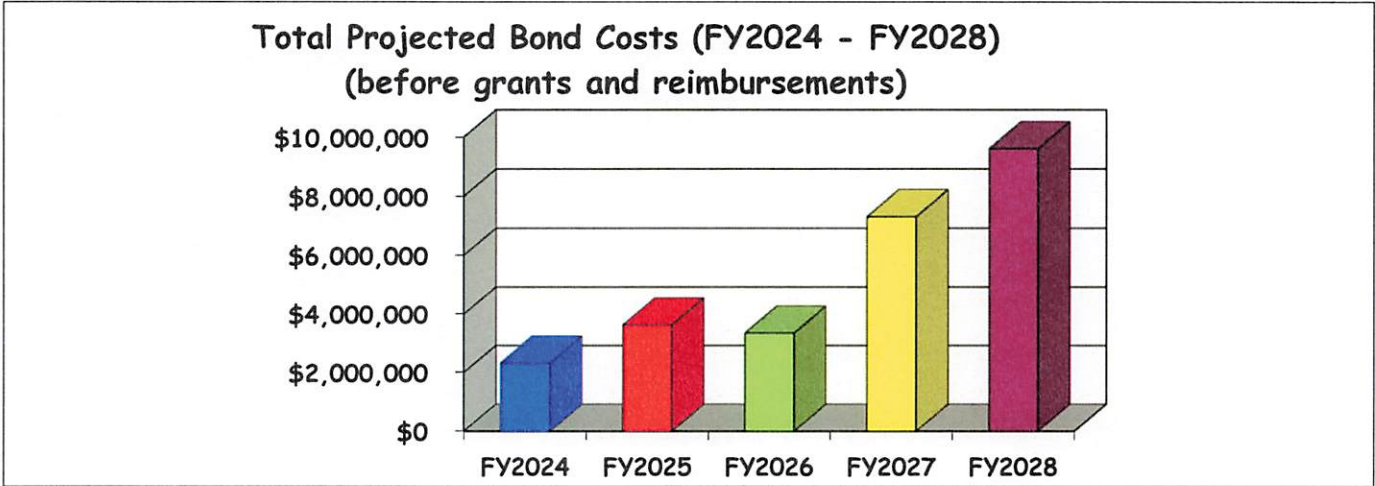
General Fund
Projected New Bond Costs (FY2024 - FY2028)

	FY2024	FY2025	FY2026	FY2027	FY2028
Agawam High School Study and Design	\$ 250,000	\$ 500,000	\$ -	\$ -	\$ -
Agawam Public Library Roof & Siding Repairs	\$ 360,000	\$ 348,000	\$ 336,000	\$ 324,000	\$ 312,000
New Projects:					
Agawam High School - Construction (Town Match)	\$ -	\$ -	\$ -	\$ 4,225,000	\$ 6,619,500
Tuckahoe Dam & Recreation	\$ -	\$ -	\$ 336,251	\$ 327,640	\$ 319,029
Police Station	\$ -	\$ 1,197,098	\$ 1,166,440	\$ 1,135,783	\$ 1,105,125
TOTAL	\$ 610,000	\$ 2,045,098	\$ 1,838,691	\$ 6,012,423	\$ 8,355,654



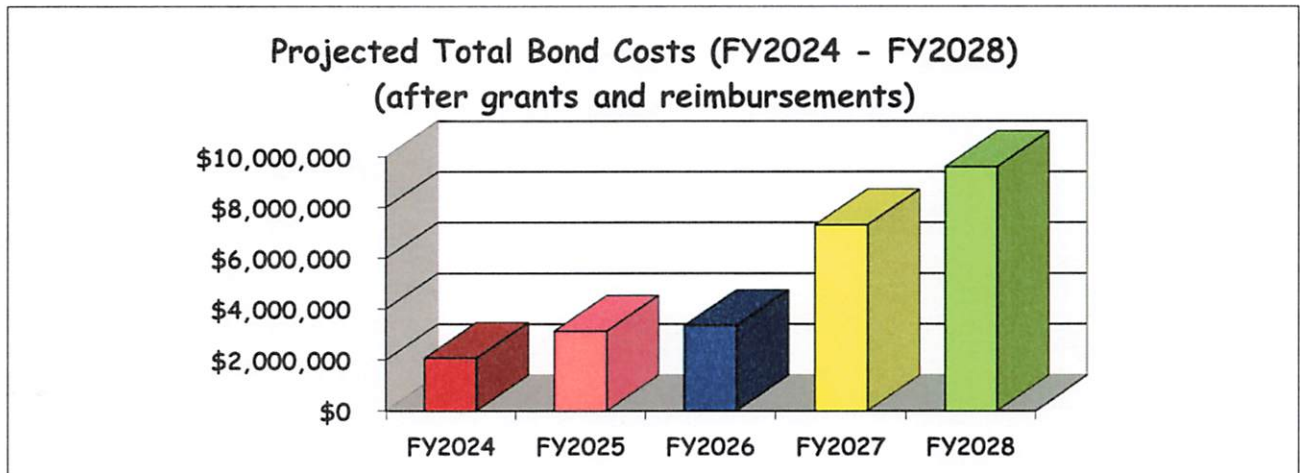
General Fund
Projected Total Bond Costs (FY2024 - FY2028)
 (before grants and reimbursements)

	FY2024	FY2025	FY2026	FY2027	FY2028
Existing Bond Costs	\$ 1,709,100	\$ 1,577,890	\$ 1,509,667	\$ 1,290,736	\$ 1,245,814
Projected New Bond Costs	\$ 610,000	\$ 2,045,098	\$ 1,838,691	\$ 6,012,423	\$ 8,355,654
TOTAL BOND COSTS	\$2,319,100	\$3,622,988	\$3,348,358	\$7,303,159	\$9,601,468



General Fund
Projected Total Bond Costs (FY2024 - FY2028)
 (after grants and reimbursements)

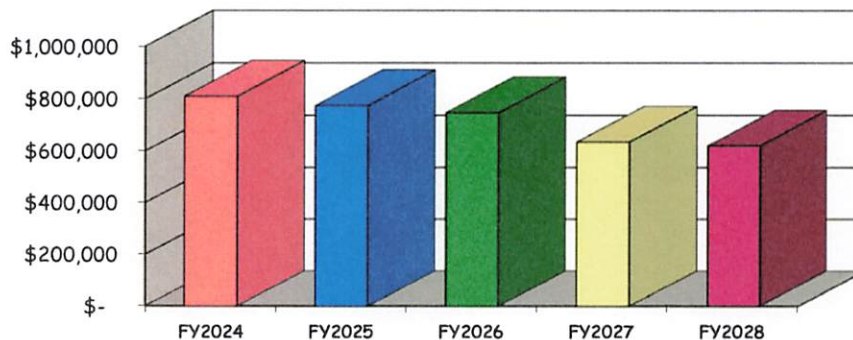
	FY2024	FY2025	FY2026	FY2027	FY2028
Existing Bond Costs	\$1,709,100	\$1,577,890	\$1,509,667	\$1,290,736	\$1,245,814
Projected New Bond Costs	\$610,000	\$2,045,098	\$1,838,691	\$6,012,423	\$8,355,654
Projected Grants & Reimb.	\$ 251,351	\$ 500,981	\$ -	\$ -	\$ -
NET BOND COSTS	\$2,067,749	\$3,122,007	\$3,348,358	\$7,303,159	\$9,601,468



Self Sustaining Funds Existing Bond Costs (FY2024 - FY2028)

PROJECT	FY2024	FY2025	FY2026	FY2027	FY2028
DPW Facility Alterations	\$ 49,392	\$ 47,628	\$ 45,864	\$ -	\$ -
Westfield River Force Main BW08-09	\$ 40,625	\$ 40,626	\$ 40,626	\$ 40,625	\$ 40,625
Feeding Hills Southwest Sewer Expansion	\$ 176,900	\$ 173,275	\$ 169,650	\$ 166,025	\$ 162,400
Engineering Services' - Collection System Inflow & I	\$ -	\$ -	\$ -	\$ -	\$ -
Removal & Replacement of Storage Tanks	\$ 36,500	\$ 35,000	\$ 33,500	\$ 27,000	\$ 26,000
DPW Façade Repair	\$ 16,335	\$ 14,160	\$ 13,560	\$ 12,960	\$ 12,480
DPW Facility Alterations	\$ 49,392	\$ 47,628	\$ 45,864	\$ -	\$ -
North Westfield Street Water Main	\$ 396,900	\$ 390,600	\$ 383,700	\$ 374,700	\$ 365,700
DPW Façade Repair	\$ 16,335	\$ 14,160	\$ 13,560	\$ 12,960	\$ 12,480
Engineering Services' - Springfield & Suffield St. W	\$ 15,750	\$ -	\$ -	\$ -	\$ -
Feeding Hills Center Water Main Improvements	\$ 11,000	\$ 10,500	\$ -	\$ -	\$ -
Subtotal - Existing Bond Costs	\$ 809,129	\$ 773,577	\$ 746,324	\$ 634,270	\$ 619,685
Collection System Inflow & Infiltration Abatement P	\$ 130,358	\$ 127,206	\$ 124,055	\$ 120,903	\$ 117,752
Main Street Sewer Rehabilitation	\$ 307,500	\$ 299,625	\$ 291,750	\$ 283,875	\$ 276,000
School Street Odor Control	\$ 225,500	\$ 219,725	\$ 213,950	\$ 208,175	\$ 202,400
Sanitary Sewer Lining Design - Brookline & Belvidere	\$ -	\$ 39,813	\$ 38,850	\$ 37,888	\$ 36,925
Collection System I & I Abatement Phase A	\$ -	\$ 281,875	\$ 274,656	\$ 267,438	\$ 260,219
Sanitary Solids Recovery Station	\$ -	\$ 112,500	\$ 108,750	\$ 105,000	\$ 101,250
Collection System I & I Abatement Phase B	\$ -	\$ -	\$ 461,250	\$ 449,438	\$ 437,625
Redundant Westfield River Force Main Construction	\$ -	\$ -	\$ 39,813	\$ 38,850	\$ 37,888
Collection System I & I Abatement Phase B	\$ -	\$ -	\$ 360,000	\$ 353,250	\$ 346,500
Westfield Force Main Construction	\$ -	\$ -	\$ -	\$ 358,750	\$ 349,563
Pump Station Generator Replacement	\$ -	\$ -	\$ -	\$ 215,625	\$ 208,438
Generator Replacement-Liswell Booster Station	\$ 28,438	\$ 27,750	\$ 27,063	\$ 26,375	\$ 25,688
Water Main Design - South Street	\$ 57,444	\$ 56,055	\$ 54,666	\$ 53,278	\$ 51,889
Water Main Design - Main Street	\$ 52,780	\$ 51,504	\$ 50,228	\$ 48,952	\$ 47,676
Water Main Design - Belvidere & Brookline	\$ -	\$ 39,813	\$ 38,850	\$ 37,888	\$ 36,925
Water Main Construction- South St	\$ -	\$ -	\$ 258,351	\$ 251,735	\$ 245,119
Water Main Design - River Road	\$ -	\$ -	\$ 91,000	\$ 88,800	\$ 86,600
Water Main Construction- Main Street	\$ -	\$ -	\$ -	\$ 333,125	\$ 324,594
Water Main Design - Silver & Elm Street	\$ -	\$ -	\$ -	\$ 56,875	\$ 55,500
Water Main Construction - Silver & Elm Street	\$ -	\$ -	\$ -	\$ 153,750	\$ 149,813
Water Main Design - River Road	\$ -	\$ -	\$ -	\$ 112,500	\$ 108,750
Water Main- River Road (Design and Construction)	\$ -	\$ -	\$ -	\$ -	\$ 308,025
Total Existing and Projected Bond Costs	\$ 1,611,149	\$ 2,029,443	\$ 3,179,556	\$ 4,236,740	\$ 4,434,824

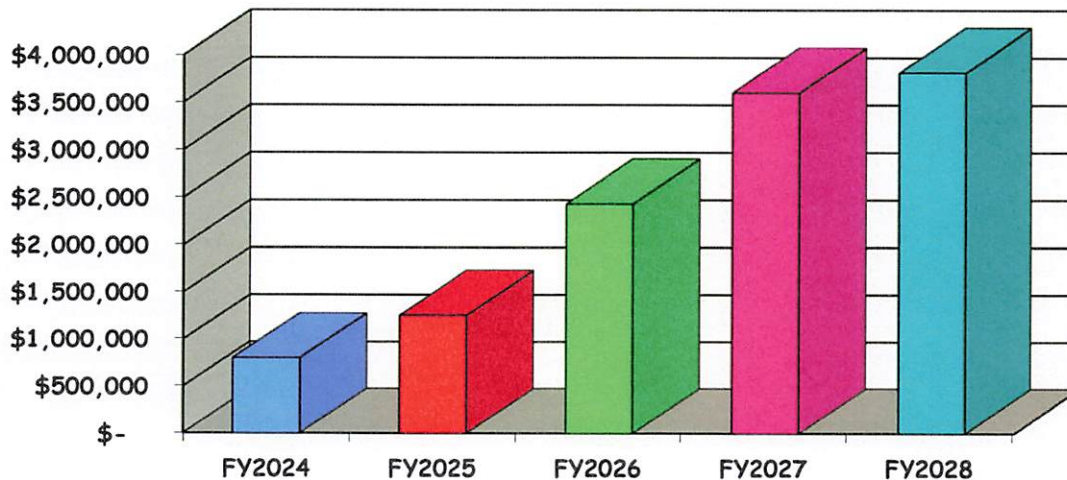
Existing Bond Costs (FY2024 - FY2028)



Self Sustaining Funds
Projected New Bond Costs (FY2024 - FY2028)

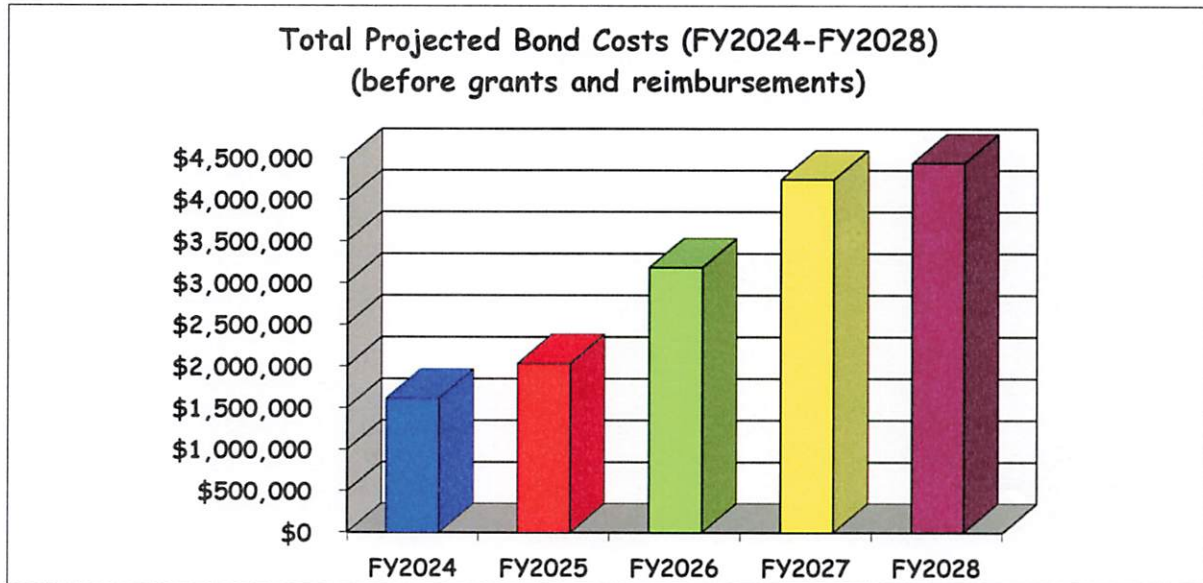
	FY2024	FY2025	FY2026	FY2027	FY2028
Collection System Inflow & Infiltration Abatement Phase	130,358.00	127,206.00	124,055.00	120,903.00	117,752.00
Main Street Sewer Rehabilitation	307,500.00	299,625.00	291,750.00	283,875.00	276,000.00
School Street Odor Control	225,500.00	219,725.00	213,950.00	208,175.00	202,400.00
Sanitary Sewer Lining Design - Brookline & Belvidere	-	39,813.00	38,850.00	37,888.00	36,925.00
Collection System I & I Abatement Phase A	-	281,875.00	274,656.00	267,438.00	260,219.00
Sanitary Solids Recovery Station	-	112,500.00	108,750.00	105,000.00	101,250.00
Collection System I & I Abatement Phase B	-	-	461,250.00	449,438.00	437,625.00
Redundant Westfield River Force Main Construction	-	-	39,813.00	38,850.00	37,888.00
Collection System I & I Abatement Phase B	-	-	360,000.00	353,250.00	346,500.00
Westfield Force Main Construction	-	-	-	358,750.00	349,563.00
Pump Station Generator Replacement	-	-	-	215,625.00	208,438.00
Generator Replacement-Liswell Booster Station	28,438.00	27,750.00	27,063.00	26,375.00	25,688.00
Water Main Design - South Street	57,444.00	56,055.00	54,666.00	53,278.00	51,889.00
Water Main Design - Main Street	52,780.00	51,504.00	50,228.00	48,952.00	47,676.00
Water Main Design - Belvidere & Brookline	-	39,813.00	38,850.00	37,888.00	36,925.00
Water Main Construction- South St	-	-	258,351.00	251,735.00	245,119.00
Water Main Design - River Road	-	-	91,000.00	88,800.00	86,600.00
Water Main Construction- Main Street	-	-	-	333,125.00	324,594.00
Water Main Design - Silver & Elm Street	-	-	-	56,875.00	55,500.00
Water Main Construction - Silver & Elm Street	-	-	-	153,750.00	149,813.00
Water Main Design - River Road	-	-	-	112,500.00	108,750.00
Water Main- River Road (Design and Construction)	-	-	-	-	308,025.00
TOTAL	\$ 802,020	\$ 1,255,866	\$ 2,433,232	\$ 3,602,470	\$ 3,815,139

Projected New Bond Costs (FY2024 - FY2028)



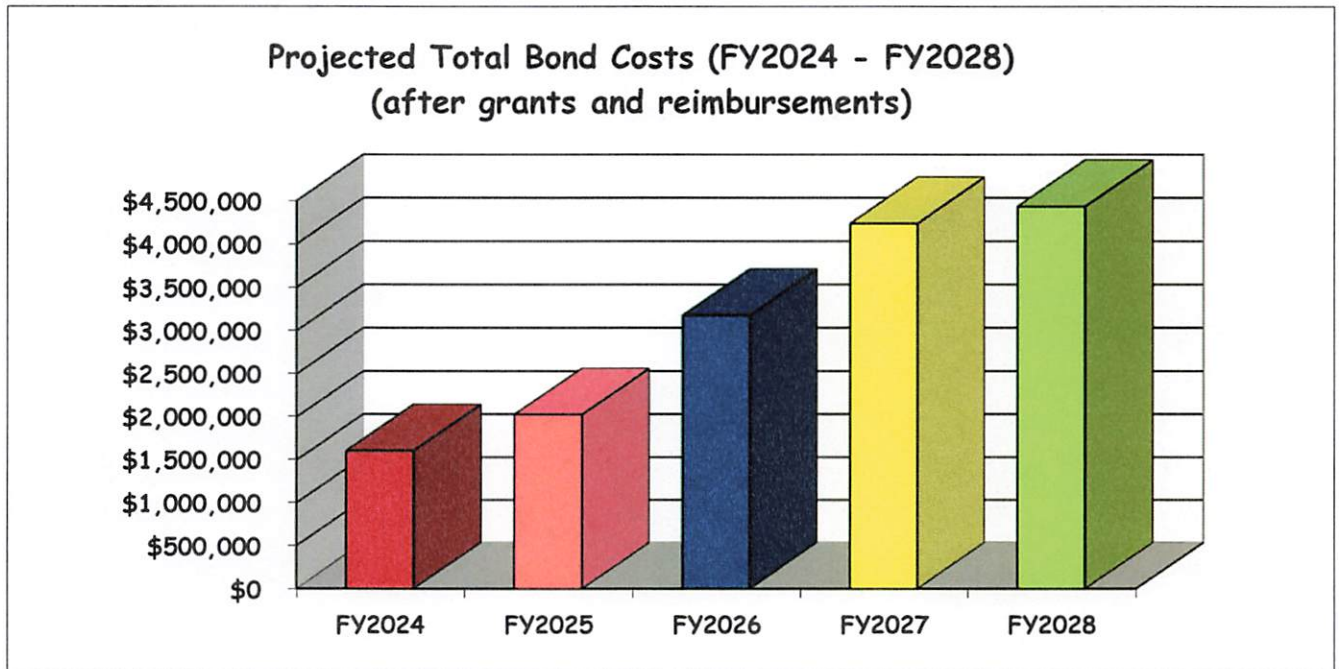
Self Sustaining Funds
Projected Total Bond Costs (FY2024 - FY2028)
 (before grants and reimbursements)

	FY2024	FY2025	FY2026	FY2027	FY2028
Existing Bond Costs	\$809,129	\$773,577	\$746,324	\$634,270	\$619,685
Projected New Bond Costs	\$802,020	\$1,255,866	\$2,433,232	\$3,602,470	\$3,815,139
TOTAL BOND COSTS	\$1,611,149	\$2,029,443	\$3,179,556	\$4,236,740	\$4,434,824



Self Sustaining Funds
Projected Total Bond Costs (FY2024 - FY2028)
 (after grants and reimbursements)

	FY2024	FY2025	FY2026	FY2027	FY2028
Existing Bond Costs	\$809,129	\$773,577	\$746,324	\$634,270	\$619,685
Projected New Bond Costs	\$802,020	\$1,255,866	\$2,433,232	\$3,602,470	\$3,815,139
Projected Grants & Reimb.	\$ -	\$ -	\$ -	\$ -	\$ -
NET BOND COSTS	\$1,611,149	\$2,029,443	\$3,179,556	\$4,236,740	\$4,434,824



F. Project Directory

Preliminary Design Program
Agawam High School

PROJECT DIRECTORY

Town of Agawam

Jennifer Bonfiglio, Chief Procurement Officer
36 Main Street
Agawam, MA 01001
(413) 726 9742

JBonfiglio@agawam.ma.us

Agawam City Council

Chris Johnson, President
Dino R. Mercadante, Vice President
George Bitzas
Paul C. Cavallo
Thomas D. Hendrickson
Robert E Rossi
Gerald F. Smith
Anthony J. Russo
Rosemary Sandlin
Cecilia P. Calabrese
Anthony R. Suffriti

Agawam School Committee

William Sapelli, Mayor/Chairperson
Wendy Rua
Dawn DeMatteo
Kerri O'Connor
Shelley Reed
A.J. Christopher
Michael Perry

Agawam School Building Committee

Jim Blain	Principal Agawam HS
Jennifer Bonfiglio	Chief Procurement Officer
Christopher Caputo	Treasurer/Collector
Raymond Casella	Community Member/Local Architect
Robert Clickstein	School Business Administrator
Louis Conte	Retired Agawam Public Schools AD/Teacher
Dawn DeMatteo	School Committee Member
Sheila Hoffman	School Superintendent
Timothy Karetka	Assist. Principal Agawam HS
Brian Melloni	Teacher
Brian Pagella	Building Maintenance Director
William Sapelli	Mayor
Anthony Suffriti	City Councilor
Robin Wozniak	Community Member

Massachusetts School Building Authority

40 Broad Street,
Suite 5000,
Boston MA 02109
(617) 720 4466

Allison Sullivan, Senior Project Coordinator
Sarah Przybylowicz, Project Coordinator
Christina Forde, Project Coordinator

Allison.Sullivan@MassSchoolBuildings.org
Sarah.Przybylowicz@massschoolbuildings.org
Christina.Forde@massschoolbuildings.org

Owners Project Manager

LeftField, LLC

Jim Rogers, Principal in Charge
James Riefstahl, Project Director
Linda Liporto, Senior Project Manager
Adele Sands, Educational Liaison
Jay Faxon, MEP Specialist

jrogers@leftfieldpm.com (617) 593 0661
jriefstahl@leftfieldpm.com (617) 291 5449
lliporto@leftfieldpm.com (617) 224 8684
asands@leftfieldpm.com (774) 301 1352
jfaxon@leftfieldpm.com (978) 891 7280

Designer

Flansburgh

Kent Kovacs, Principal in Charge
Vince Dube, Project Manager
Madeleine Lee, Project Architect

kkovacs@flansburgh.com
vdube@flansburgh.com
mlee@flansburgh.com

Civil Engineering
Landscape Architecture
Structural Engineering
Fire Protection Engineering
Plumbing Engineering
HVAC Engineering
Electrical/Lighting
Data/Communications
Environmental Permitting
Geotechnical Engineering
Geoenvironmental Engineering
Hazardous Materials
Cost Estimating
Kitchen/Food Service Consultant
Laboratory Consultant
Acoustical Consultant
Specifications Consultant
Library/Media
Technology Consultant/Audio Visual Consultant
Theatrical Consultant
Sustainable/Green Design/Renewable Energy Consultant
Code Consultant
Accessibility Consultant
Traffic Consultant

Samiotes Consultants, Inc.
Terraink
Engineers Design Group, Inc.
R.W. Hall
R.W. Hall
Vanderweil
Vanderweil
Vanderweil
Samiotes Consultants, Inc.
Lahlaf Geotechnical Consulting
CDW Consultants, Inc.
CDW Consultants, Inc.
PM&C, LLC
Crabtree McGrath Associates, Inc.
Point Line Space, Inc.
Acentech, Inc.
Kalin Associates
Stefura Associates
Stefura Associates
Stefura Associates
The Green Engineer, Inc.
R.W. Sullivan Engineering, Inc.
Kalin Associates
Vanasse Hangen Brustlin, Inc.

Furniture, Fixtures and Equipment Consultant
Site Surveying
Security Consultant
Hardware Consultant

Stefura Associates
Samiotes Consultants, Inc.
Pamela Perini Consulting
Campbell-McCABE Worldwide

G. Updated Project Schedule

Preliminary Design Program
Agawam High School

AGAWAM HIGH SCHOOL - Preliminary Project Schedule

PDP Submission July 27, 2023

ID	Task Name	Start	Finish	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	
1	Board Authorization	Wed 4/14/21	Wed 4/14/21	◆ Board Authorization															
2	MSBA Invitation to Conduct a Feasibility Study	Wed 4/14/21	Wed 4/14/21	◆ MSBA Invitation to Conduct a Feasibility Study															
3	OPM Selection	Wed 8/31/22	Wed 12/14/22	▬ OPM Selection															
4	OPM RFS	Wed 8/31/22	Thu 9/15/22	OPM RFS															
5	OPM Proposal Review and Interview	Fri 9/16/22	Mon 10/24/22	▬ OPM Proposal Review and Interview															
6	Execute OPM Contract	Tue 10/25/22	Wed 12/14/22	▬ Execute OPM Contract															
7	Designer Selection	Thu 12/15/22	Fri 3/31/23	▬ Designer Selection															
8	Develop Designer RFS	Thu 12/15/22	Wed 1/4/23	▬ Develop Designer RFS															
9	Advertise/Issue RFS/Receive & Review Designer Proposals	Wed 1/4/23	Fri 2/17/23	▬ Advertise/Issue RFS/Receive & Review Designer Proposals															
10	Submit Designer Review Matrix to MSBA and SBC	Mon 2/20/23	Tue 2/21/23	▬ Submit Designer Review Matrix to MSBA and SBC															
11	MSBA Designer Selection Panel	Tue 2/28/23	Tue 2/28/23	MSBA Designer Selection Panel															
12	MSBA DSP Interviews Top 3 ranked firms	Tue 3/14/23	Tue 3/14/23	▬ MSBA DSP Interviews Top 3 ranked firms															
13	Negotiate/Execute Design Services Contract	Wed 3/15/23	Fri 3/31/23	▬ Negotiate/Execute Design Services Contract															
14	Designer Contract Received by MSBA	Fri 3/31/23	Fri 3/31/23	◆ Designer Contract Received by MSBA															
15	Feasibility Study	Mon 4/3/23	Wed 8/30/23	▬ Feasibility Study															
16	Develop Educational Program and Space Program	Mon 4/3/23	Mon 6/26/23	▬ Develop Educational Program and Space Program															
17	School Committee Educational Program and Space Program Approval	Tue 6/27/23	Tue 6/27/23	▬ School Committee Educational Program and Space Program Approval															
18	MSBA Kickoff Meeting	Wed 4/19/23	Wed 4/19/23	MSBA Kickoff Meeting															
19	Chapter 74 and CTE Programs Viability Form	Mon 4/3/23	Fri 5/12/23	▬ Chapter 74 and CTE Programs Viability Form															
20	Develop and Analyze Preliminary Options and Criteria	Mon 4/3/23	Fri 7/21/23	▬ Develop and Analyze Preliminary Options and Criteria															
21	SBC Vote to Approve Submittal of PDP	Mon 7/24/23	Mon 7/24/23	▬ SBC Vote to Approve Submittal of PDP															
22	Submit PDP to MSBA	Thu 7/27/23	Fri 7/28/23	▬ Submit PDP to MSBA															
23	MSBA PDP Review	Sat 7/29/23	Thu 8/10/23	▬ MSBA PDP Review															

3.1.2 Educational Program

1. Introduction
2. Vision For Learning
3. Grade and School Configuration
4. Class Size
5. School and Scheduling Method
6. Teaching Methodology and Structure
 - a. Administration and Organizational Structure
 - b. Curriculum Delivery Methods and Practices
 - c. English Language Arts/Literacy
 - d. Mathematics
 - e. Science
 - f. Social Studies
 - g. World Languages
 - h. Academic Support Programming Spaces
 - i. Student Guidance and Support Services
7. Teacher Planning and Professional Development
8. Pre-Kindergarten
9. Lunch and School Meals Program
10. Technology Instruction Policies and Program Requirements
11. Media Center/Library
12. Visual Arts Program
13. Performing Arts Programs
14. Physical Education Programs
15. Special Education Program
16. Vocation and Technology Programs
 - a. Non-Chapter 74 Programming
 - b. Chapter 74 Programming
17. Transportation Policies
18. Functional and Spatial Relationships
19. Security and Visual Access Requirements
20. Sustainability



Flansburgh Architects

**Agawam High School Educational
Program**

June 2023

Table of Contents

1. Introduction
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 - b. Chapter 74 Programming
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20. Sustainability

1. INTRODUCTION

Located in the Pioneer Valley in Western Massachusetts, Agawam High School has been at its current site since 1955, after moving from the original building constructed in 1924. Over the course of the past seventy years, additions to the original building have resulted in a fragmented, and sprawling one story complex that is outdated and no longer meets the educational needs of our students. Agawam High School educates its students today for the challenges of tomorrow. As a district, we are committed to developing compassionate, contributing citizens, through an inclusive learning environment with high expectations for all learners.

The school's demographics draws a diverse population of students from across the globe. The population consists of college bound students, students planning to enter the workforce following graduation, English Learners (EL), gifted artists, talented athletes, entrepreneurs, and students committed to the environment. Each year the school grows more representative of the global population, providing students with an education that challenges their assumptions through their interactions with peers from different backgrounds.

Students and faculty commit to developing compassionate, contributing citizens through an inclusive learning environment with high expectations. We live our core values that include building supportive relationships that foster collaboration, inclusiveness, and a positive environment. We let wisdom, empathy, and kindness guide our practices, and staff model professionalism for our students.

City residents maintain a deep sense of pride and commitment to Agawam High School and its many traditions, as they hold a special place for alumni and the current student body. Maintaining the Agawam pride is a focal point of this educational plan.

2. VISION FOR LEARNING

Why is a new building important to the Agawam Community?

Prior to the pandemic the school community was focused on a more collaborative, cross curricular approach to teaching and learning. This also included more project based learning as a form of assessment, better horizontal and vertical alignment, as well as a co-teaching inclusion model that supported our special education students. Progress was hampered by the pandemic, and implementation efforts are stalled largely due to the physical constraints of our building. Our 2019 NEASC accreditation visit identified the facility as in need of massive repair on many levels(Standard 7, indicator 2&3). The educational plan we have authored is based on the visioning done by current teachers, administrators, students and parents . The vision is directly tied to an educational space that would allow for this new educational vision to be successful.

The current school layout has created departmental silos that restrict collaboration among and between departments. Developing a space that encourages and promotes the ability to incorporate a cross curricular program, allows for collaboration beyond a particular department as well as effective partnering within classrooms has been

restricted by the current educational spaces. This building project will allow us to continue to focus on our Innovation Pathways, project based learning, co-teaching practices, improved school safety, and teacher collaboration. Over the past five years our school demographics have undergone a dynamic shift. The current physical structure of our school restrains our ability to appropriately meet the needs of this shifting demographic.

Now vs. Then

The chart below demonstrates the change in demographic at Agawam High School. Our visioning process and educational plan reveal a “new” Agawam High School that will meet the needs of all learners for many years to come.

Chart 1: Population Changes, ELs and Special Education Learners

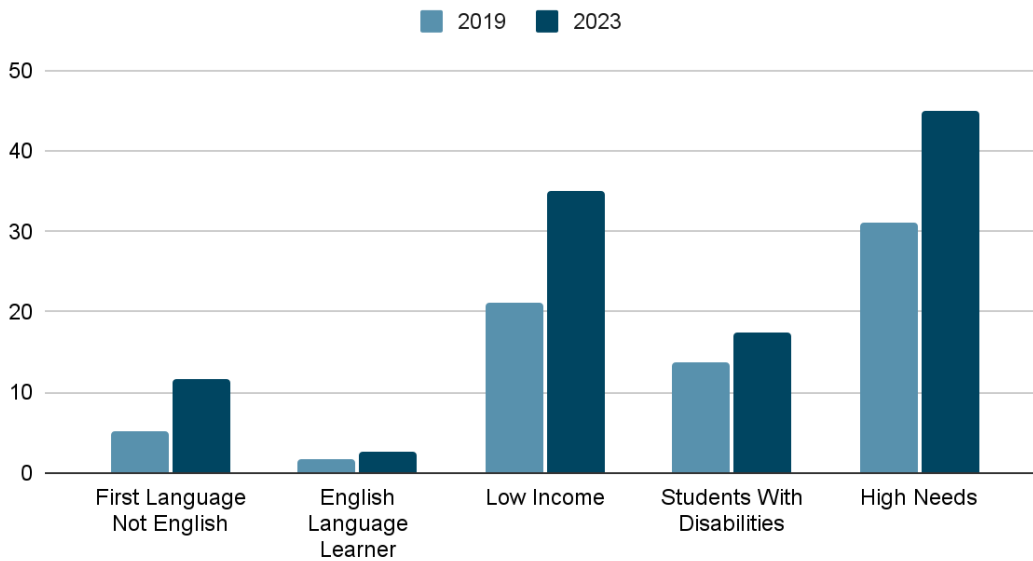
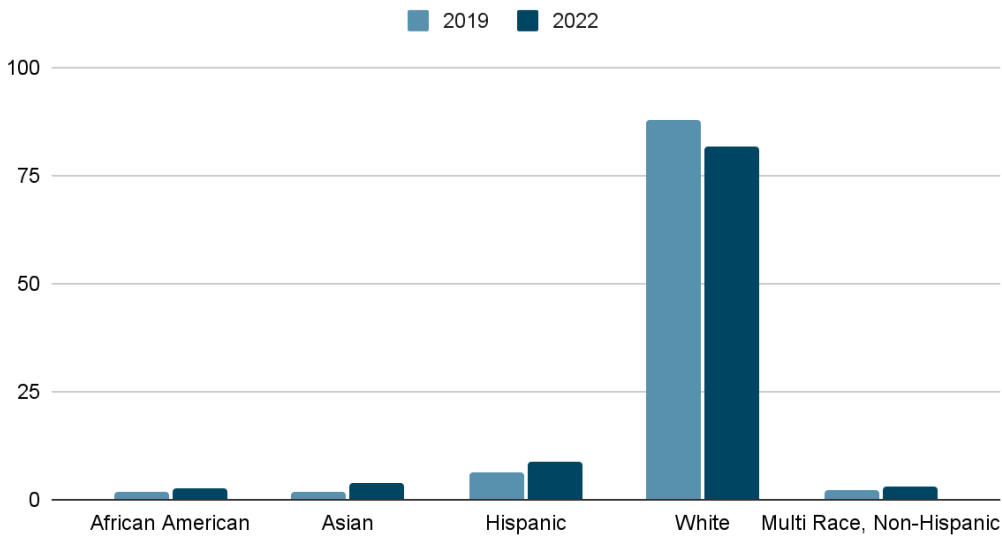


Chart 2: Population Changes, Race and Ethnicity



DISTRICT VISION, MISSION, CORE VALUES AND OBJECTIVES

Agawam Public School District Vision

The Agawam Public School Community is committed to developing compassionate, contributing citizens through an inclusive learning environment with high expectations.

Agawam Public School District Mission

The Agawam Public School District, in partnership with the community, will provide a safe, personalized, and engaging learning experience where every student is supported and challenged.

Core Values

- Build supportive relationships that foster collaboration, inclusiveness, and a positive environment.
 - Let wisdom, empathy, and kindness guide our practices.
 - Model Professionalism

District Objectives

1. Cognitive Engagement – Create a learning community that stimulates and promotes cognitive engagement at all times for all students.
2. Student Supports – Build and maintain a safe and secure community to promote social, emotional and physical well-being of all students and staff.
3. Integrating Technology – Foster a technology rich environment where staff and students develop transferable digital literacy skills.

3. GRADE AND SCHOOL CONFIGURATION

Current Grade Configuration

Agawam High School serves students in grades nine through twelve. The current enrollment for the 2022-2023 school year was 1,052 students.

Proposed grade configuration to be considered

There are no changes to the grade configuration being considered. Looking to the future, our goal is to develop a learning suite dedicated to the ninth grade. This suite will be dedicated to the overall ninth grade team, allowing for collaboration among 9th grade students, faculty and staff. This space would house appropriate administration as well as a dedicated 9th grade school counselor with the end goal to support the 9th grade student to successfully transition to a high school setting.

District's Approach to Facilitating Student Transitions

A majority of eighth graders attend Agawam Jr. High School as well as parochial and private schools. All are eligible to transition to Agawam High School when they complete the eighth grade. In February of each year, AHS holds a Program of Studies Night to welcome incoming students and families to the high school. The AHS guidance staff and administrators also go to AJHS in January and February to meet and provide course information to the students. Students are also presented with an overview of AHS programming and how to begin planning for their high school career. In June, we offer a Step Up Night for all incoming ninth grade students and families that allows them to sign up for Innovation Pathways, extracurricular activities, and athletics. The week before school begins, an orientation is held. It is run by a student leadership group and allows students access to the building, access to key personnel, and a snapshot of their daily schedule. Students transitioning from private or parochial schools as well as new/transfer students can register at our Family Resource Center to begin the registration process and set up a tour.

II.2 If a Different Grade Configuration is Proposed Describe the plans to Facilitate Transitions in the Proposed Configuration -N/A

4. CLASS SIZE

District policies, targets and guidelines by grade.

The Agawam Public Schools recognizes that smaller class sizes and student to teacher ratios are the most conducive to student learning and growth. The teacher to student ratio for the School District is 16.5 to 1. Whenever possible, the Agawam School Committee recommends staffing to keep class sizes low.

Agawam High School has 109 full-time teachers (including school counselors and instructional coaches), 31 instructional support staff members in addition to medical support staff assigned to specific special education programs. Class sizes typically range from 12 students to 20 students with a few around 25 or over (Instrumental music, physical education, etc.) Agawam High School has a teacher to student ratio of 13.5 to 1.

Current average class sizes

Department	Class Size
Fine Arts	17.5
Math	17
Science	16
English	16
World Language	15
History	16.7

Business	13.3
Health/Family Consumer Science	20.7
English Language Learner	12 (Increasing due to conflict in Ukraine)
General Band	15.6
Chorus	14.4
Physical Education	20.76
Academic Support	4.5
Connections	4
Agawam Occupational Program	6
Aspire	8

Implications for Design:

While Agawam High School is proud of our traditionally low class sizes, we realize that current staffing models are not feasible in a new building, and not fiscally sound. For each teacher that resigns or retires, we are taking a closer look at staffing and the need to reduce numbers through attrition. This will create larger class sizes in all subject areas.

5. SCHOOL AND SCHEDULING METHOD

Current scheduling methodology including advantages and disadvantages

Our current schedule is under review and will be considered for change during the 2023-2024 school year, with a scheduled implementation date for the 2024 - 2025 school year. The school is committed to a year of learning and planning, working with all stakeholders to explore other opportunities for a schedule that provides more time in class sessions and ninth grade teams. Particular emphasis on ninth grade teaming as well as collaboration time for teachers will be a priority while determining the new schedule.

Rationale for schedule change:

Students will have more time in class to learn new material. Our current 43 minute seven period schedule does not allow enough time for classes to synthesize important information learned in class. The schedule restricts group work, collaboration and time to formatively assess student learning. During 2023-2024 we will offer a flex period three days per week. On Monday there will be a flex homeroom for ten minutes, and on Wednesday and Thursday there will be a thirty minute flex block that students use to schedule themselves into classes on their schedule for make-up work, access to school services, social- emotional interventions and supports as well as enrichment opportunities.

Non Flex Block Schedule	Tuesday, Friday	Duration
Period	Time	Minutes
1	7:20 - 8:12	52 min
2	8:16 - 9:03	47 min
3	9:07 - 9:54	47 min
4	9:58 - 10:45	47 min
5	10:50 - 12:08	78 min
6	12:12 - 12:59	47 min
7	1:03 - 1:50	47 min
Lunch 1 10:50 - 11:15		
Lunch 2 11:16 - 11:41		
Lunch 3 11:43 - 12:08		

Flex Block Schedule	Wednesday, Thursday	Duration
Period	Time	Minutes
1	7:20 - 8:03	43 min
2	8:07 - 8:50	43 min
3	8:54 - 9:37	43 min
4	9:41 - 10:24	43 min
Flex	10:28 - 10:58	30 min
5	11:00 - 12:16	76 min
6	12:20 - 1:03	43 min
7	1:07 - 1:50	43 min
Lunch 1 11:00 - 11:25		
Lunch 2 11:25 - 11:50		
Lunch 3 11:51 - 12:16		

6. TEACHING METHODOLOGY AND STRUCTURE

Agawam High School's current layout groups classrooms by department which creates a challenging setting in which to develop cross curricular opportunities for teachers and students. Professional Development offerings have included Project Based Learning to help promote more collaboration and collegiality between departments, but the physical structure prohibits true collaboration across multiple departments. We do not

have specific locations designed for cross curricular planning and collaboration. Due to the layout of the current AHS, the Library Media Center is not quickly accessible to a majority of classrooms; most projects and group work activities take place in hallways which cause disruption to other classes. In order to more effectively have students working in collaboration with each other and to develop more cross curricular educational opportunities, the space and configuration of the school needs to be addressed.

Students generally select courses at the following levels: AP, Honors, or College Preparatory. Special attention is paid to ensure all students are on track to complete a MassCore sequence of courses. In all of our classes, there are a wide range of learners. These heterogeneous classrooms create a rich learning environment but are suited to smaller class sizes where students can receive differentiated instruction that helps them to access the curriculum. Co-teaching in core subjects is offered, but the current physical constraints do not allow for students to move quickly into adjacent spaces when differentiation and academic support is needed.

Agawam High School currently has a School Counseling department suite, which houses five school counselors, 3.6 school adjustment counselors, and two administrative assistants. This suite is not within proximity to a majority of the student body. This often causes a delay in servicing students in a timely manner. One counselor is assigned to the freshman class, and the remainder are split between sophomores, juniors, and seniors based on alpha order. Currently our school counselors hold a caseload of between 200 - 250 students each. The School Counseling suite lacks conference space, making collaboration between counselors, teachers, and families challenging. We believe in a team/whole child approach to supporting students and our current space does not support our philosophy.

In addition, AHS has a Health Office that provides basic health services during the school day to students and staff from two licensed nurses. AHS has partnerships with community-based organizations to provide additional mental health support to students and families. These programs require the ability to ensure confidentiality, however the current space configuration is the limiting factor.

Implications for Design

The current physical layout for the building houses administrators and school counselors in large office suites removed from a majority of the school population. In order to be more responsive to academic and social emotional needs our proposed “new building” calls for administrators and counselors to be housed closer to the learning suites. Doing so will allow us to support immediate issues as they arise and keep students in close proximity to their classrooms to transition them back to academics faster.

The next Agawam High School will allow for moving away from traditional

departmental clusters to an interdisciplinary model with learning suites clustered throughout a two story building. Please see the diagrams on page forty six and forty seven under the functional and spatial relationships section.

We envision the next Agawam High School to have:

- Flexible classroom spaces
- Mini maker/media/collaboration spaces located adjacent to learning suites
- Innovation Pathways classrooms/labs for Healthcare and Social Assistance, Advanced Manufacturing, and Information Technology
- A Career Center
- A Digital TV & Studio Lab
- Teacher planning rooms for faculty and staff to collaborate
- Small group and resource rooms within each learning suite
- Outdoor learning areas to support curriculum including a Greenhouse
- Conference rooms that provide confidential spaces for parent and staff meetings
- A large group instructional space that serves students, faculty and the public for presentations, small performances and meetings.

Room Utilization Matrix - based on current staffing and master schedule

a. Administration and Organizational Structure

Agawam High School is a public, four-year comprehensive high school with a principal and three assistant principals, and is organized in a departmental structure for the different academic areas. The principal, assistant principals, and the Assistant Superintendent of Curriculum, Instruction and Human Resources are responsible for department curricula, professional development, and daily operation of the academic departments. They are assisted by Common Core Facilitators (CCF's). Academic departments include the following: Mathematics, English Language Arts, Science and Technology, History and Social Sciences, World Languages, Business Instructional Technology, Physical Education, Health, Family and Consumer Science, Visual Arts, and Performing Arts. The school leadership team includes the CCF's and building administration. This group meets bi-weekly throughout the school year to ensure academic success and growth of each department.

In addition to the departments, AHS has three Innovation Pathways in the fields of Information Technology, Advanced Manufacturing, and Health and Social Assistance. Having these three programs centrally located near administration will create a high degree of informal interactions between administration, students and the faculty in general. These interactions will allow for the development of strong and positive relationships between adults and students.

Implications for Design

The current leadership team, more than forty staff members, parents, community partners, students and school committee members met for three visioning sessions in the spring of 2023. Sessions were collaborative and led to all implications for design that are outlined in this educational plan. Agawam High School envisions and supports more student centered cross-curricular and collaborative teaching and learning opportunities.

b. Curriculum Delivery Methods and Practices

Current Practices

Over the last few years, the Agawam High School faculty have been working on moving from traditional lecture-based teaching to a more student-centered approach. This work has been moving forward through professional development and curriculum revision as departments have focused on a common curriculum and format as recommended by the New England Association of School and Colleges (NEASC). All content areas are adopting varied instructional and assessment strategies to engage a wide range of learners and to ensure that students are being challenged appropriately and showing mastery of the learning standards. The current building layout does not allow for us to achieve non-traditional instructional assessment practices.

Current Challenges: Linking Deficiencies in Programming to Space Constraints

In order to achieve our vision of increased student collaboration and group work our current physical structure must change. The current space constrains the ability to develop a setting in which students can be placed in groups in order to collaborate together. Collaborative work is further restricted due to the limited floor space making it challenging for students to discuss, to share, and to develop presentations effectively. The ability of the teacher to facilitate collaborative work, lend guidance and support in a confined space becomes challenging as well. In order to engage learners of all levels in a culturally responsive, universally designed classroom, student choice is central. Choosing to work with groups or alone, read a book silently or listen to an audio recording, design on chart paper or on Canva requires a flexible classroom design.

Implications for Design

A Large Group Instruction (LGI) space, sized for multiple classes will provide flexibility for a variety of instructional methodologies including co-teaching with other classes both within a single discipline and with interdisciplinary classes; outside guest lecturers, and other academic activities. This space will provide very exciting opportunities for learning in a variety of ways. Guest speakers, class meetings, student presentations, student performances, guidance presentations, science fairs, art shows, professional development... these are a few of the ways we envision the use of the

space to be used. There are no limitations as to the educational opportunities that this learning space will provide.

Within each learning suite is a Media/Maker Commons area, a resource room and a small group instructional space. We envision these spaces to become extensions of the classrooms within close proximity to the suite. By doing so, students will be closer to resources than they typically are with one large media center. These spaces will allow for more cross-curricular collaboration and group work while still being under teacher supervision. We are moving away from the traditional lens of departmental organization, and instead will house two science classrooms and members of other departments within each learning suite.

c. English Language Arts/Literacy

English Language Arts/Literacy is a four-year requirement at Agawam High School. Course offerings are made up of grade-level classes; the rigor of those classes ranges from AP, honors, and college prep. Our department offers two advanced placement courses, four honors courses, and 7 half-year electives. Students are registered for 1070 roster spots in department courses for next school year. We offer co-taught inclusion classes in English 9, 10, 11, and 12. Classes employ a discussion seminar format, traditional note-taking, small and large group collaborative projects, independent research, and formal and informal presentations. Classes utilize the 47 minute blocks of class time by routinely adjusting from teacher led instruction to student centered collaborative time. Reviews of student work, common assessments (both formative and summative), and external assessments like MCAS, AP exams, and STAR testing are used to assess the impact of pedagogy and curriculum on student learning. We also have a literacy coach starting next year that will push into all disciplines in order to promote and encourage the adoption of literacy standards in all curriculum areas.

ELA Schedule Path

Grade Level	Regular	Honors	Advanced Placement
9*	English 9	English 9 Honors	
10*	English 10	English 10 Honors	
11*	English 11	English 11 Honors	AP English Language and Composition

12*	English 12	English 12 Honors	AP English Literature and Composition
<p>*Electives: Students can take any of the half-year electives in addition to any English Class. The electives include: Public Speaking, Myth and Legend, Literature and Film, Intro to Drama, Play Production, Screenwriting, and Creative Writing.</p>			

Student centered learning, collaboration, and student led discussions are difficult to manage because of physical constraints and small classroom footprints. Students working collaboratively most often spill out into the hallway where they can easily be distracted, are harder to supervise and unintentionally disrupt other classrooms.

Implications for Design

English classroom spaces must provide flexible seating for students to work both independently and collaboratively on inquiry-based learning opportunities. Classroom spaces should also include storage space to house materials with easy access for teachers and students. The placement of and access to technology within the room should be positioned to allow teachers and students the ability to share presentations. Classroom design should take into consideration the varied instructional methods used by the department- lectures, discussions, independent and collaborative projects, student-led presentations, viewing of documentaries and videos, etc.- that are designed to help develop students' critical thinking skills. In a learning suite model, resource rooms, small group breakout and media maker/commons spaces will provide for collaboration, cross curricular opportunities and space for differentiation and enrichment.

d. Mathematics

The Agawam Mathematics Department provides a variety of options for students: Algebra I, Geometry, Principles, Algebra II, Pre-Calculus, Calculus & Statistics. Many of these courses are multi-leveled in order to meet the needs of students. Students have the option of taking math at the college prep level or at the AP level depending on where they are with prerequisites, sequencing and achievement. All students are required to take four years of math, with some students choosing to double in math in order to take advantage of upper level courses. Teachers have participated in two years of professional development regarding instructional and assessment practices centered around student engagement and inquiry. These new practices help students understand the connections between concepts taught in class and provide for more student collaboration in class. With multi-leveled courses offered in the same space, having the room to develop appropriate learning groups is extremely important. In addition, having the space to then

have students share their work with others will increase the productivity of the classroom and be of benefit to everyone in the room. The current Agawam High School layout does not provide the space needed to meet the goals of the math department.

Implications for Design

The new classrooms for math instruction should be large enough for students to work in groups on vertical writing surfaces throughout the room. Classrooms should be flexible in allowing for traditional seating arrangements as well as small groups for students. There should be write-on surfaces throughout the entire classroom and have storage for materials and manipulatives. Within an inclusion classroom, space is necessary to allow the teacher to work with a specific student or group of students when differentiated instruction is required to ensure student success. Technology should be positioned throughout the room to allow for flexible set-up. Ideally, multiple projection screens that can be moved to allow for student demonstration and sharing of work.

Mathematics Schedule Path

Grade Level	Regular	Honors	Advanced Placement
9	Algebra I	Algebra I Honors	NA
	Algebra I (Part 1)	Geometry Honors	
	Geometry		
10	Algebra I (Part 2)	Geometry Honors	AP Stats
	Geometry	Algebra 2 Honors	
	Algebra 2		
11	Algebra 2	Algebra 2 Honors	AP Stats
	Pre-Calculus	Pre-Calculus Honors	AP Calc AB
	Principles		
12	Pre-Calculus	Pre-Calculus Honors	AP Stats
	Stats	Calculus Honors	AP Calc AB
	Algebra 3		AP Calc BC
	Principles		

e. Science

The Agawam Science and Technology Department provides courses that follow curricula based on the Massachusetts Science and Engineering Frameworks. The courses are designed to prepare students for postsecondary education by integrating current science and engineering practices. In addition, students develop skills to think critically, problem solve, and collaborate to assist them in becoming productive citizens that understand the physical world around them.

At present, our current science laboratory spaces are inadequate and create safety hazards. Additionally the chemical storage is not secure, and lacks proper ventilation creating an unsafe space. The eye washing stations and showers lack proper drainage and when deployed, flood classrooms and hallways. Two science teachers have classrooms in the library and do not have access to the deficient laboratories. This situation creates an inequitable educational setting for the students in these settings.

Implications for Design

The science classrooms should offer a flexible learning environment for students to learn science topics and explore scientific principles through inquiry based investigations. Each room needs to contain an area for content based instruction along with dedicated lab space. This will allow for discussion based instruction combined with hands-on experiences. At least six lab stations in each science room would be ideal. Each lab station needs to have access to water, gas, vacuum, and electrical. The lab stations also need storage space and an area for students to work. Shades that can black out the room are needed for laser and optics lessons. Housing science laboratories adjacent to general education classrooms will provide our students with more opportunities to create cross curricular activities in order to see how science is connected to areas beyond the science laboratory setting. In order to ensure equity in the science laboratory setting, lab stations need to be able to accommodate all students regardless of any possible physical limitations. Each set of science laboratories should have access to the maker spaces to promote collaboration and access to cutting edge resources such as laser printers, three dimensional printers and green screens.

Science Schedule Path

Grade Level	Regular	Honors	Advanced Placement
9	Physical Science	Physical Science	NA
	Electives*	Biology	
		Electives*	
10	Biology	Biology	AP Biology
	Electives*	Chemistry	AP Environmental Science
		Electives*	
11	Chemistry	Chemistry	AP Biology

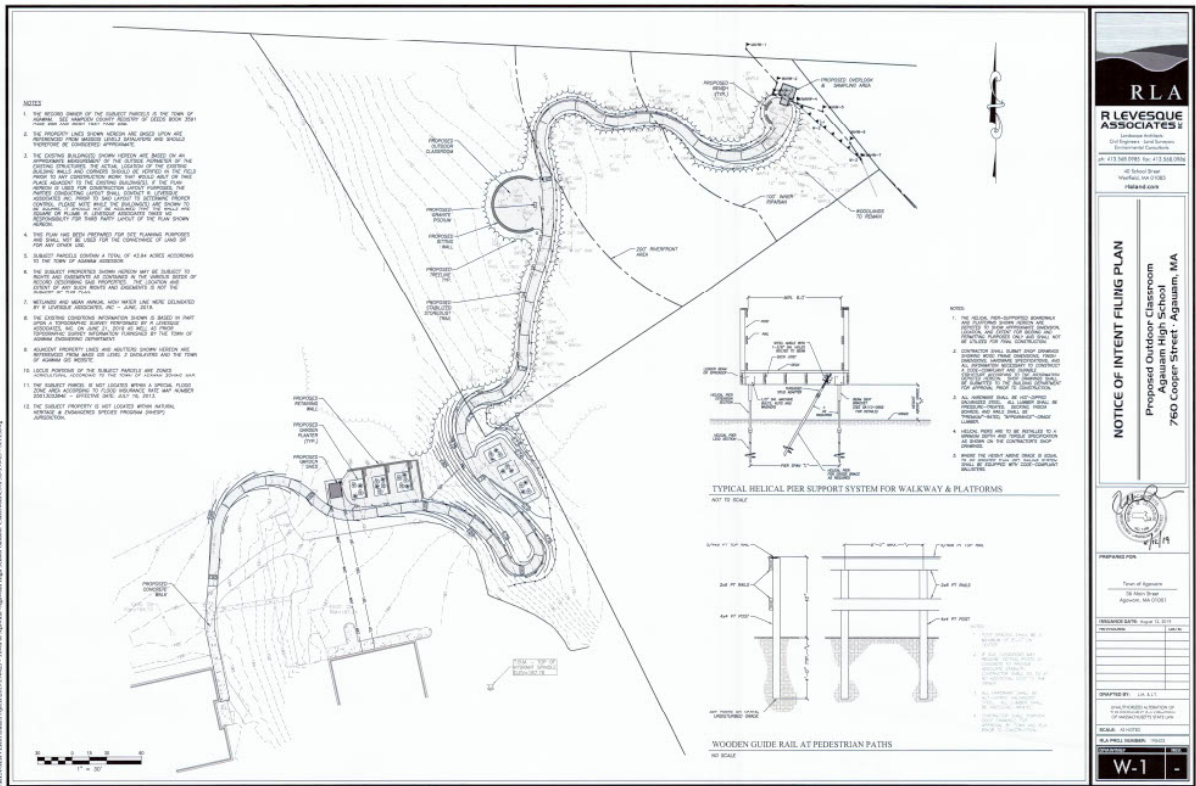
	Electives*	Physics	AP Chemistry
		Electives*	AP Environmental Science
	Physics	Physics	AP Physics
12	Electives*	Electives*	AP Biology
			AP Chemistry
			AP Environmental Science
			AP Physics
* Electives: Marine Biology, Genetics, Microbiology, Anatomy, Environmental Science, Horticulture, Astronomy, Forensics, Survival Science			

Science Prep Areas

Science staff members also require easy access to prep areas to adequately prepare laboratory investigations for students. The prep areas need to have a refrigerator and freezer for storage of chemicals and specimens. Also required is sufficient storage and a workspace for preparing specimens, solutions, and materials. The teacher prep areas also need access to a secure dedicated area for chemical storage. The chemical storage area needs to safely store organic and inorganic chemicals that include acids, bases, and flammables.

Outdoor Classroom

The forested area behind the high school has been modified into an outdoor classroom. The area has an accessible path that begins at the science wing. The path loops past several gardens and meanders through the forest leading to a deck that overlooks a small stream. The outdoor classroom also has several gardening beds and a small shed used to support our horticulture and agriculture classes. The science and technology teachers use the outdoor space for ecological studies on a regular basis. The space is also used to support our survival science classes throughout the school year. Maintaining easy access to the outdoor space is a priority.



[Click here for a link to the pdf document of the outdoor classroom plans.](#)

Technology Classes

The Agawam High School technology program offers engineering and manufacturing classes. Some other courses include agriculture, graphic arts, robotics, and woodworking. The Career Technical Standards from the Massachusetts Department of Education are used in the classes with a focus on safety and introductory machine skills. Students learn the safe use of high tech equipment and tools to complete projects following the engineering design cycle. The current location for the manufacturing and technology courses are not ideal. They were placed into a lower level away from the majority of classrooms throughout the building. As a result, collaboration, and cross curricular collaboration fail to take place on a regular basis.

Implications for Design

The space for the technology and engineering classes needs to fit several large pieces of machinery including metal working equipment, band saws, drill presses, lathes, grinders, and large CNC mills. High voltage electrical is needed to support several of the machines along with a garage door to move large machinery in and out of the facility. In addition, well-ventilated welding booths are needed along with secure storage for tools and materials. Safety equipment is a priority including an eyewash and shower. A sink is needed as a water source for projects and for hand washing. In the

next Agawam High School we want the technology courses to be located within proximity to academic classrooms to promote cross curricular work.

Greenhouse

The science and technology teachers also need access to a greenhouse. The greenhouse allows students to have an area where they can control water and temperature for the proper cultivation of plants year long. The greenhouse provides an adaptable growing environment for students to practice plant based science. The greenhouse is used by our agriculture program and horticulture classes along with biology and ecology classes as well. The greenhouse needs to be at least 1,400 square feet with 12 work tables. It will also require sinks, venting, heating, timed lights, and an automated watering system. Shelving and storage space for soil, equipment, and materials is also necessary.

Implication for Design

We envision the following classes/groups using the Greenhouse throughout the year. Horticulture, Agricultural Engineering and Biology are all classes that currently use the greenhouse. Our vision includes a unit within physical education courses, as well as usage by our special education students to prepare the community garden that is part of their summer program. We envision the greenhouse will expand our STEAM education within our school building. Additionally, the greenhouse could be used in a partnership with a new ECC to teach students about plants, food and careers in agriculture. Agawam has a rich community agricultural tradition and the Greenhouse provides school embedded experiences that often equate into job opportunities in Agawam.

TECHNOLOGY EDUCATION DEPARTMENT
Course Name
Agricultural Engineering (Plant Production-Science)
Structural Engineering
Computer Integrated Machining
Intro to Welding
Intro to Woodworking
3D Design and Printing
Digital Electronics
Graphic Arts
Engineering 1
Computer Aided Design I

Robotics
Rosie Robotics- FIRST Team 839
Introduction to Machine Engineering Technology

f. Social Studies

Students are required to pass three years of Social Studies including successful completion of a full year of United States History. The AHS Social Studies Department offers five advanced placement courses, three honors courses, and eight half-year electives. All students taking APUSH, U.S. II and U.S. II Honors will have the opportunity to complete a Civic Action Project. A primary focus of the department is to offer students Project Based Learning, presentations, and collaborative learning opportunities that are difficult to manage in the current space. Classrooms are not large enough for group work and going to the main library wastes critical instructional time. Students are registered for 1070 roster spots in department courses for next school year while several of our courses can be taken to fulfill the Healthcare and Social Assistance Innovation Pathway.

Implication for Design

Social Studies classroom spaces would ideally contain flexible and modular seating for students to work both independently and collaboratively on inquiry-based learning opportunities. Classroom spaces should also include ample storage space to house materials with easy access for teachers and students. The placement of and access to technology within the room should be positioned to allow teachers and students the ability to share presentations. Classroom design should take into consideration the varied instructional methods used by the department- lectures, discussions, independent and collaborative projects, student-led presentations, viewing of documentaries and videos, etc.- that are designed to help develop students' critical thinking skills. The learning suite should offer a media maker/common spill out space that allows students to spread out, work collaboratively, and hone 21st Century skills with close proximity to teacher supervision. This space should have flexible seating and workspaces for students to film, create, build, and present.

Social Studies/History Schedule Path

Grade Level	Regular	Honors	Advanced Placement
9	World History	World History Honors	AP Human Geography

10	U.S. History I	U.S. History I Honors	AP U.S. History
11	U.S. History II	U.S. History II Honors	AP U.S. History **AP Electives
	*Electives	*Electives	
12	*Electives		AP Psychology AP Human Geography AP European History AP U.S. Government
<p>*Electives: Civics, Current World Issues, Economics, Holocaust and Genocide, Practical Law, Psychology, Sociology, Sports in Society</p> <p>**AP Electives: Students may take any of the other AP courses that are offered for 12th graders if they have completed AP U.S. History in 10th grade or in addition to AP U.S. History.</p>			

g. World Languages

The Agawam High School World Language department prepares students to be productive, sensitive, empathic students in an ever-changing global society. To achieve this goal, all classes include the study of the language(s), cultures, and ethnic diversity of the language being studied. Appreciation of products, practices and perspectives comprise an integral part of the delivery of instruction.

The courses in the department are intended to grow students' linguistic ability in: listening, speaking, reading, writing. The current classroom models do not allow students to practice listening and speaking skills necessary for instructors to gauge mastery of learning targets.

Implication for Design

The rooms should have flexible learning environments to accommodate instruction in and assessment of all four skills, sometimes simultaneously.

Classroom spaces should contain flexible seating for students to work both independently and collaboratively. Classroom spaces should also include storage space to house materials with easy access for teachers and students. The placement of and access to technology within the room should be positioned to allow teachers and students the ability to share presentations. Classroom design should take into consideration the varied instructional methods used by the department- lectures,

discussions, independent and collaborative projects, student-led presentations, viewing of documentaries and videos, etc.- that are designed to help develop students' critical thinking skills. Sufficient space for recording student speaking samples should also be considered. The media maker/commons spaces within the learning suite will allow students the space, privacy and flexibility to work collaboratively.

World Languages Schedule Path

Grade Level (The grade levels indicated are the general population of the course. There can be exceptions)	Course
9	Level 1: French, Italian, Spanish
9 & 10	Level 2: French, Italian, Spanish
10	Level 3: French, Italian, Spanish Level 3 H French, Spanish
11	Level 4H: French, Spanish
12	Level 5H or AP: French, Spanish (NB: It is in this level where students are offered the Seal of Biliteracy Exam)

h. Academic Support Programming Spaces

English Learners

There has been a significant increase in the number of students that are determined to be English learners. The number of students we serve has gone from less than ten in the 2021-2022 school year to more than forty this year. We are receiving students from across the globe, with the most coming from the Ukraine as a result of the war. Agawam has traditionally had a Ukrainian/Russian population in town, and many displaced families are living with relatives.

Implications for Design

Agawam High School needs two dedicated classrooms to meet the needs of the increased enrollment of English learners. Level one English learners require the equivalent of three periods per day. Level two and three require one period per day. The number of level one students during the 2022-2023 school year has increased to more than twenty students. Due to this increase we are requesting two classroom spaces.

Adult Education, Family Outreach and Community Space

The Agawam Adult Education Program, often referred to as “Night School”, is a program designed for non-traditional students, age 16 and older, who have withdrawn from Agawam High School or other area schools. While serving over 50 students on SY 2022-2023, the program employs 6 staff members each semester who guide students through their graduation requirements. To be successful, the program requires the use of approximately four classroom spaces, restrooms, and an office space for the Director to create transcripts, register students, and store documents and materials. The program utilizes existing academic classroom space, as Agawam Adult Education meets only in the evenings and can be housed in a new learning suite.

i. Student Guidance and Support Services

The Counseling Department supports academic, social-emotional, secondary planning, and career development for all students in collaboration with community members, parents, and staff. Counselors work closely with both students and parents to understand each student's unique individual needs. Counselors use a holistic approach to meet the needs of all students within the high school.

Throughout the school day counselors meet both individually and with small groups. Counselors hold many meetings with parents, families, outside agencies, and college representatives. These meetings vary in size and can hold anywhere from 3-15 members. There are a number of situations where additional private rooms are necessary in order to maintain confidentiality. Currently the Career Center operates out of an old closet that limits its effectiveness to support students throughout the school day.

Implications for Design

In the visioning sessions, a commonly identified concern was shared that administrators and school counselors were housed too far from students to provide timely support. Our vision for the next Agawam High School includes an administration and guidance suite in close proximity to each learning suite. By having the school counselors and administrators in close proximity, we will be allowed to respond faster to students in crisis, meet the social emotional needs of students closer to their classrooms, resulting in less time out of class due to the closer proximity. The ability to utilize the Large Group Instructional Space (LGI) for college visits, career information sessions, and parent information sessions will allow the counselors to host meetings for up to one hundred people in a professional space.

A Career Center, located centrally in the building that allows for twenty or more students at a time to prepare for internships, prepare for interviews, or meet with prospective employers will be necessary in the new building.

7. TEACHER PLANNING AND PROFESSIONAL DEVELOPMENT

We believe that teachers have the greatest impact on student learning, and it is the administration's responsibility to create the conditions for increased collaboration time and impactful professional development that is research based and follows district and school initiatives.

Faculty collaboration focused on students' learning needs articulated in our School Improvement Plan is a vital component of our new building plan. We are promoting a culture of professionalism, which serves as a model for students who are being asked to master learning standards that are rooted in 21st century learning skills. One of the barriers to such a comprehensive approach to professional development is finding the time and space for the work. Agawam High school is currently exploring ways to create time and space during the school day for job-embedded professional development. Weekly time for professional development will support the nurturing of a culture of inquiry among faculty by conducting teacher driven, school-based research. All meeting spaces are envisioned to adapt to specific types of work by specific groups of users. The variety and flexibility of meetings spaces is envisioned to promote a collaborative and professional school culture through: inter/intra departmental meetings, curriculum planning/alignment by teachers, teacher-student conferences, teacher-parent conferences, peer academic support, teacher evaluation conferences, flex period meetings, student leadership meetings, reviews of student work aimed at improving pedagogy and curriculum, intervention meetings to identify support for struggling students, and school-based research review for educational program improvement.

Types of meeting spaces listed on the proposed space template to serve faculty and staff include;

- Teacher's Planning/Staff Dining,
- Administration Conference Room,
- Administration Small Group rooms,
- School Counseling Conference Room
- Multiple mini media maker spaces within each learning suite
- Teacher planning rooms
- Large Group Instructional (LGI)
- Resource and small group instructional spaces within each learning suite

The following professional development and administrative initiatives are currently in place, but the new building should include:

Specific Strategy	Initiative
Discipline	Restorative Justice (responding to discipline with education, restoration, and an understanding of personal impact on others). Suspension times are minimized and assignments aimed at identifying the root cause are explored as an alternative to suspension.
Learning	Authentic use of flexible spaces and groupings to promote a deeper understanding of learning targets
School Culture	Flex period and student engagement of students to promote a positive school culture.
Student Wellness	Social Emotional Learning (curriculum and systems for promoting student well-being)
Parent/Family Engagement	Parent Orientation (partnering with families in support of student learning)
Project Based Learning	The use of multi modal assessments that promote collaboration and 21st century skills to assess student mastery of learning standards.

8. PRE-KINDERGARTEN

Early Childhood Center (ECC)

The Early Childhood Center (ECC) is currently located at Perry Lane park about a mile from the main Agawam High School Campus. There is a current enrollment of 148

students housed in two separate locations. Below you will see the demographic and selected populations that make up the schools' enrollment.

Chart 1: Race and Ethnicity Report, ECC

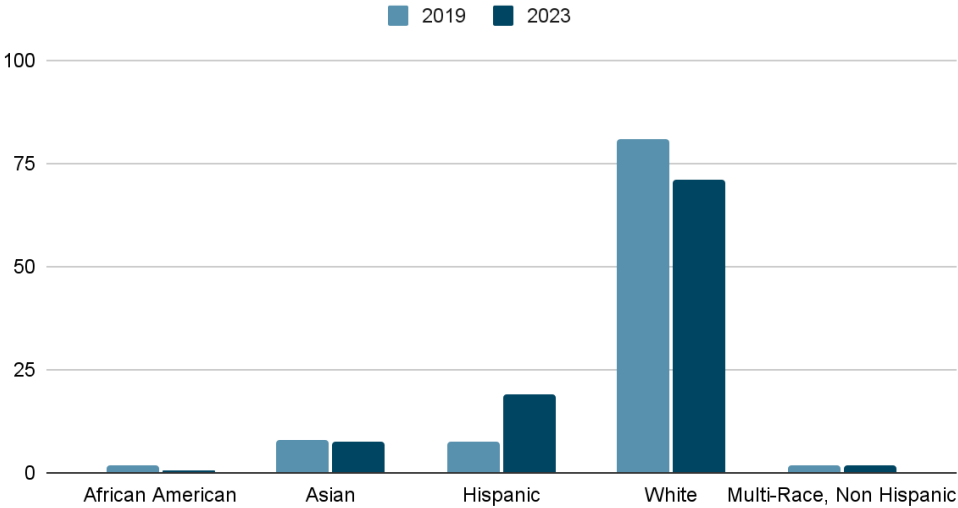
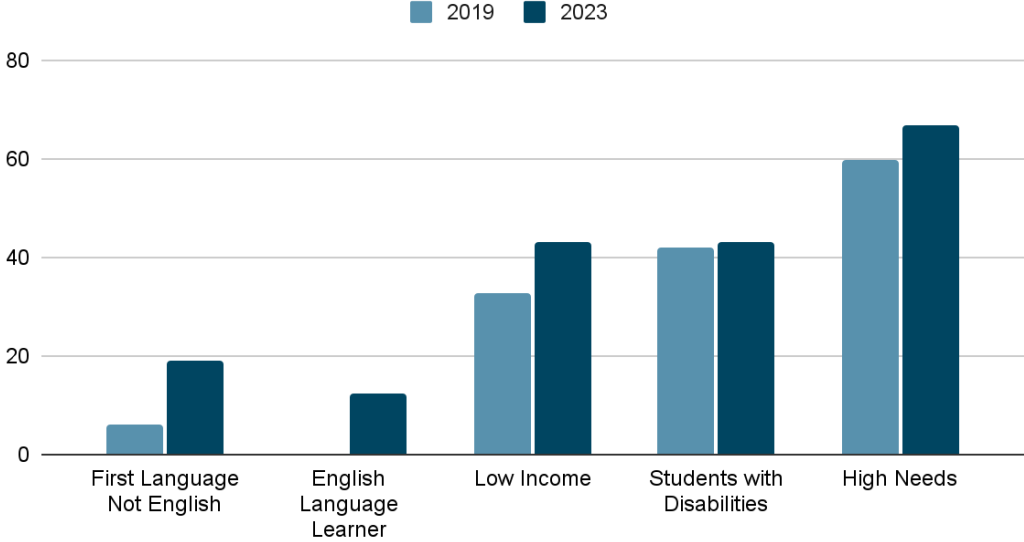


Chart 2: Population Changes, ELs and Special Education Learners



As far back as 2019, the School Committee received quotes to build a new preschool for approximately \$17 million dollars on the grounds of the junior high school. At the time, it was decided that redistricting all elementary schools to balance enrollment would allow for each school to create space to house the ECC. While the redistricting took place, the COVID-19 pandemic forced a pause, and only one of the elementary schools took on the overflow that the Perry Lance facility could not serve. The current building is not suitable for educational purposes and fails to meet the needs of its students. Its service delivery is fragmented and the services needed to meet the needs of its students are inequitable at best. Although there is significant community support for a new Early Childhood Center being housed on the same campus as the proposed new high

school, the current configuration of the school does not adequately support that idea. Creating a space for an effective preschool educational space is necessary in order to ensure that preschool students have the opportunity to be in a learning space that accommodates their needs. Having a preschool paired with the high school will allow for additional programs such as early childhood education that connect the high school student with the preschool student.

Implications for Design

Given the level of student needs, the new ECC should have eight classrooms that are developmentally appropriate, an administrative office, a staff area, and breakout rooms for related services (ABA programming and related therapies.) An outdoor play area and a separate entrance are also necessary. A small conference space for team and parent meetings is also necessary.

Additionally we foresee opportunities for current students that are enrolled in our Health and Social Assistance Pathways, those enrolled in the Career and Technical chapter 74 Early Childhood program, students in Child Development electives, and students interested in volunteer or internship hours to be in close proximity to the ECC.

9. SCHOOL MEALS PROGRAM

Agawam High School participates in the Community Eligibility Program (CEP) while providing breakfast and lunch to its students under the guidelines of the USDA's Nutrition Program and Massachusetts Department of Elementary and Secondary Education Food and Nutrition Program. School lunch and breakfast programs must abide by federal and state guidelines promoting the health and nutrition of its students. Providing nourishing meals to our students is essential to ensuring academic excellence. There is a tremendous opportunity in building new infrastructure to change variables that allow for expanded options to be produced efficiently in an inviting, inclusive, and efficient environment.

Agawam High School currently has outdated kitchen equipment to prepare and serve meals for more than 700 students per day. The preparation and serving areas are antiquated and in need of a complete overhaul. While there is enough seating for all students, the current space lacks privacy, easy access to a courtyard or quiet areas for students that appreciate and need a quieter atmosphere in which to eat. More than one hundred students utilize the library media center daily as an alternative to the cafeteria.

Implications for Design

Kitchen and Preparation Space:

The preparation space in the kitchen can be improved by maximizing usable space, updating equipment, and improving the overall workflow of the kitchen. Combi-ovens (heat and moisture elements) should be utilized in addition to convection ovens so that all foods, specifically vegetables, can be prepared in a more nutritious and tasteful

manner. Updating and improving equipment will enable our program to be more efficient as well as vastly more energy efficient. The new kitchen space must include increased freezer and refrigerator space to accommodate the amount of food that is stored. Agawam Public Schools utilizes the USDA Commodity Foods Program as well as the FFAVORS program (Fresh Fruits and Vegetables Program through DoD.) Fresh fruits, vegetables, meat and dairy products are essential components that require refrigerated storage. Ample freezer, refrigerator, and dry storage space equates directly to cost savings and food quality.

Serving Space

In our current serving area, the physical space is limiting, uninviting, and inefficient. A new, courtyard style serving area, with four (4) cashier exits, would more tightly align with the times and thus the familiarity that students are accustomed to. A scramble serverly would allow for greater interactions between staff and students. Stations would be clearly marketed to meet the needs and taste preferences of our students while also maintaining required meal pattern guidelines. A courtyard style cafeteria or open area would allow students to access full meals or make a quick purchase while offering options that are appealing to them. This service style will help to increase participation and increase speed of service while also resulting in higher academic performance.

Seating Space

New seating area design should be reflective of updated commercial operational spaces. Students should feel welcome, comfortable, and nurtured by their time in the cafeteria. The cafeteria seating space should be open, bright, and comfortable. It should be flexible and varied, allowing students to eat in both small and large groups. Seating should be abundant so that students are not forced to find spaces outside of the cafeteria to eat their meals. Agawam Public Schools should be environmentally friendly with the ability for waste to be reused and recycled, as well as the opportunity for composting.

The cafeteria seating space should be open, bright, and comfortable. It should be flexible and varied, allowing students to eat in both small and large groups. Seating should be abundant so that they are not forced to find spaces outside of the cafeteria to eat their meals. Agawam Public Schools should be environmentally friendly with the ability for waste to be reused and recycled, as well as the opportunity for composting.

10. TECHNOLOGY INSTRUCTION POLICIES AND PROGRAM REQUIREMENTS

As a result of the pandemic, Agawam became a 1:1 Chromebook district. While there is wireless access throughout Agawam High School, certain hallways and offices have very weak signals. School counselors have access to Securely, a product that alerts us when a student has entered a search, or typed in any documents about self harm, inappropriate material, or threats to school safety.

Every teacher has a school-issued laptop, but not access to the same projectors for smartboards. We are currently awaiting the installation of “flips” that every staff member will receive in the 2023-2024 school year. These touch screen devices are eighty-five inches. There are two computer labs in the building. Extensive collaboration has resulted in Google Classroom efficiency that provides a common experience for students. All teachers have a Google Classroom for each of their sections, and they are monitored by administration for compliance.

We have a full-time Technology Help Desk that assists staff and students, as well as a stipend position that supports students and staff with Chromebook and login issues. Students in the Information Technology Pathway serve as interns with the technology department to give them real world experience.

Implications for Design

We envision our classrooms to have access to interactive learning displays integrated in each classroom and learning suite. Equitable access for teachers and students that provides a common experience, regardless of learning suite, is necessary to provide our students with the 21st century learning skills they will need in college and career programs.

TV Studio

AHS currently offers a broadcast journalism semester course as well as a broadcast journalism honors full year course. This course currently works out of two classrooms, one being a green screen room, and the other being an oversized classroom. Students learn skills in various job roles in a modern green-screen, multi-camera TV studio utilizing cutting-edge professional technology. Students learn many job roles including: producer, technical director, audio technician, camera operator, video editor, lighting technician, and talent on camera.

Implications for Design

A modern TV studio and production set would allow students to work with up to date technologies of digital media creation in the fields of video production, broadcasting, and film production. In our vision the studio would be a classroom of about 850 sq ft with an adjacent studio for the production to occur in. AHS currently produces “Brownie Bits” which are filmed segments that are aired to the school YouTube channel. The ideal plan would be to film a live show that would be aired to the entirety of AHS.

11. MEDIA CENTER/LIBRARY

The Library Media Center is dedicated to supporting the development of 21st century learning skills of inquiry, problem solving, higher order thinking, use of technology and writing in all content areas. With the American Association of School Librarians (AASL), framework along with the models for problem based and active learning activities as a guide, research activities in the Agawam Library Media center support the educational programs, teaching and learning at Agawam High School. The

American Association of School Librarians framework supports students in the following;

Inquire	Include	Collaborate
Curate	Explore	Engage

The LMC promotes literacy, provides access to tools which make curriculum accessible to all learners, creating a safe and welcoming space that promotes inclusiveness. The LMC provides students with tools to be effective researchers, and responsible users of informative digital resources through our extensive LMC website. In addition the LMC will curate materials that reflect and support students needs and diverse backgrounds, helping to build students' confidence and academic success.

Although the space is used to support all departments, changes over the years have impacted its usefulness. Currently there are three classrooms, two district offices, an office for instructional coaches, and a teacher collaboration room within the library media center. Additionally, more than one hundred students use the library for lunch as a quiet space.

Implications for Design

The Agawam Public Library is located within steps of our high school campus. We intend to foster a collaboration that will allow us to weed our current inventory, and allow students to check out selections for the public library. By doing so, we can split up the traditional LMC into several different media/maker spaces located adjacent to the learning suites.

12. VISUAL ARTS PROGRAM

The mission of the Visual Arts Department at AHS is to provide hands-on artistic opportunities that challenge both the intellectual and technical growth of our students through creative experiences and activities. AHS Visual Arts encourages self-exploration, expression, and creativity in a safe and inclusive learning environment. Currently there are two dedicated art classrooms and one that was built near the Advanced Manufacturing classes within the last ten years. It is not within proximity to the other art classrooms.

Implications for Design

We envision two accessible art studio spaces. This learning suite of art rooms would house two centrally located electric kilns, multiple basin sinks with clay traps, art appropriate tables where students can stand or sit, and numerous electrical outlets. Three rooms would allow for spaces that are designed with flexibility in mind. Adequate storage in each studio for student projects and personal items, as well as a shared storage space for department supplies is a necessity amongst the art teachers. The placement of and access to electricity and presentation technology is important in room layout. Multi switch lighting so that light can be controlled in specific areas of the

room as well as abundant natural light would lend to a space more conducive to creating art. Counter space, and cork style walls for mounting would also be extremely useful for drawing, display, and artistic critiques. Visual arts classrooms should offer direct access to an outdoor space where classes can utilize more natural light and environment for creating art and incorporating outdoor projects. Location of the rooms near engineering and construction rooms would be ideal for collaboration on larger projects.

In addition to studio space, having separate places to display artwork is a top priority of the department. Ample display space like bulletin boards, cabinets and cases are needed to showcase student work safely. This could also include portable display walls for larger exhibits.

Future Visual Arts courses leading to new pathways

Within the next two years the AHS Art department will be offering Advanced Placement studio art for the first time. This will afford students an extra year of advanced curriculum to prepare portfolios for college admission as well as gain AP credit.

In addition to adding AP , our goal is to develop a “Visual Arts Applications” course which would allow students to experience industry related art experiences and connections with current creative professionals. The development of this course will give the opportunity for the school to incorporate this into our Innovation Pathway programs in the future.

Visual Arts Schedule Path

Level	Courses					
1	Drawing and Painting 1	Sculpture 1	Digital Photography 1	Illustration and Cartooning	Mixed Media	Unified Art
2	Drawing and Painting 2	Sculpture 2	Digital Photography 2			
Honors	Art Honors					
AP	AP Studio Art (starting 2024-2025)					

13.PERFORMING ARTS PROGRAM

The Agawam High School music department has a long standing reputation for excellence and is one of the most active extra- curricular groups. The music department performs at various parades, hosts multiple concerts throughout the year, and is often asked to perform at events in the greater Agawam area. Students participate at the state level in various competitions. The Music Department provides an aesthetic arts education in the performing arts that includes both ensemble experiences, general music classes/experiences, and music immersion for students with exceptional learning needs. The music department gives students a safe place to belong and a creative outlet during the school day. There are significant outside of the school day opportunities through the marching band, jazz band, color guard, and A Capella programs that engage students outside of the traditional classroom experience.

Performing Arts Schedule Path

Grade Level	Course
9-12	History of Rock and Roll
9-12	Unified Performing Arts
9-12	Percussion Ensemble
9-12	Symphony Band
9-12	Wind Ensemble
9-12	Beginning Piano
9-12	Beginning Guitar
9-12	Chorale
9-12	Concert Choir

Implications for Design

The overarching need is for a full music suite that is connected, logical, and set up to meet the needs of an active department Band Room would require the following requirements.

- Tall ceilings with acoustic treatment
- Large enough for the concert band to be set up AND hold marching rehearsals
- Attached office space with window to full room
- Recording capability & a sink for repairs
- Close access to auditorium

- Outdoor access with double door
- In close proximity to the auditorium and the Large Group Instructional Space (LGI).

Music Technology/Piano Lab

- Centralized piano teacher system
- Desks for computers
- Mac desktops with keyboards to use pianos as MIDI inputs
- Mac desktops with ProTools, Sibelius, and GarageBand

Choir Room

- Tall ceilings with acoustic treatment
- Big enough to have chairs AND risers set up for 60 students each
- Attached office space with window to full room
- Recording capability
- Close access to Auditorium
- Double doors (to fit a grand piano)
- Large screen/projector that is visible for all students while teacher is teaching AND teacher can access their computer

Auditorium

The existing auditorium is in dire need of replacement. This space has served the school well for many years and is a necessity for student development as well as a community asset. This space should be centrally located with easy access to the outside. It will continue to be used for assemblies, large-scale performances, and other high-attendance events. The current setup has an antiquated sound room that is not within the actual auditorium, and the stage is too small for larger performances. The lighting, sound and handicap accessibility do not meet current standards. A space to build, rehearse, and design would help ensure that the educational needs of our drama classes are met. The wings of the stage lack storage for student belongings. The preferred option places the performing arts in the center of the school, adjacent to the auditorium allowing for the easy transport of instruments to and from the stage and allowing music rooms to be used as green rooms for performances.

Having music rehearsal classrooms in close proximity to one another would facilitate cooperative experiences in our music department and good supervision. Proximity of music classrooms near to one another would facilitate combined rehearsals, concerts and other uses. Differing sized practice rooms would be utilized by students before, during and after school for small ensemble and individual practice as well as individual assessments. The Music Technology / MIDI lab would allow for music theory, performance classes, and Music Technology classes to work on music production and music composition.

14. PHYSICAL EDUCATION PROGRAMS

The Physical Education program is designed to meet the ongoing challenge of instilling in students the importance of keeping an active and healthy lifestyle. Students will participate in a variety of self and team competitive physical, recreational, and health-related activities. Through the development of a wholesome attitude toward exercise and fitness activities, the students participating in the program will recognize the benefits of keeping themselves healthy throughout their lifetime.

Social Emotional Learning (SEL) establishes wellness as a mandatory condition for learning. Students who are not rested, malnourished, stressed, lonely and otherwise unwell are unable to learn no matter what the learning conditions are. Students who are rested, nourished, socially active, and who are physically and emotionally well are able to maximize their potential as learners. Agawam High School views physical education as a foundation of knowledge and skills that will allow them to be successful in all of the facets of our school. Physical Education is a required course for all students. Four semesters of Physical Education/Health Education for a total of 2 credits of which .5 credits must be Health.

The Physical Education program is designed to meet the ongoing challenge of instilling in students the importance of keeping an active and healthy lifestyle. A variety of activities are offered from self and team competitive physical, recreational and health related activities The program strives to develop a wholesome attitude toward exercise and fitness activities that will benefit them throughout their lifetime.

Health Education is a required course for graduation. Our courses enable students to develop the attitudes, knowledge, and skills needed for responsible and effective management of their lives. Our goal is to empower students to take charge of their lives, to maximize their potential, and to function independently and interdependently in our complex world. Career exploration and preparation is strongly emphasized.

Physical Education & Health Schedule Path

Grade Level	Course
9-12	Physical Education
11-12	Fitness for Life
10	Health
9-12	Interior Design

9-12	Child Development
9-12	Life After High School

Implications for Design

Three indoor areas plus outdoor activities areas for tennis, track & field events, and basketball courts.

- a large gymnasium with a divider and a walking track
- a smaller gymnasium area (full basketball court)
- A fitness/weight room area
 - The area should also provide space for an Athletic trainer office/workspace.
- An office for the Athletic Director
- Appropriate changing spaces for Adaptive Physical Education students

Gymnasium

It is not uncommon to have three physical education classes running simultaneously. Our current design has one large gymnasium and one small one. It will be important for us to be able to run up to three classes simultaneously in the new building. In addition to the educational needs, the smaller gymnasium is used by our athletic teams and by community groups throughout the year.

Fitness Center

In order to provide the necessary support, supervision and safe conditions for students interested in strength training, conditioning and physical fitness, the fitness center/strength and conditioning facility should be large enough for up to fifty people. This space would allow strength and conditioning to address the individual goals of the students within each class. A properly equipped fitness center can be used throughout the school day by our Special Education programs, and after school by allowing students to rehabilitate their injuries while under the direction of the Athletic Trainer. Community groups will be able to utilize the facility in the evenings/weekends when not being used by the school.

Locker/Team Rooms

Locker rooms for physical education classes and athletic teams and bathrooms that are sensitive to all student needs, regardless of gender or age. A new facility must dedicate locker space that serves gender neutral students as part of the school's commitment to supporting an inclusive culture.

Storage

Agawam High School has a large athletic program offering more than twenty MIAA programs. Ample space for storage of uniforms and physical education equipment is needed.

Interscholastic Athletics

Agawam High School strongly values the health and wellness of all of its members: students, faculty, staff, and community. Our athletic program consists of nearly every sport offered by the Massachusetts Interscholastic Athletic Association. In addition to our turf stadium that has a track, our facility has several practice fields as well as two softball, and one baseball diamond. Our athletic department also utilizes several schools and parks throughout the year for practices and sub-varsity games.

Our outdoor athletics facility and locker rooms received an extensive renovation in 2015-2016. Our existing gymnasium recently had the floor resurfaced, but is much smaller than our current need. There is a back gymnasium that provides practice space for several teams and flexibility for physical education classes. There is a current space that provides room for a fitness center that needs updating. Space for uniform and equipment storage will be necessary.

15. SPECIAL EDUCATION PROGRAM

The commitment to being a diverse community with an inclusive culture means AHS strives to meet the needs of all students. Students with disabilities may be eligible for an Individualized Education Program (IEP). AHS provides students with IEPs with a variety of services in inclusive and more intensive settings. There are several distinct programs at Agawam High School that service our students with special needs.

- Agawam Occupational Program (AOP)
- Connections
- Inclusion
- ASPIRE and ASPIRE ABA
- Strive and High School Based Transition (18-22)

Liaisons

Each student with an IEP is assigned a case manager or “liaison.” A liaison is a licensed special education teacher responsible for managing the students’ educational plan at AHS. Liaisons communicate regularly with regular education teachers, parents, and other support staff in order to best meet student needs. Currently there are nine licensed special education teachers and two paraprofessionals that support the inclusion program. Related service personnel include a SLP, and a behaviorist.

Liaisons also work with students to respond to needs for the post-secondary transition. At every three-year re-evaluation, students are given a transition evaluation. For many students, these evaluations are done during their 9th grade year so that a baseline measure of skills is developed related to transition. At every annual meeting, guidance counselors and special education liaisons collaborate to complete a transition plan that is written into the student’s IEP. Students’ services and programs are then tailored to their individual needs. AHS partners with outside agencies such as Behavioral Health Network (BHN) in order to support the necessary services.

Agawam Occupational Program (AOP)

The Agawam Occupational Program (AOP) is an academic/career/technical program for students who are significantly below grade level. Three teachers and 6 paraprofessionals serve the students by modifying general education curriculum within content courses according to individual needs based on individualized plans. Related service providers for this program include BCBA, SLP, OT, PT, TVI

Each student with an IEP is assigned a case manager or "liaison." A liaison is a licensed special education teacher responsible for managing the students' educational plan at AHS. Liaisons communicate regularly with regular education teachers, parents, and other support staff in order to best meet student needs. Currently there are nine licensed special education teachers and two paraprofessionals that support the inclusion program. Related service personnel include a SLP, and a behaviorist. Liaisons also work with students to respond to needs for the post-secondary transition. At every three-year re-evaluation, students are given a transition evaluation.

For many students, these evaluations are done during their 9th grade year so that a baseline measure of skills is developed related to transition. At every annual meeting, guidance counselors and special education liaisons collaborate to complete a transition plan that is written into the student's IEP. Students' services and programs are then tailored to their individual needs. AHS partners with outside agencies such as Behavioral Health Network (BHN) in order to support the necessary services.

Study Skills & Academic Support

Students who need to develop general academic and study skills may take an Integrated Learning Strategies course (ILS), academic support class. Students are matched with their liaisons as teachers for these classes. In general, 9th and 10th graders are enrolled in a study skills class where teachers implement their own curriculum in response to student needs. Topics include organizational systems and strategies, effective study strategies, time management, note-taking strategies, reading support, math support, content area support, self-advocacy, transition skills, and teachers work to help students understand their own individual needs and IEP services. 11th and 12th grade students who still require skill support in order to maintain success in the general education environment may continue to take academic support classes as needed.

The goal of the program is to make students successful and workplace/college ready as they transition out of high school. Their career/technical experience has them off site at the Lower Pioneer Valley Collaborative for half of the school day. Common practices include working closely with students, vocational instructors, counseling, and other professionals. Program features include daily "check-ins", guidance, teacher support, and providing a safe environment to build confidence. Students receive access to dedicated school and adjustment counselors.

Implications for Design

We envision needing three classrooms for grades 9-12 that have space for up to ten to twelve students that are adjacent to a learning suite. By putting the classrooms in close

proximity to a learning suite, students in AOP will have access to a maker space and be included with their non special education peers more often. Students in the AOP will receive grade level academics to match their learning abilities in addition to attending CTEC to gain career/technical skills.

Connections

Connections provides a predictable and structured routine that focuses on growth and learning and is designed to increase a child's coping, self-regulation, and problem-solving skills as well as their capacity to establish positive connections with peers and adults.

The Connections program strategies include; room arrangement, structured, predictable daily schedules, appropriate and motivating curriculum and lessons, appropriate instructional pacing based on student need and grade level curriculum expectations. The ultimate goal is that the students can learn to manage their behavior and be successful in the least restrictive environment. Staff are trained in de-escalation techniques, planned ignoring, assistive technology as appropriate, data collection and documentation, social skills instruction, problem-solving skills instruction, self-regulation instruction, individualized behavior intervention plans, and counseling as needed.

Staffing for Connections includes three teachers, three paraprofessionals (changes with enrollment) and one embedded adjustment counselor (SAC), a Behavioral Interventionist, and +/- 2 Contracted BHN Counselors.

Implications for Design

To best meet the needs of the Connections population we need three classrooms for academics (class sizes less than ten), a counseling room, a crisis intervention room, a Community/common room. All rooms should be in the same location/suite but also give the students access to media maker spaces.

Inclusion

An inclusion model for students with IEPs and a blending of honors and non-honors students into the same classes allows for a well rounded group of students, diverse points of view, students with different backgrounds, of view, and a valuing of inclusion. Students find themselves in classes with a variety of life experiences, talents, and interests. Students come to see that diversity with inclusion allows them to challenge their assumptions, examine issues from multiple perspectives and explain their own positions using evidence. The majority of our students receiving special education services participate in grade level curriculum within inclusive settings. Inclusion classes are taught by licensed regular education content area teachers and are co-taught by either special education teachers or paraprofessionals.

Implications for Design

To fully support the co-teaching model that ensures proper accommodations, differentiation, and access to breakout rooms, each learning suite must have a small

group instructional area as well as a resource room. Inclusion students must have access to the maker space in the learning suite that allows them to use materials and resources that support their adaptation of 21st century learning skills.

Aspire and Aspire ABA

The Aspire and Aspire/ABA classrooms meet the needs of students with intellectual disabilities, Level 2 and 3 ASD, physical disabilities, multiple disabilities, vision and hearing impairments. Students in these classrooms work on functional academics, functional life skills, social skill building, communication, community living, activities of daily living, behavior. Students are able to get the individualized instruction based on their IEPs as well as have access to inclusion opportunities both in and outside of the high school. Students in these programs will move on to the 18-22 programs (Strive and transition).

Current staffing and space for these Special Education Life Skills programs include a classroom for students with intellectual disabilities and a classroom for students on the Autism Spectrum or similar needs. Two teachers and upwards of 15 paraprofessionals are determined by the number of students each school year. Related Service Providers include a SLP, BCBA, Vision Specialist, OT, PT, AAC specialist.

Implications for Design

One Aspire classroom to accommodate up to 12 students, and two connecting ABA classrooms (one for life skills and one for individual work spaces) for up to 12 students. There is a need for a safe space for behavioral intervention based on student needs. Each classroom should have a fully accessible kitchen space with oven/stove, sink, fridge, dishwasher, microwave, cabinet space, food prep space/island and, accessible laundry area with washer/dryer. Each classroom should have a fully accessible bathroom including an adult-sized changing table, connecting therapy room for pull-out services, as well as storage area for adaptive equipment (i.e. Stenders, bikes, etc.).

STRIVE

- The transition programs meet the needs of students with intellectual disabilities, Level 1, 2 and 3 ASD, physical disabilities, multiple disabilities, vision and hearing impairments until their 22nd birthday
 - Students in these classrooms work on pre-vocational skills, functional life skills, social skill building, community living, activities of daily living
 - Students are able to get the individualized instruction based on their IEPs as they prepare for the transition to adult services
 - Students in the transition programs come from the Aspire, Aspire/ABA, and AOP programs
 - Special Education transition programs for students ages 18-22
 - 2 Classrooms for students ages 18-22 (1 classroom for high school based transition students and another for community/college based transition

students)

- 2 Teachers and upwards of 15 paraprofessionals determined by the number of students each school year
- Related Service Providers: SLP, Vision specialist, BCBA, PT, OT
- A “Transition Suite” with separate entrance. Suite should contain 3 spaces of 2 classrooms (each for up to 12 students) and a central common life skills area
 - Common Life Skills room should have a fully accessible kitchen space with oven/stove, sink, fridge, dishwasher, microwave, cabinet space, food prep space/island
 - Safe space for behavioral intervention
 - Accessible laundry area with washer/dryer
 - The suite should have a fully accessible bathroom including an adult-sized changing table
 - Connecting therapy room for pull-out services
 - Storage area for adaptive equipment (i.e. Standers, bikes, etc.)

16. VOCATION AND TECHNOLOGY PROGRAMS

a. Non-Chapter 74 Programming

b. Chapter 74 Programming

Business Information and Technology

The Business Department offers twelve business/career elective courses and twenty-one IT/Computer Science elective courses, and two electives in TV Production & Broadcast Journalism. Our business department offers Accounting, Personal Finance, Business Law, Management, Marketing, Entrepreneurship, Career Exploration, and Leadership. The entrepreneurship course is bringing back the student store. This year it was done online, but we would like to have space for an actual store so students can learn all aspects of owning a business

- We offer opportunities for speakers to present to our courses as well as for students to give presentations, and we do mock interviews with the students
- Our IT department includes courses such as digital photography, web design, digital/video production, 3D animation & modeling, video game design, exploring computer science, mobile app development, C++ programming, and TV production & broadcast journalism
- Several of our courses can be taken to fulfill the Information Technology and Advanced Manufacturing & Engineering Innovation Pathways, as well as the Instructional Technology graduation requirement.

Implications for Design

We are asking for two dedicated classrooms for the three business instructors. Beginning with the class of 2027, Personal Finance will be a graduation requirement. All students must take and pass the course during their junior and senior year.

Classrooms should have flexible learning environments to accommodate instruction in and assessment of all four skills, sometimes simultaneously.

Classroom spaces should contain flexible seating for students to work both independently and collaboratively. The placement of and access to technology within the room should be positioned to allow teachers and students the ability to share presentations. Classroom design should take into consideration the varied instructional methods used by the department- lectures, discussions, independent and collaborative projects, student-led presentations, viewing of documentaries and videos, etc.- that are designed to help develop students' critical thinking skills. The media maker/commons spaces within the learning suite will allow students the space, privacy and flexibility to work collaboratively.

The business department often brings in guest speakers and professionals from their respective fields to meet with students about internship and career opportunities. Access to the Large Group Instructional Space (LGI) will be crucial to meeting with larger groups of students in a professional and dedicated space.

Innovation Pathways

The recent addition of Advanced Manufacturing, Health and Social Assistance, and Technology Innovation Pathways allow students experience in specific high-demand industries. The courses of study reflect alignment with career opportunities in the pathway being explored. The pathways focus on innovation to advance teaching, learning, and student success. These goals are supported in our classrooms through the application of new technologies and learning through new instructional models. Currently the Pathways are fragmented and limited by the classroom spaces, and visibility for the general student population. We have received several grants that support the pathways, but the space provided for each is limited and has caused us to be creative with where they are currently located.

Healthcare and Social Assistance Pathway

The Health Care and Social Assistance Pathway is designed to help introduce students to various careers in the healthcare field while also incorporating skills needed to be successful. Students explore healthcare through coursework and career-based internships with the ability to earn college credit and industry-recognized certifications. Students use hospital equipment including beds and mannequins to simulate patients. The equipment is used to assist students in learning CPR, first Aid, and basic medical procedures. Students take blood pressure, vital signs, investigate infection control, and use proper hand washing techniques.

HEALTHCARE & SOCIAL ASSISTANCE PATHWAY	
Course Categories	Course Name
Technical Classes (3 are required)	Biology (prerequisite)
	Anatomy
	Exploration of Health Care Occupations

100-Hour Community Internship (required)	Career Internship
Advanced Classes (2 are required)	AP Biology
	AP Chemistry
	AP Statistics
	AP Spanish
Supportive Classes	Physical Science
	Honors Microbiology
	Child Development
	Psychology
	Sociology
	Statistics
	Business Management
	Spanish
	Issues in Health
	Forensics
	Public Speaking and Communication
	Algebra 1
	Algebra 2
	Conceptual Chemistry
	Career Exploration
Symphony Band I	
Symphony Band II	

Implications for Design

The space for the Health and Social Assistance Pathway will need to accommodate several functions including a simulated hospital room, doctors office, content learning space, and open floor space for work on medical mannequins, and will be able to be accessed by elective course in the health and physical education department when not being used for the pathway course. The space will require substantial storage areas for large medical equipment and mannequins. The need for a dedicated lab to accommodate this pathway is necessary to ensure the long term sustainability of the program.

Advanced Manufacturing and Engineering Pathway

The Advanced Manufacturing and Engineering Pathway allows students to explore advanced manufacturing through coursework that will help students earn certifications and gain insight into the field. Students participate in a variety of unique networking opportunities providing them with exposure to the workplace environment and the opportunity to learn about 21st Century job skills.

Students learn the skills needed to use software in the design process. They are also exposed to various types of machines used in the manufacturing industry including CNC machines, lathes, welding equipment, and plasma cutters. The space for this program will also be shared with other technology and engineering classes offered.

ADVANCED MANUFACTURING & ENGINEERING PATHWAY	
Course Categories	Course Name
Technical Classes (3 are required)	Computer Integrated Machining (required)
	Introduction to Machine Engineering Technology
	Computer Aided Design (CAD) (required)
100-Hour Community Internship (required)	Career Internship
Advanced Classes (2 are required)	Geometry Honors
	Pre-Calculus Honors
	Advanced Placement Physics with Lab
Supportive Classes	Public Speaking and Communication
	Geometry
	Pre-Calculus
	Statistics
	Physical Science with Lab
	College Prep Physics with Lab
	Accounting
	Business Management
	Entrepreneurship I & II
	Marketing
	3D Animation and Modeling I
	3D Animation and Modeling II
	Career Exploration
	Structural Engineering
	Intro to Welding
	Intro to Woodworking
	3D Design and Printing
	Digital Electronics
	Intro to Engineering with Lab
	Robotics
Sculpture I & II	
Mixed Media	

Implications for Design

The new space must be able to fit large pieces of machinery, have secure storage, proper safety equipment, and offer proper ventilation. Access to an overhead door for deliveries and classroom space within the space will allow for increased cross curricular collaboration between teachers and students.

Information Technology Innovation Pathways

The Information Technology (IT) Pathways is designed to provide students with a variety of 21st Century skills including, critical thinking, creativity, collaboration, technology literacy, leadership, productivity, and problem solving. Students learn how to build electronics and assemble hardware. They also build a variety of software skills using Windows, Windows Server, Wireshark, PuTTY, and Linux. The student develops hands-on experience working with desktops, servers, switches, storage arrays, firewalls, Network Attached Storage (NAS) units, and network printing.

The technical courses that are at the core of this program include IT Essentials, Network Technology, and Cybersecurity. The students even have the opportunity to take these courses for honors credit and pursue industry standard certifications in the platform TestOut's LabSim learning platform. We are also in the process of finalizing our articulation agreement with Springfield Technical Community College which will allow students to earn college credit. The goal is to prepare students for a future in the IT field no matter what path they choose after high school.

Information Technology Pathways

Computer and Information Technology is one of today's fastest growing career fields. There is expected to be more than 550,000 new jobs in this field through 2026. Source: Bureau of Labor Statistics

Technical Classes (2 are required)

0530 or 0554 IT Essentials: PC Hardware and Software
0529 or 0553 Network Technology
0555 or 0556 Cybersecurity

100-Hour Community Internship (required)

The Career Exploration course prerequisite is waived.
0580-0596 Career Internship

Advanced Classes (2 are required)

Any level I or II course serves as an advanced class.
0032 Advanced Placement Language and Composition
0042 Advanced Placement Literature and Composition
0121 Algebra II Honors
0135 Pre-Calculus Honors
0150 Advanced Placement Statistics

0151 Advanced Placement Calculus (AB)
0152 Advanced Placement Calculus (BC)
0153 Calculus Honors
0531 Advanced Placement Computer Science Principles
0538 Java Programming and Mobile App Development Honors
0541 C++ Programming Honors
0566 Video Game Design II Honors

Supportive Classes

0145 Number Theory - Cryptology
0520 Business Management
0557 Exploring Computer Science
0564 Video Game Design I
0570 Career Exploration
0749 Symphony Band I
0750 Symphony Band II
0661 Robotics
0818 Leadership

Implications for Design

The Information Technology Pathway lab must have ample room for computers, flexible seating, collaboration space, and room for multiple computers, video screens, and large amounts of equipment.

17. TRANSPORTATION POLICIES

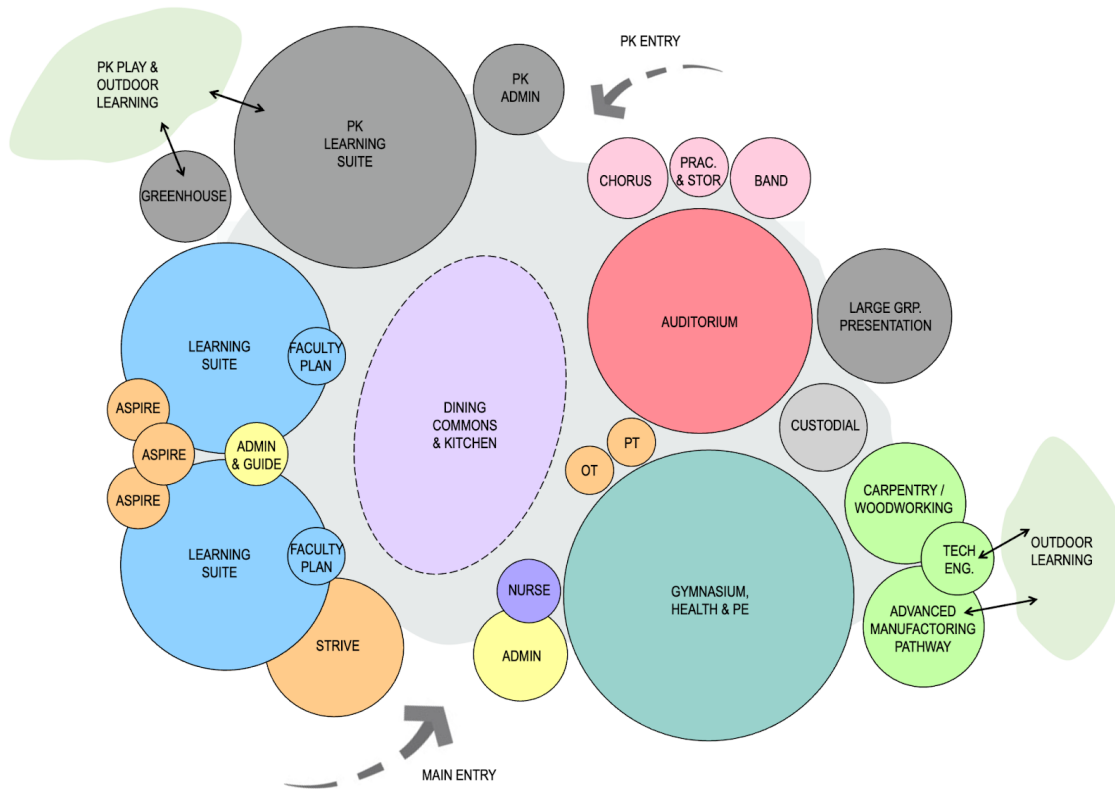
The school is located on a busy road, but is within walking distance for a small number of students living in the immediate neighborhood. There are ample sidewalks, and street lights that allow for safe walking or bike riding to school. There are fourteen buses for morning and afternoon drop-off, and adequate parking for all student and adult drivers. The current parking lots are directly in front and to the right of the building. A large number of parents drive their students to school, and several hundred student drivers along with the staff and buses create a crowded morning drop off and afternoon dismissal. It is often difficult for school administration to monitor the morning drop-off and afternoon dismissal because of the sheer size of our building. The result is that some drivers (parents and students) park in restricted areas causing further delays.

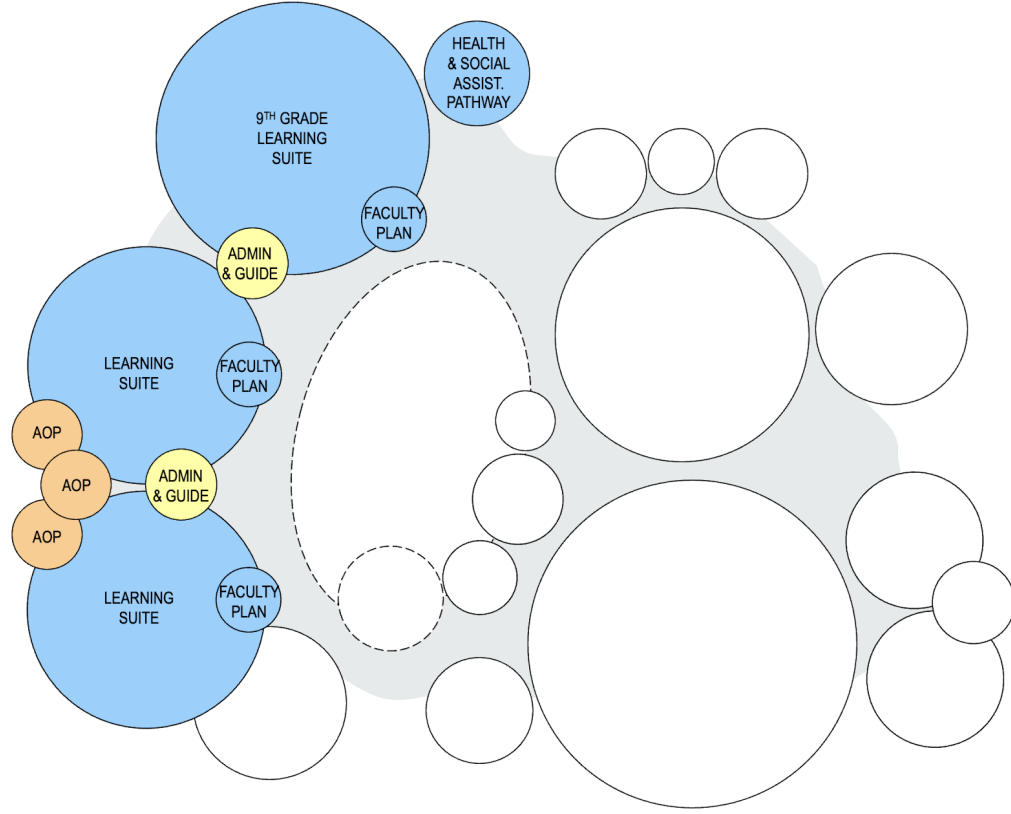
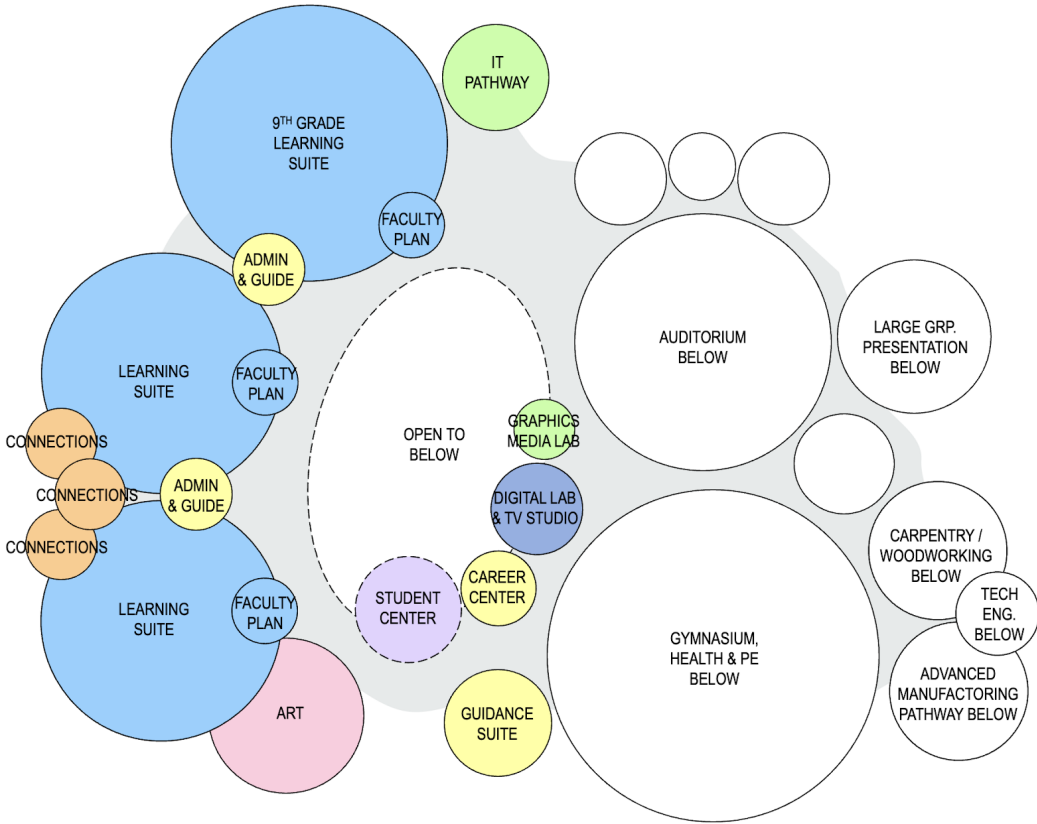
Implications for Design

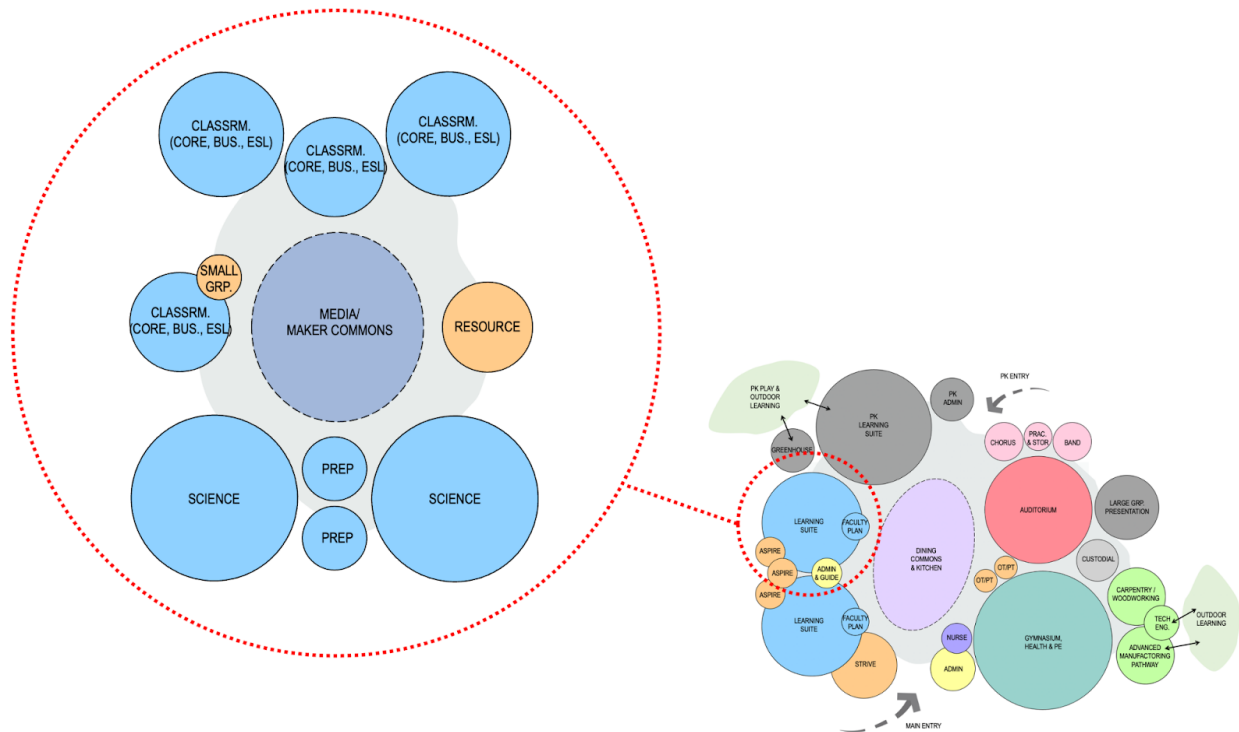
We will need a well thought out plan that allows for separate staff and student parking, as well as clear demarcation for busses and parent drop off and pickup.

18. FUNCTIONAL AND SPATIAL RELATIONSHIPS

The ideal function and spatial relationships should prioritize student and academic focus followed by public use and access. The public areas should be located in a way that allows for oversight by administration and maintenance. The auditorium, cafeteria and gymnasium should be located so that after-hours access to other areas on campus or within buildings is not necessary. The gymnasium and locker rooms should have access to and be located near the athletic fields. The overarching goal is to create a school component adjacent to a combined school-public component, while maintaining a secure school.







Alignment of program adjacencies would allow for greater collaboration among disciplines as well as greater connections to student needs and make stronger relationships within the school population, both socially and academically.

Administration Adjacencies

- While there will be one main office located at or near the main entry, we would like to disperse the square footage across centrally located spaces to accommodate student and academic needs. Administration includes the Principal, Assistant Principal (3), administrative secretaries (3), maintenance and the Student Resource Officer. Our goal will be to have administrative and school counseling suites dispersed throughout the building to be closer to the learning suites. Doing so will allow us to be more responsive to “in the moment” student needs.

School Counseling Suite

- We do not want a traditional school counseling suite. While there should be a smaller central location, most of the square footage should be dispersed closer to the learning suites and housed adjacent to a building administrator. We would like the offices dispersed within the campus and connected to administration in order to accommodate student needs. There are five Guidance Counselors, four School Adjustment Counselors, and two secretaries.

Special Education Adjacencies

- Located within the proximity of administration, health services, and service

providers.

- Academic support rooms near inclusion classrooms which are dispersed throughout campus.
- Conference room for IEP meetings close to the “center” of campus (main office, guidance, nurse etc.)
- Life skills/vocational space to be located near the cafeteria
- Occupational and Physical Therapy located near the gym

Health, PE, Wellness, Gymnasium Adjacencies

- Located in an area that is easily accessed by the school community and the community at large while maintaining high visibility for all programs using the space.
- The fitness center, athletic director, athletic trainer, and physical / occupational therapy programs should be located near each other.
- Located near parking with easy access for public events

English, Social Studies, Science, Math, Technology, World Language Adjacencies

- Adjacent to each other for potential collaboration and support on project-based learning that is interdisciplinary and allows for STEM or STEAM components.
- Each learning suite would house interdisciplinary classrooms along with a shared Media Maker Commons allowing for collaboration and interdisciplinary spaces.
- Technology needs to be centrally located within academics so that all programs, students and teachers can benefit from the space.

Auditorium & Performing Arts Center

- Performing Arts classrooms located near the auditorium with direct access to the stage.
- Located near parking with easy access for public events.

Fine and Applied Arts

- Located in a place that allows student work to be showcased and access to the outdoors

Cafeteria

- Located near parking with easy access for public events without having to enter via academic spaces.

Student access to the outdoors is a key component to education at AHS. Student artwork is displayed outdoors and indoors throughout the campus, the S.A.V.E. is an active participant in having all students involved in recycling in order to increase awareness of becoming a sustainable environment. Students are able to enjoy lunch outside when the weather permits, and a change in the environment as students move throughout the day offers respite from a completely indoor experience. The school’s

current outdoor classroom must be optimized as much as possible, providing spaces connected to nature that will allow for a more relaxed learning environment.

We anticipate the auditorium, cafeteria and gymnasium having the most public use and have clustered them on one side of the campus to contain public use. However, in order to engage the full community in learning, we anticipate other spaces such as the Large Group Instructional Space (LGI), being available to the public as needed/requested.

The team space is the same as the project space. This will not be enclosed, but rather an open space off of a corridor and categorized as gross square feet.

The “breakout rooms” are associated with Teacher Planning / department office spaces, and the space template allocates one breakout room per department. These spaces are distinct from the Special Education “Small Group Rooms”. Both breakout rooms and small group rooms can serve the purposes listed for “one-on-one support,” “additional services,” “testing space,” “academic support,” and “IEP meeting spaces.” Academic wing diagrams have been updated to reflect “Teacher Planning” and “Breakout Room” names.

19. SECURITY AND VISUAL ACCESS REQUIREMENTS

The one story school design with more than fifty doors is a challenge to provide a secure school setting. The preferred alternative improves security of the campus by enclosing the outdoor courtyards with discreet perimeter fencing. The central location of the administration offices does not allow for direct lines of sight to both the main entrance and the community wing entrance. A school based safety team that consists of local law enforcement, the district security officer, staff members, and building administration meet monthly to review emergency preparedness and conduct drills aimed at keeping staff and students knowledgeable, aware and ultimately safe while at school.

The current configuration of our sprawling one story campus is organized by long hallways between wings and alcoves that cause congestion and confusion for students and visitors, and makes supervision and assistance during an emergency difficult.

Implications for Design

A single main entrance onto campus, along with designated parking for students, staff and faculty would allow for administration and the School Resource Officer (SRO) to be able to monitor who is coming onto campus during school hours. A specific and dedicated space that is highly visible will be reserved for the SRO at all times. Currently there is a sticker program for all vehicles. Guest parking should be in a separate designated area located in a way that requires them to enter the campus through one entrance where they can be checked in. A perimeter loop around the campus will be designated for emergency vehicles and personnel.

Guest and student parking will be directly in front of the main entrance of the school in the front lot. Guests will be directed to the administration suite for check-in and badging. The administration receptionist currently processes visitors and will continue

to do so in the new plan. The new building should have safe and secure outdoor spaces that are accessible for students and teachers at lunch and for class gatherings when weather permits.

20. SUSTAINABILITY

Agawam High School staff and students are committed to long term sustainability of our environment. The town is rooted in Agriculture, and many of our stakeholders are connected to farming, and sustainability efforts. Many of our Science programs utilize the outdoor classroom, a forested area that has several gardening beds, a small shed, a winding gravel path, a meeting space, and an observation deck over a stream. Currently, due to the school schedule of forty-three minute periods many subject area teachers do not utilize the outdoor space because of their distance from the outdoor classroom. The distance requires travel time that reduces important instructional time. We also have a fully functioning Greenhouse located in a courtyard that serves our special education, horticulture and in the future physical education classes. Composting during the 20022-2023 school year became an initiative by our horticulture students. The program was severely hampered by the physical layout of our building. The cafeteria's proximity to the Greenhouse was less than ideal, and there aren't adjacent spaces near the current cafeteria to keep the composted materials. Our student led S.A.V.E. club supports a school wide recycling program by using their after school meeting times to collect and sort the recycle bins for each classroom.

Implications for Design

We understand that the outdoor classroom will most likely be further from the learning suites in a new or renovated building. In order to encourage more usage, a new bell schedule will be in place for the 2024-2025 school year that lengthens class periods to sixty minutes in order to encourage more usage of the outdoor classroom and other outside learning opportunities on campus. A centrally located composting area that allows for easy transport of the materials to the Greenhouse and community gardens will allow us to invigorate our sustainability practices for years to come.

3.1.3 Initial Space Summary

- A. Space Summary - MSBA Templates
- B. Existing Floor Plans
- C. Variance between Program and MSBA Guidelines

A. Space Summary - MSBA Templates

Preliminary Design Program
Agawam High School

3.1.3 Initial Space Summary

A. SPACE SUMMARY - MSBA TEMPLATES

The Preliminary Design Program phase of this Feasibility Study will examine the following five options. All options serve a student enrollment of 955:

Option 1: Base Renovation of the existing Agawam High School.

Option 1A: A New Construction alternative on the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 1B: A New Construction alternative on the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 1C: A New Construction alternative on the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 2A: An Addition/Renovation of the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 2B: An Addition/Renovation of the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 3A: An Addition/Renovation of the existing Agawam High School site. This option also includes a Pre-Kindergarten.

Option 3B: An Addition/Renovation of the existing Agawam High School site. This option also includes a Pre-Kindergarten.

The following MSBA space template is based on space needs and request developed during the Preliminary Design Program phase of the Feasibility Study. Individual space templates will be produced for each option during the Preferred Schematic design phase.

Proposed Space Summary - High Schools
955 students

Table with columns: Existing Conditions, ROOM NFA, # OF RMS, area totals. Includes rows for Core Academic Spaces (1-47), Special Education, and Art & Music.

Table with columns: PROPOSED, Existing to Remain/Renovated, New, Total. Includes columns for ROOM NFA, # OF RMS, area totals. Includes rows for Core Academic Spaces, Special Education, and Art & Music.

Table with columns: MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines), ROOM NFA, # OF RMS, area totals, Comments. Includes rows for Core Academic Spaces, Special Education, and Art & Music.

Proposed Space Summary - High Schools
955 students

Table for Agawam High School Existing Conditions. Columns include ROOM NFA, # OF RMS, and area totals. Rows are categorized by function such as ART & MUSIC, MEDIA & TECHNOLOGY, HEALTH & PHYSICAL EDUCATION, etc.

Table for PROPOSED conditions. Columns include Existing to Remain/Renovated, New, and Total. Rows follow the same functional categories as the existing conditions table.

Table for MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines). Columns include ROOM NFA, # OF RMS, area totals, and Comments. Includes a yellow highlighted row for 'Non-Programmed Spaces'.

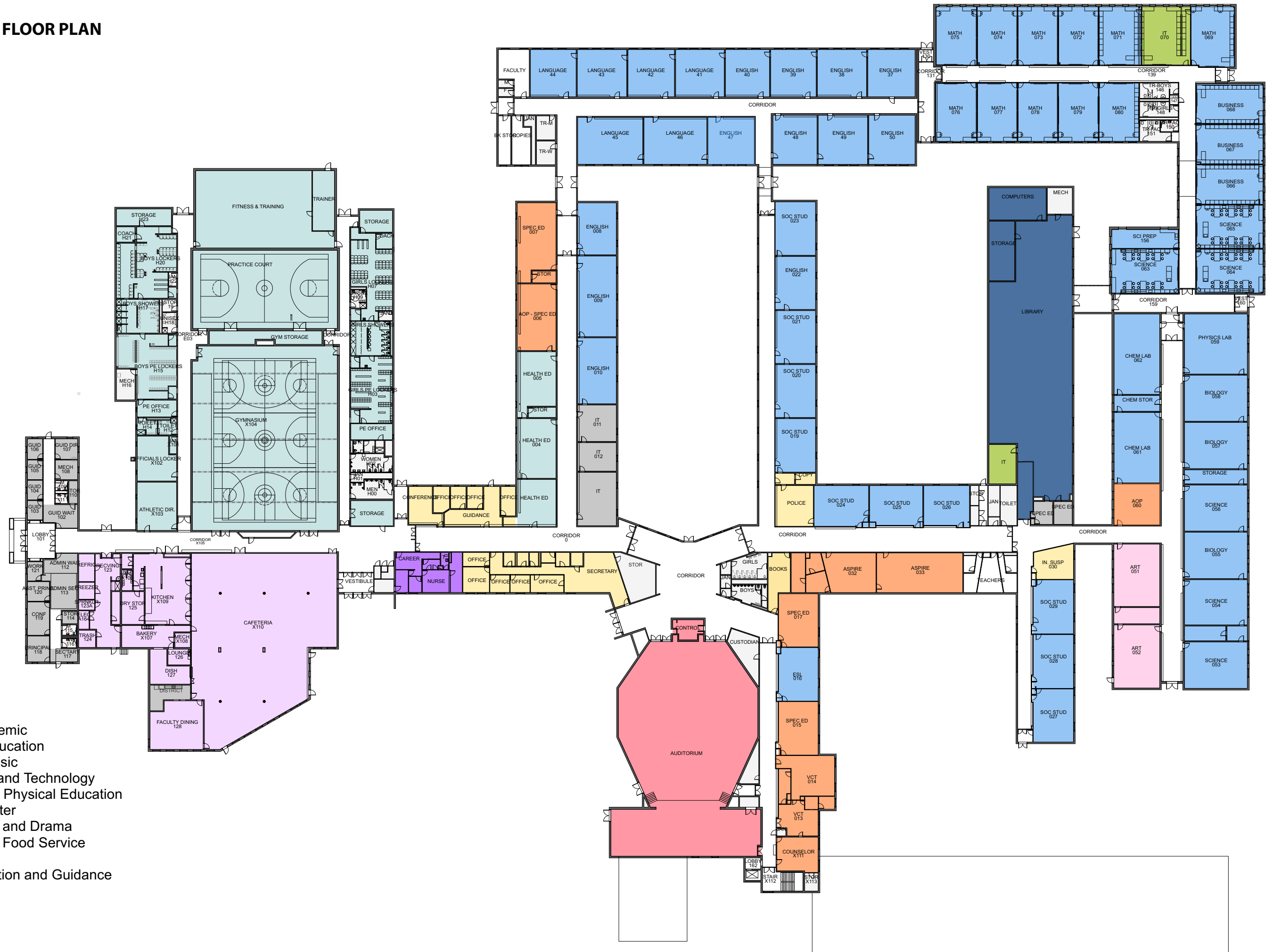
- 1 Individual Room Net Floor Area (NFA)
2 Total Building Gross Floor Area (GFA)
3 Remaining

Architect Certification
I hereby certify that all of the information provided in this "Proposed Space Summary" is true, complete and accurate and, except as agreed to in writing by the Massachusetts School Building Authority, in accordance with the guidelines, rules, regulations and policies of the Massachusetts School Building Authority to the best of my knowledge and belief. A true statement, made under the penalties of perjury.
Name of Architect Firm: Flandrugh Associates, Inc.
Name of Principal Architect: Kent D. Kovacs AIA, LEED AP
Signature of Principal Architect: [Handwritten Signature]
Date: 26-Jul-23

B. Existing Floor Plans

Preliminary Design Program
Agawam High School

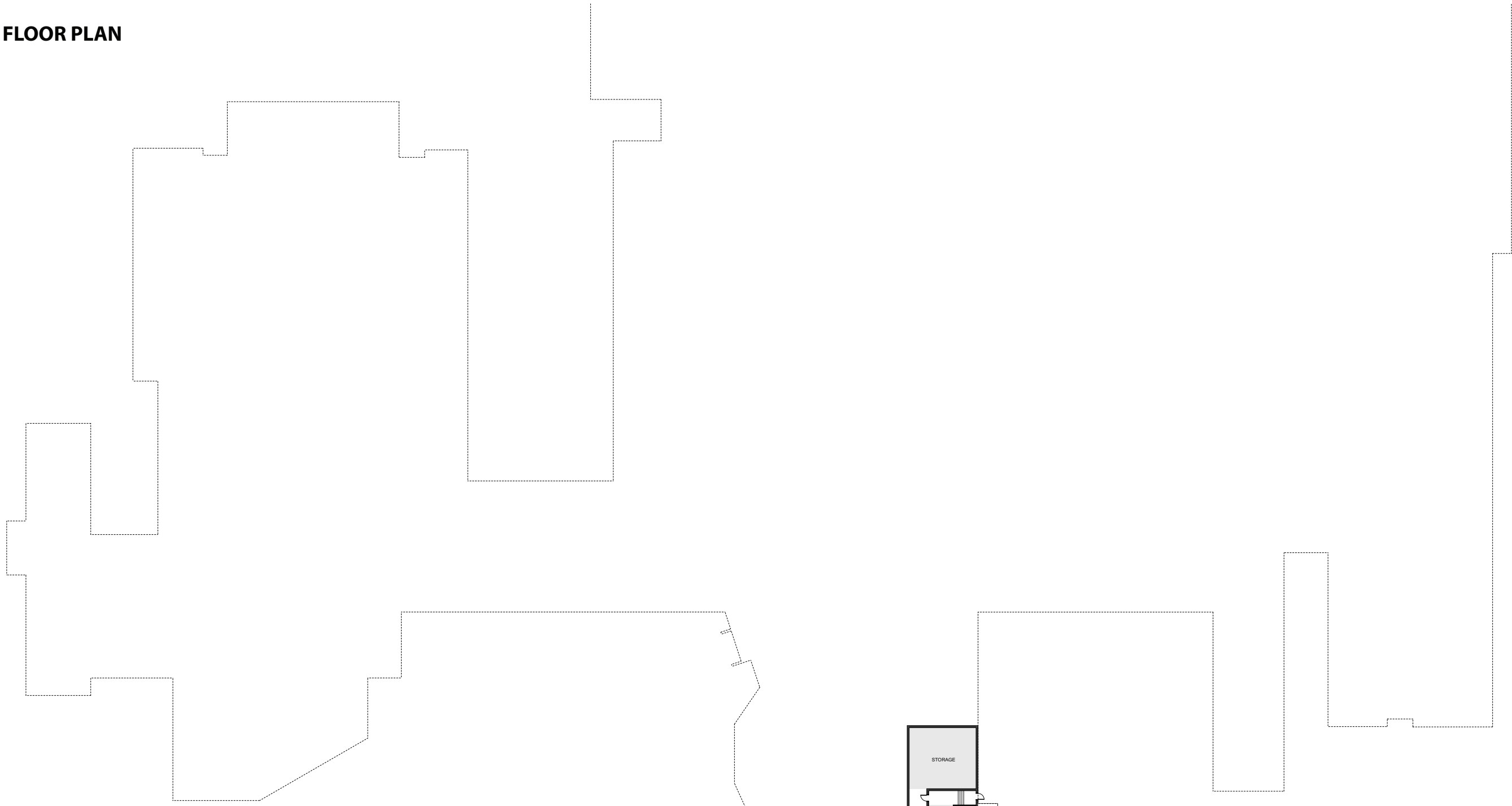
UPPER LEVEL FLOOR PLAN



- Core Academic
- Special Education
- Art and Music
- Vocations and Technology
- Health and Physical Education
- Media Center
- Auditorium and Drama
- Dining and Food Service
- Medical
- Administration and Guidance
- Custodial
- Other

LOWER LEVEL FLOOR PLAN

- Core Academic
- Special Education
- Art and Music
- Vocations and Technology
- Health and Physical Education
- Media Center
- Auditorium and Drama
- Dining and Food Service
- Medical
- Administration and Guidance
- Custodial
- Other



C. Variance between Program and MSBA Guidelines

Preliminary Design Program
Agawam High School

3.1.3 Initial Space Summary

C. VARIANCE BETWEEN PROGRAM AND MSBA TEMPLATE

Core Academic

This category increases by 1,300 sf beyond the default template. The following detail the variations and/or request:

A-1: Business Classroom - One Business Classroom at 850 sf is requested beyond the default template.

A-2: ESL Classroom - One English Second Language (ESL) Classroom at 850 sf is requested beyond the default template.

A-3: Healthcare Pathway - One Healthcare Pathway space at 1,440 sf is requested beyond the default template.

Special Education

This category increases by 4,450 sf beyond the default template. The following detail the variations and/or request:

B-1: AOP Classrooms: Three spaces at 850 sf each are required totaling 2,550 sf.

B-2: APRIRE Classrooms - Two spaces at 850 sf are required totaling 1,700 sf.

B-3: APRIRE Life Skills - One Life Skills space at 1,200 sf is required.

B-4: Connections Classrooms - Three spaces at 850 sf are required totaling 2,550 sf.

B-5: Occupational Therapy/ Physical Therapy - Two separate spaces at 500 sf totaling 1,000 sf.

B-6: Post-Secondary Program - Two classrooms at 1,200 sf are required totaling 2,400 sf.

B-7: Post-Secondary Program - Two toilets at 60 sf each associated with the Post-Secondary Classrooms

Art & Music

This category increases by 150 sf beyond the default template. The following detail the variations and/or request:

C-1: Music Office – One office at 150 sf each is required to satisfy the program.

Vocations & Technology

The district's proposed total area for this category aligns with the MSBA default template.

Health & Physical Education

This category increases by 2,265 sf beyond the default template. The following detail the variations and/or request:

D-1: Gymnasium - A gymnasium space at 13,265 SF is requested to meet program requirements. This is 1,265 SF in excess of the MSBA default template.

D-2: Trainer - A space for the Trainer at 400 SF is requested to meet program requirements.

D-3: Gender Inclusive Lockers - Two locker rooms at 100 sf each totaling 200 sf are required to meet program requirements.

D-4: Officials Lockers - Two locker rooms at 100 sf each totaling 200 sf are required to meet program requirements.

D-5: PE Office - Two offices at 100 sf each totaling 200 sf are required to meet program requirements.

Media Center

The district's proposed total area for this category aligns with the MSBA default template.

Dining & Food Service

The district's proposed total area for this category aligns with the MSBA default template.

Medical

The district's proposed total area for this category aligns with the MSBA default template.

Administrative & Guidance

This category increases by 690 sf beyond the default template. The following detail the variations and/or request:

F-1: Assistant Principal Offices - Two additional offices at 120 sf each totaling 240 sf are required.

F-2: Guidance Offices - Four additional offices at 120 sf each totaling 480 sf are required.

F-3: Resource Officer - One office at 150 sf each is required.

Custodial & Maintenance

The district's proposed total area for this category aligns with the MSBA default template.

3.1.3 Initial Space Summary

Other

This category totals 19,940 sf beyond the default template. The following detail the variations and/or request:

H-1: Pre-K Classrooms - Eight Pre-K Classrooms at 1,260 sf each totaling 10,080 sf are required.

H-2: Pre-K Waiting and Support: A 450 sf area is required.

H-3: Pre-K Conference: A 300 sf space is required.

H-4: Pre-K Offices: Three offices at 150 sf totaling 450 sf are required.

H-5: Pre-K Nurse: A 200 sf space is required.

H-6: District IT: One space at 1,200 sf is required. District IT currently resides in the Agawam High School

H-7: Special Services - Various spaces for the District's Special Services are required totaling 2,860 sf. District Special Services currently resides in the Agawam High School

H-8: Green House - A 1,400 sf green house is required to satisfy program needs. The current green house would be replaced as part of this building project.

H-9: Large Group Instructional Space - A multi-purpose instructional and presentation space at 2,800 sf is required.

I-1: Total Building Net Floor Area (NFA) - The NFA of the proposed project exceeds the default template by 30,837 sf.

Non-Programmed Spaces

I-2: Total Gross Floor Area (GFA) - The GFA of the proposed project exceeds the default template by 43,710 sf.

I-3: Grossing Factor - The proposed grossing factor applied to the template is 1.50. This is a reasonable value for a high school of this size and complexity.

3.1.4 Evaluation of Existing Conditions

- A. Property Title
 - B. Statement that Property can be Developed
 - C. Historical Impacts on Property
 - D. Determination of Development Restrictions
 - E. Existing Code Analysis
 - F. Initial Evaluation of AAB Rules and Regulations
 - G. Existing Conditions Reports
 - H. Proposed Soils Exploration
 - I. Phase I ESA
 - J. Hazardous Materials Assessments
 - K. Existing Materials
-

A. Property Title

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

A. PROPERTY TITLE

Agawam High School Site: The Town took title to the property by deed November 19th, 1953.

Witness OUR hands and seal this 19th day of November 19 53
 [Signature] [Signature] Robin G. Matthews
 [Signature] Martha R. Matthews

The Commonwealth of Massachusetts
 Hampden ss. November 19th 19 53

Then personally appeared the above named Robin G. Matthews and Martha R. Matthews

and acknowledged the foregoing instrument to be their free act and deed, before me

[Signature]
 Notary Public - Just of the Peace

My Commission Expires

Dec 4 19 53

REC'D NOV 19 1953 AT 10:39 AM AND REG'D FROM THE ORIGINAL

28475

Agawam, Massachusetts

Pages 41
 Page 116

KNOW ALL MEN BY THESE PRESENTS, that, we, FREDERICK C. EMERSON, EDWARD W. TALMADGE, and WILLIAM E. VIGNEAUX, acting as the BOARD OF SELECTMEN of the Town of Agawam, County of Hampden, Commonwealth of Massachusetts, did on the said 26th day of October, 1953, adopt the following order, to wit:-

ORDERED, that the said, FREDERICK C. EMERSON, EDWARD W. TALMADGE and WILLIAM E. VIGNEAUX, acting as the BOARD OF SELECTMEN in the exercise of the power conferred upon them as such Board of Selectmen of the Town of Agawam, by Section 14 of Chapter 40 and Chapter 79 of the General Laws, (Ter. Ed.) and of all other acts in addition thereto and in amendment thereof and of all other power and authority herunto enabling having been duly authorized by vote of the Town, adopted by the Town Meeting held December 8, 1952, at which meeting an appropriation for the taking of the parcels of land hereinafter described having been made, have taken and do take for school purposes the fee simple in the land together with all trees thereof, if any, and structures affixed thereto, if any, situated in the Town and described as follows:

PARCEL 1. Beginning at a point in the Northerly line of Cooper Street distant Four Hundred Eighty-One and 6/10 (481.6) feet South 83° 1' West of County Highway bound on the Northerly line of Cooper Street; thence NORTHERLY 4° 39' E. ST, Eight Hundred Thirty-Six and 07/100 (836.07) feet along the Westerly line of a parcel of land owned by Tony and Margaret Liquori and described as Parcel 1 in Book 1700, Page 81 as recorded in the Hampden County Registry of Deeds, to a stone bound; thence WESTERLY along land of Michael Peter Losito and along land of Charles H. and Elizabeth M. Thornton to the Easterly line of Line Street, otherwise known as the parish line between Agawam and Feeding Hills; thence SOUTHERLY along the easterly line of said Line Street to the Northerly line of property of George H. Provost; thence EASTERLY and SOUTHERLY along said Provost to an iron pin in the Northerly line of Mill Street; thence EASTERLY along the Northerly line of Mill Street to the Northerly line of Cooper Street and continuing EASTERLY along the Northerly line of Cooper Street to the point of beginning.

Being Parcel 2 and Parcel 3 of property owned by TONY and MARGARET LIQUORI as described in Book 1700, Page 81, Hampden County Registry of Deeds.

Being shown as Parcel 1 on the plan hereinafter referred to.

The above parcel is owned by TONY and MARGARET LIQUORI.

PARCEL 2. Beginning on the Northerly line of Mill Street at the Southwest corner of property of Tony and Margaret Liquori at an iron pipe and running NORTHERLY along said Liquori to a point, thence WESTERLY along said Liquori to a point, Three Hundred (300) feet from the Easterly line of Line Street, known as the parish line

BOOK 79 2d + 3d

between Agawam and Feeding Hills; thence
SOUTHERLY through property of George H. Provost to a point in the
Northerly line of Mill Street distant Three Hundred (300)
feet from the Easterly line of the aforementioned Lino
Street; thence
EASTERLY along the Northerly line of Mill Street to the point of
beginning.

Being a portion of land owned by George H. Provost and described in Book
1954, Page 528 and 529, Hampden County Registry of Deeds.

Being shown as Parcel 2, on a plan hereinafter referred to.

The above parcel is owned by GEORGE H. PROVOST.

PARCEL 3. Beginning at an iron pipe in the Easterly line of Line Street
at the Southwesterly corner of property of Kenneth E. and
Alice L. Claflin and running

SOUTH 4° WEST along the Easterly line of Line Street, Nineteen (19)
feet to an iron pipe; thence
NORTHERLY 81° 32' EAST, Four Hundred Ten and 36/100 (410.36) feet
along property of Charles H. and Elizabeth M. Thornton
to an iron pipe; thence
SOUTH 9° 10' EAST, One Hundred Twenty-Three (123) feet along said
Thornton to an iron pipe; thence
NORTHERLY 73° 10' EAST, Eleven Hundred Forty-Four and 5/10 (1144.5)
feet along property of Tony and Margaret Liquori; thence
NORTHERLY 38° 03' EAST, Two Hundred Ninety-Seven (297) feet along said
Liquori to a stone bound; thence
TURNING an interior angle 118° 28' with the last described course and
running
WESTERLY, Thirty-Three (33) feet to a stone bound at the Southerly end
of an old ditch; thence
SOUTHERLY 71° 55' WEST, Nine Hundred Twenty-Five and 85/100 (925.65)
feet along property of Giacinto and Teresa Losito to an
iron pipe; thence
SOUTH 4° WEST along property of Kenneth E. and Alice L. Claflin, Fifty-
Three and 6/10 (53.6) feet to an iron pipe; thence
SOUTHERLY 71° 55' WEST along said Claflin, Four Hundred Thirty-Five
and 60/100 (435.60) feet to an iron pipe on the Easterly
line of Lino Street at the point of beginning.

Being all land conveyed to Michael Peter Losito as recorded in Book 1942,
Page 344, Hampden County Registry of Deeds.

Being shown as Parcel 3 on the plan hereinafter referred to.

The above parcel is owned by MICHAEL PETER LOSITO.

PARCEL 4. Beginning at a point in the Southerly line of property of
Giacinto and Teresa Losito and being distant Three Hundred
(300) feet from the Easterly line of Lino Street and running

NORTH 71° 55' EAST, One Hundred Thirty-Five and 6/10 (135.6) feet
to an iron pipe; thence
SOUTH 4° WEST, Fifty-Three and 6/10 (53.6) feet to an iron pipe;
thence
SOUTH 71° 55' WEST, One Hundred Thirty-Five and 6/10 (135.6) feet
to a point in the Southerly line of property
of Kenneth E. and Alice L. Claflin; thence
NORTH 4° EAST, Fifty-Three and 6/10 (53.6) feet to the point of
beginning.

Being the Easterly portion of land owned by Kenneth E. and Alice L.
Claflin and recorded in Book 1930, Page 275 and Book 1829, Page 577,
Hampden County Registry of Deeds.

Being shown as Parcel 4 on the plan hereinafter referred to.

The above parcel is owned by KENNETH E. AND ALICE L. CLAFLIN.

PARCEL 5. Beginning at a point in the Northerly line of property of
Tony and Margaret Liquori being distant Three Hundred (300)
feet from an iron pipe in the Easterly line of Lino Street at the
Southwesterly corner of Charles H. and Elizabeth M. Thornton and running

NORTH 73° 10' EAST, One Hundred Fifty-Five (155) feet, more or less,
to an iron pipe at the Southeastern corner of
property of said Thornton; thence
NORTH 9° 10' WEST, One Hundred Twenty-Three (123) feet to an iron pipe;
thence
SOUTH 81° 32' WEST, One Hundred Ten and 36/100 (110.36) feet to a point
in the Northerly line of the aforementioned Thornton;
thence

BULK... 783

SOUTHERLY through land of said Thornton to the point of beginning.
Being a portion of property of Charles H. and Elizabeth M. Thornton as recorded in Book 1657, Page 2, Hampden County Registry of Deeds.
Being shown as Parcel 5 on the plan hereinafter referred to.

The above parcel is owned by CHARLES H. and ELIZABETH M. THORNTON.

PARCEL 6. Beginning at a point on the Northerly line of Konnoth and Alice E. Claflin and distant Three Hundred (300) feet Easterly of the Easterly line of Lino Street known as the Parish Line between Agawam and Feeding Hills and running
NORTH 71° EAST, Sixty-Four and 3/10 (64.3) rods to a ditch; thence
NORTH 20° WEST on the said ditch, Nine (9) rods, Twenty-Three (23) Links to a stone bound; thence
SOUTH 71° WEST to a point, Three Hundred (300) feet East of the Easterly line of lino Street; thence
SOUTHERLY to the point of beginning.

Being the Easterly portion of land conveyed to Giacinto and Teresa Losito and recorded in Book 1300, Page 273, Hampden County Registry of Deeds.

Being shown as Parcel 6 on the plan hereinafter referred to.

The above parcel is owned by GIACINTO and TERESA LOSITO.

All of the above 6 parcels are as shown on a plan entitled "High School Site Agawam, Mass." drawn by the Engineering Department, dated June 1953, scale 1" - 100', to be recorded herewith.

It is further ordered that the sum of ONE DOLLAR be awarded to each of the several owners above mentioned for the damage caused by the takings of their properties.

THAT the damages shall be payable when entry shall be made upon the land as laid out and when possession thereof shall be taken.

THAT the Treasurer of the Town be and hereby is authorized to pay the said sums to the owners of the land as specified above or their heirs, successors or assigns when the same shall become payable as above provided.

THAT immediately after the right to damages becomes vested the Town Clerk in the name and on behalf of the Town shall give notice thereof to the persons entitled thereto in compliance with the provisions of Section 8 of Chapter 79 of the General Laws (Tor. Ed.) and acts in amendment thereof and in addition thereto.

THAT within thirty (30) days after the adoption of this order a copy thereof certified by the Town Clerk together with the plan hereinbefore mentioned pertaining to the taking of said land for school purposes, be recorded in the Registry of Deeds for the County of Hampden.

REC'D OF SELECTION
CF THE
TOWN CF AGAWAM

Frederick C. Pusean
Edward W. Wolcott
William C. Vigneaux

A true copy.

Attest:
Brandon R. Litalien
Town Clerk



TOWN OF AGAWAM MASSACHUSETTS

OFFICE OF TOWN CLERK AND TREASURER

BRANDON N. LETELLIER,
Town Clerk and Treasurer

June 1, 1953

I hereby certify that the following is a true copy of a vote taken at the Special Town Meeting held December 8, 1952:

Article 14. Voted 385-Yes to 50-No, To take by Eminent Domain and/or by purchase under the authority of General Laws, Chapter 79, Section 1 to 3 inclusive, and Chapter 40, Section 14, and to transfer the sum of \$25,000.00 from the Excess and Deficiency Fund for said taking by Eminent Domain and/or purchase and to authorize the Board of Selectmen to make such taking by Eminent Domain and/or purchase for School purposes the following described parcels of land:

Parcel 1

Beginning at a point in the northerly line of Cooper Street distant 481.6 feet South $83^{\circ} 1'$ West of County Highway bound on the northerly line of Cooper Street; thence northerly $4^{\circ} 39'$ East 836.07 feet along the westerly line of a parcel of land owned by Tony and Margaret Liquori and described as parcel 1 in Book 1700, Page 81 as recorded in the Hampden County Registry of Deeds, to a stone bound; thence westerly along land of Michael Peter Losito and along land of Charles H. and Elizabeth M. Thornton to the easterly line of Line Street, otherwise known as the parish line between Agawam and Feeding Hills; thence southerly along the easterly line of said Line Street to the northerly line of property of George H. Provost; thence easterly and southerly along said Provost to an iron pin in the northerly line of Mill Street; thence easterly along the northerly line of Mill Street to the northerly line of Cooper Street and continuing easterly along the northerly line of Cooper Street to the point of beginning. Being parcel 2 and parcel 3 of property owned by Tony and Margaret Liquori as described in Book 1700, Page 81 Hampden County Registry of Deeds.

Parcel 2

Beginning on the northerly line of Mill Street at the southwest corner of Property of Tony and Margaret Liquori at an iron pipe and running northerly along said Liquori to a point, thence westerly along said Liquori to a point 300 feet from the easterly line of Line Street, known as the parish line between Agawam and Feeding Hills; thence southerly through property of George H. Provost to a point in the northerly line of Mill Street distant 300 feet from the easterly line of the aforementioned Line Street; thence easterly along the northerly line of Mill Street to the point of beginning. Being a portion of land owned by George H. Provost and described in Book 1054, Pages 528 and 529 Hampden County Registry of Deeds.

Parcel 3

Beginning at an iron pipe in the easterly line of Line Street at the southwesterly corner of property of Kenneth E. and Alice L. Clafin and running South 4° West along the easterly line of Line Street 19 feet to an iron pipe; thence northerly $81^{\circ} 32'$ East 410.36 feet along property of Charles H. and Elizabeth M. Thornton to an iron pipe; thence South $9^{\circ} 10'$ East 123 feet along said Thornton to an iron pipe; thence northerly $73^{\circ} 10'$ East 1144.5 feet along property of Tony and Margaret Liquori; thence northerly $38^{\circ} 03'$ East 297 feet along said Liquori to a stone bound; thence turning an interior angle $118^{\circ} 28'$ with the last described course and running westerly 33 feet to a stone bound at the southerly end of an old ditch; thence southerly $71^{\circ} 55'$ West 925.65 feet along property of Giacinto and Teresa Losito to an iron pipe; thence South 4° West along Property of Kenneth E. and Alice L. Clafin 53.6 feet to an iron pipe; thence southerly $71^{\circ} 55'$ West along said Clafin 435.60 feet to an iron pipe on the easterly line of Line Street at the point of beginning. Being all land conveyed to Michael Peter Losito as recorded in Book 1942, Page 344, Hampden County Registry of Deeds.

Parcel 4

Beginning at a point in the southerly line of property of Giacinto and Teresa Losito and being distant 300 feet from the easterly line of Line Street and running North 71° 55' East 135.6 feet to an iron pipe in the southerly line of said Losito; thence South 4° West 53.6 feet to an iron pipe; thence South 71° 55' West 135.6 feet to a point in the southeilly line of property of Kenneth E. and Alice L. Claflin; thence North 4° East 53.6 feet to the point of beginning. Being the easterly portion of land owned by Kenneth E. and Alice L. Claflin and recorded in Book 1930, Page 275 and Book 1829, Page 577, Hampden County Registry of Deeds.

Parcel 5

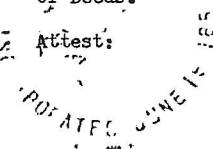
Beginning at a point in the northerly line of property of Tony and Margaret Liquori being distant 300 feet from an iron pipe in the easterly line of Line Street at the southwesterly corner of Charles H. and Elizabeth M. Thornton and running North 73° 10' East 155 feet more or less to an iron pipe at the southeasterly corner of property of said Thornton; thence North 9° 10' West 123 feet to an iron pipe; thence South 81° 32' West 110.36 feet to a point in the northerly line of the aforementioned Thornton; thence southerly through land of said Thornton to the point of beginning. Being a portion of property of Charles H. and Elizabeth M. Thornton as recorded in Book 1657, Page 2, Hampden County Registry of Deeds.

Parcel 6

Beginning at a point on the northerly line of Kenneth and Alice E. Claflin and distant 300 feet easterly of the easterly line of Line Street Known as the Parish Line between Agawam and Feeding Hills and running North 71° East 64.3 rods to a ditch; thence North 20° West on the said ditch 9 rods 23 links to a stone bound; thence South 71° West to a point 300 feet East of the easterly line of Line Street; thence southerly to the point of beginning. Being the easterly portion of land conveyed to Giacinto and Teresa Losito and recorded in Book 1300, Page 273, Hampden County Registry of Deeds.

Attest:

Brandon J. Letellier
Town Clerk



REC'D NOV 13 1950 A.M. 10:45

2847
Commonwealth of Massachusetts

HAMPDEN, SS.

To the Sheriffs of our several Counties, or their Deputies, or the Constables of any City or Town within our said Commonwealth duly qualified to serve civil process,

Greeting:

WHEREAS, First Personal Bankers Inc., a corporation duly organized by law and having a regular and usual place of business in

on the thirteenth day of November in the year of our Lord one thousand nine hundred and fifty-three before the District Court of Springfield, recovered judgment against

Karl Hartman of 89 LaSalle Street, in East Longmeadow

of five hundred five dollars and twenty-six cents, debt or damage, and eighteen dollars and fifty cents, costs of suit, as to us appears of record, whereof execution remains to be done.

Dam. \$505.26

Costs 18.50 We command you, therefore, that of the money of the said judgment debtor 523.76 or of his goods or chattels, lands or tenements within your precinct, at the value thereof in money, you cause to be levied, paid and satisfied unto said judgment creditor the aforesaid sums, being five hundred twenty-three dollars and seventy-six cents in the whole, together with interest thereon from the day of the rendition of said judgment,

See B225/P240

B. Statement that Property can be Developed

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

B. STATEMENT THAT THE PROPERTY CAN BE DEVELOPED

The Town of Agawam owns the land and the school facilities known as The Agawam High School located at 760 Cooper Street. The property is available for development of a renovated or new school since there would be no change in the existing use.

C. Historical Impacts on Property

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

C. HISTORICAL IMPACTS ON THE PROPERTY

The Massachusetts Historical Commission submission is in progress and has been attached to the appendix of this report. The completed report will be submitted in August of 2023 as options are refined.

D. Determination of Development Restrictions

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

D. DETERMINATION OF DEVELOPMENT RESTRICTIONS

Agawam High School:

Agawam High School occupies a large campus bordered by Cooper Street, Mill Street, and Line Street in Agawam, a central location within the city. The Agawam Library neighbors the school to the east, and Agawam Junior High and Superintendent Office are a short distance away. The site abuts residential property at its west, south, and eastern property edges. To the north of the campus lies a stretch of northern deciduous woodland containing a wetland. A utility corridor runs between this woodland and residential properties further north. The topography on site is fairly flat, with the most substantial slopes occurring north of the bus parking area at the northeast corner of the property. Grades slope downwards into the forest beyond. The north end of the soccer field is elevated above the school building below, supported by a concrete block retaining wall with chain link fencing above for safety.

E. Existing Code Analysis

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

E. CODE EVALUATION

See attached Code Evaluation by Sullivan Code Group.

BUILDING CODE EVALUATION

Introduction

The existing high school building located in Agawam, MA currently contains offices, classrooms, shops, gymnasium, auditorium, and cafeteria. This code summary is based on existing building drawings and a site visit conducted on April 21, 2023. The following is a list of applicable codes:

Code Type	Applicable Code (Model Code Basis)
Building	780 CMR: Massachusetts State Building Code, 9 th Edition <ul style="list-style-type: none"> • Amended 2015 International Building Code (IBC) • Amended 2015 International Existing Building Code (IEBC)
Fire Prevention	527 CMR: Massachusetts Fire Prevention Regulations <ul style="list-style-type: none"> • 2021 NFPA 1 M.G.L. Chapter 148 Section 26G – Sprinkler Protection
Accessibility	521 CMR: Massachusetts Architectural Access Board Regulations
Electrical	527 CMR 12.00: Massachusetts Electrical Code <ul style="list-style-type: none"> • Amended 2023 National Electrical Code
Elevators	524 CMR: Massachusetts Elevator Code <ul style="list-style-type: none"> • Amended 2013 ASME A17.1
Mechanical	2015 International Mechanical Code (IMC)
Plumbing	248 CMR: Massachusetts Plumbing Code
Energy Conservation	225 CMR 23: Massachusetts Stretch Energy Code ^A <ul style="list-style-type: none"> • Amended 2021 International Energy Conservation Code (IECC)

^{A.} The new Stretch Energy Code, which adopts and amends 2021 IECC, will become mandatory for any project where the permit application is submitted July 1, 2023 or later.

International Existing Building Code

The 2015 International Existing Building Code with Massachusetts amendments allows for 3 separate compliance methods, the Prescriptive Method (in general, altered areas must comply with the code for new construction), Work Area Method (level of compliance is based on the classification of work), and Performance Compliance Method (numerical method that allows tradeoffs for deficiencies). This report is based on the Work Area Method.

1. Work Area and Classification of Work:

The assumed work includes interior renovations that would be classified as a Level 3 alteration. This level includes the reconfiguration of spaces, the addition or elimination of doors and windows, the reconfiguration of spaces, the addition or elimination of doors and windows, the reconfiguration or extension of systems, and/or the installation of additional equipment in more than 50% of the aggregate area of the building. The work must comply with IEBC Chapters 7, 8, and 9 (IEBC 901.2). If the future work includes an addition, the project would also be subject to IEBC Chapter 11.

2. Occupancy Classification:

- Use Group E (Educational)
- Use Group B (Offices)

As permitted by 780 CMR 303.1.3, the assembly spaces such as the cafeteria, auditorium, and gymnasium have been considered to be part of the Use Group E occupancy based on our assumption that the spaces are typically used for school events only.

3. Construction Type:

Based on our observations, the existing building includes unprotected steel members. Therefore, the existing construction type is Type IIB construction. If the building does not undergo an addition, any new construction will need to maintain this construction type (noncombustible).

If the building undergoes an addition that increases the height and/or area of the building, the existing building and addition must comply with the applicable height and/or area limitations for the aspect that is increased (IEBC 1102). Based on the size of the existing building (~186,000 sf footprint; 216,000 sf aggregate), any addition must be separated by a firewall unless the structure of the existing building and addition are protected to meet a 2 hour fire resistance rating (Type IB construction).

4. Vertical Openings:

All existing vertical openings in the work area connecting two or more floors must be enclosed with 1 hour rated construction and approved opening protectives unless the openings meet one of the exceptions in IEBC 803.2.1. New vertical openings are required to comply with 780 CMR 712 & 713.

The stairs and elevator serving the lower level are enclosed.

5. Interior Finishes:

The existing interior finish of walls and ceilings in the work area and in all exits and corridors serving the work area must comply with the code requirements for new construction (IEBC 803.4 and 903.3). All newly installed wall and ceiling finishes, and interior trim materials must also comply with 780 CMR Table 803.11 (IEBC 702.1, 702.2, 702.3). The requirements are summarized in the following table for a building without sprinkler protection:

Interior Finish (780 CMR Table 803.11 & Section 804.4.2)

Use Group:	E
Exit Enclosures	Class A
Exit Access Corridors	Class B
Rooms & Enclosed Spaces	Class C
Floor Finish (corridors only)	Traditional Resilient or Class II Carpeting

The building generally consists of CMU or gypsum board walls that comply with the above interior finish requirements.

6. Means of Egress:

The means of egress including the number of exits and egress capacity must be sufficient for the number of occupants on all floors (780 CMR 102.6.4).

Based on the numerous amount of exterior doors, the 1st Floor of the building is compliant with these egress requirements. Also, the Lower Level is provided with multiple means of egress that provide sufficient egress for the floor.

In addition, illuminated exit signs and means-of-egress lighting must be provided in accordance with the code for new construction (780 CMR 102.6.4). All means of egress lighting and exit signs must be provided with an emergency power supply to assure continued illumination for not less than 1.5 hours in case of primary power loss (780 CMR 1008.1 1008.3.4 & 1013.1).

The building is provided with emergency lighting and illuminated exit signs with emergency power via batteries, which generally provide adequate coverage. The existing systems must be modified as needed to accommodate any future renovations.

7. Required Fire Protection Systems:

The following fire protection systems must be provided or maintained / updated to accommodate any renovations:

- Automatic sprinkler system (IEBC 804.2.2 & MGL c. 148 s. 26G) – *The building is currently provided with partial sprinkler protection in the Social Services / Receiving area as well as the Northwest portion of the building. Sprinkler protection would be required throughout the remainder of the building assuming the building would be substantially renovated.*
- Fire alarm system (IEBC 904.2 & 780 CMR 903.4.2) – *The building contains a fire alarm system with detection and notification. The system will need to be modified to accommodate any new floor layouts as part of future renovations. If the system is replaced, the new system will need to have voice alarm capabilities.*

- Fire extinguishers (527 CMR 1 Section 13.6 & 780 CMR 906.1) – *The building contains fire extinguishers. Additional fire extinguishers may be required to accommodate future renovations such that they are located throughout the building within that the maximum travel distance of 75 feet.*

M.G.L. Chapter 148 Section 26G

Since the building is over 7,500 gross square feet in area, it is subject to the requirements of M.G.L. Chapter 148 Section 26G. These amendments require the entire building to be provided with sprinkler protection if the renovations are considered “major”.

Renovations are considered major depending on the type of work and the scope / cost of work. The following are general guidelines established by the board to be used to determine if the scope or the cost of the planned alterations are major:

1. Major alterations are reasonably considered major in scope when such work over a 5 year period affects **33% or more of the total gross square footage of the building** (measured from the outside walls, regardless of firewalls).
2. Major alterations are reasonably considered major in scope or expenditure, when the total cost of the work over a 5 year period, excluding costs relating to sprinkler installation, is equal to or greater than **33% of the assessed value of the building**, as of the date of permit application.

Major alterations would include work such as the demolition or reconstruction of existing ceilings, sub flooring, walls, stairways, doors, or the removal or relocation of a significant portion of the building’s HVAC, plumbing, or electrical systems. Cosmetic work such as painting or installing / replacing carpeting would be considered minor and would not trigger compliance with this law.

Also, if the scope includes an addition, the addition and the existing building must be provided with an automatic sprinkler system throughout.

Since these are just general guidelines and not specific thresholds, it is up to the head of the fire department to determine if the renovation work triggers compliance with M.G.L. Chapter 148 Section 26G.

8. Energy Code Provisions for Existing Buildings

The building is subject to the prescriptive requirements of the 2021 International Energy Conservation Code (IECC) with Massachusetts Stretch Energy Code Amendments (225 CMR 23.00). Level 2 Alterations to existing buildings are permitted without requiring the entire building to comply with the energy requirements of the International Energy Conservation Code (IECC C503.1). The alterations (new elements) shall conform to the energy requirements of the IECC as they relate to new construction while allowing

unaltered portions to remain (225 CMR 23.00 Sections C401.2.1 Exc., and C503.1).

\\VMFS2\Jobs3\2023\230107-00\4_Files\Reports\Agawam High School Code Building Code Binder Narrative.docx

760 COOPER ST

Location 760 COOPER ST

Mblu H11/ 2/ 9/ 1

Owner TOWN OF AGAWAM

Assessment \$26,523,800

PID 4096

Building Count 2

Current Value

Assessment			
Valuation Year	Improvements	Land	Total
2023	\$26,307,700	\$216,100	\$26,523,800

Owner of Record

Owner TOWN OF AGAWAM
Co-Owner HIGH SCHOOL
Address 36 MAIN ST
AGAWAM, MA 01001-1825

Sale Price \$0
Book & Page 3591/288
Sale Date 05/28/1971

Ownership History

Ownership History			
Owner	Sale Price	Book & Page	Sale Date
TOWN OF AGAWAM	\$0	3591/288	05/28/1971
UNKNOWN	\$0	3591/287	05/28/1971
UNKNOWN	\$0	2308/142	05/05/1954
UNKNOWN	\$0	2278/484	11/19/1953

Building Information

Building 1 : Section 1

Year Built: 1977
Living Area: 236,032

Building Attributes	
Field	Description
Style	Schools-Public
Model	COMMERCIAL
Grade	Good
Addl HB	0

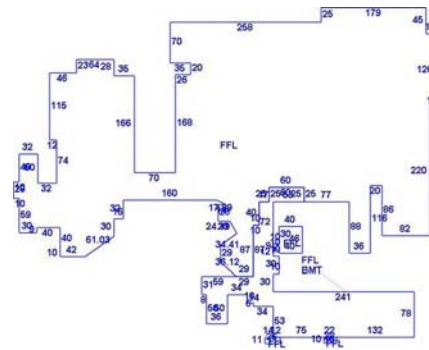
CNS_NUM_UNITS	0.00
Ext Wall 1	Brick/Masonry
Ext Wall 2	
Roof Structure	Flat
Roof Cover	Tar & Gravel
Int Wall 1	Drywall/Sheet
Int Wall 2	
Int Floor 1	Vinyl/Asphalt
Int Floor 2	
Heat Fuel	Gas
Heat Type	Hot Water
% AC	10
Struct Class	
Bldg Use	MUNICIPAL MDL-94
Total Rooms	0
Bedrooms	0
Full Baths	0
Half Baths	32
Extra Fixtures	158
1st Floor Use:	
Heat/AC	
Frame Type	Steel
Baths/Plumbing	
Ceiling/Wall	
Rooms/Prtns	Typical
Wall Height	
% Comm Wall	0.00
Fireplace(s)	0
Addl FB	0
Extra Fixt Rating	Average
Fireplace Rating	None
View/Desirability	
3QB Rating	Average
WS Flue Rating	None
% Sprinkler	30
Electric	Typical
WS Flues	0
Heat Type 2	
HB Rating	Average
Living Units	1
Total # Units	1

Building Photo



(<https://images.vgsi.com/photos/AgawamMAPhotos//4000\189001.JPG>)

Building Layout



(ParcelSketch.ashx?pid=4096&bid=4096)

Building Sub-Areas (sq ft)			
Code	Description	Gross Area	Living Area
FFL	First Floor	236,032	236,032
BMT	Basement	30,918	0
		266,950	236,032

Addl 3QB Rating	None
% Heated	100
Insulation	Typical
FB Rating	None
User 900 Checkbox	No
User 901 Checkbox	No

Building 2 : Section 1

Year Built:

Living Area: 0

Building Attributes : Bldg 2 of 2	
Field	Description
Style	
Model	
Grade	
Stories	
Foundation	
Ext Wall 1	
Ext Wall 2	
Roof Structure	
Roof Cover	
Int Wall 1	
Int Wall 2	
Int Floor 1	
Int Floor 2	
Heat Fuel	
Heat Type	
CNS_AC_TYPE	
Bedrooms	
CNS_NUM_BATHRM	
CNS_NUM_HALF_BATHS	
CNS_NUM_XTRA_FIX	
Total Rooms	
Bath Type	
Kitchen Type	
CNS_NUM_KITCHENS	
CNS_CNDTN	
Fireplace Rating	
WS Flue Rating	
Electric	
Insulation	

Building Photo



(<https://images.vgsi.com/photos/AgawamMAPhotos//4000\189002.JPG>)

Building Layout

 Building Layout (ParcelSketch.aspx?pid=4096&bid=111701)

Building Sub-Areas (sq ft)
No Data for Building Sub-Areas

Addl HB Rating	
CNS_FIREPLACES	
Stories_2	
Bsmt Garage	
Half Baths	
CNS_USRFLD_302	
View	
Frame	
Bsmt Floor	
Total # Units	
Full Baths	
Solar HW	
Central Vac	
3QB Rating	

Land

Land Use

Use Code 903C
Description MUNICIPAL MDL-94
Zone RA2
Category

Land Line Valuation

Size (Acres) 41.65

Outbuildings

Outbuildings						
Code	Description	Sub Code	Sub Description	Size	Assessed Value	Bldg #
MANUAL	Manual Ob			1.00 UNTS	\$47,500	2
MANUAL	Manual Ob			200.00 UNTS	\$1,782,000	2
MANUAL	Manual Ob			128.00 UNTS	\$380,200	2
IMP	Implement Shed			192.00 S.F.	\$8,100	2
SGN3	W/Int Lights			44.00 S.F.&HGT	\$1,800	2
SGN3	W/Int Lights			55.00 S.F.&HGT	\$2,600	2
ELE1	Elevator Pass			2.00 EACH	\$46,600	2
LT3	Triple Light			6.00 UNITS	\$8,600	2
SHD1	Shed Frame			240.00 S.F.	\$2,400	2
MANUAL	Manual Ob			1.00 UNTS	\$0	2
LT1	Single Light			21.00 UNITS	\$9,300	1
LT2	Double Light			2.00 UNITS	\$800	1
PAV1	Paving-Asphalt			170000.00 S.F.	\$118,900	1
TEN	Tennis Court			6.00 UNITS	\$79,000	1
MANUAL	Manual Ob			3.00 UNTS	\$17,800	1

SHD1	Shed Frame			120.00 S.F.	\$600	1
FN5	Fence-10'Chain			990.00 L.F.	\$19,500	1
BTH2	Bath House-Imp			2310.00 S.F.	\$101,900	1
FGR1	Garage-Avg			1920.00 S.F.	\$66,100	1
MANUAL	Manual Ob			2.00 UNTS	\$4,500	1
FN3	Fence-6' Chain			1668.00 L.F.	\$20,800	1
GRN3	Comm Plastic			1350.00 S.F.	\$0	1
SGN3	W/Int Lights			32.00 S.F.&HGT	\$1,400	1

Valuation History

Assessment			
Valuation Year	Improvements	Land	Total
2022	\$25,162,700	\$216,100	\$25,378,800
2021	\$25,433,300	\$644,500	\$26,077,800
2020	\$25,705,100	\$644,500	\$26,349,600

F. Initial Evaluation of AAB

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

F. MAAB/ADA EVALUATION

See attached MAAB/ADA Evaluation by Sullivan Code Group.

MAAB/ADA EVALUATION

The renovations to the building must comply with the following requirements of the Massachusetts Architectural Access Board Regulations as well as the Americans with Disabilities Act.

Massachusetts Architectural Access Board Regulations

Alterations to the building must comply with the requirements of the Massachusetts Architectural Access Board Regulations (521 CMR). For existing building alterations the requirements of 521 CMR are based on the cost of the proposed work:

- A. If the cost of the proposed work is **less than \$100,000**, only the new work must comply.
- B. If the cost of the proposed work is **greater than \$100,000** then all new work must comply and the existing building must include an accessible public entrance, toilet room, telephone and drinking fountain (if public phones and drinking fountains are provided) (521 CMR Section 3.3.1(b)). Exempt work when calculating the cost of work includes roof repair or replacement, window repair or replacement, and repointing and masonry repair work unless the exempt work exceeds \$500,000.
- C. If the cost of the proposed work is **greater than 30% of the full and fair cash value** of the existing building, the entire building is required to comply with 521 CMR (521 CMR Section 3.3.2). There is no exempt work, i.e. the entire project costs apply to determining the 30% criteria.

The cost of all work performed on a building in any 36 month period must be added together in determining the applicability of 521 CMR (521 CMR Section 3.5). The full and fair cash value of the existing building is determined by using the 100% equalized assessed value of the building on record with the city assessor's office. The equalized assessed value of the building is \$26,844,591 (\$26,307,700 @ 98%). Therefore, full compliance with 521 CMR would be required if the cost of the project exceeds \$8,053,377.

If the renovation cost more than \$8,053,377, all portions of the building open to the general public (students, visitors, etc) must be upgraded to comply in full with the current requirements of 521 CMR. Any employee-only areas such as staff lounges, staff bathrooms, and staff work areas are not required to comply with 521 CMR, as long as student and public access is not permitted. The following are examples of building elements subject to 521 CMR some of which require upgrades that will be required to meet full compliance with the provisions of 521 CMR:

- All public entrances must be accessible (521 CMR 25.1).

The majority of the exterior doors including the main entrances are generally accessible. However, there are some exterior doors that have threshold issues or steps exceeding $\frac{1}{2}$ " in height.



**Cafeteria Door
(Bottom of Ramp w/ Cross Slope Issues)**



**NW Exterior Doors
($> \frac{1}{2}$ " Elevation Difference Between Concrete and Paving)**

- All public and common use areas must be accessible and provided with an accessible route thereto (521 CMR Section 12.2.2 and 20.1).

There is no accessible route to the platform within the auditorium.



Auditorium Platform with no Accessible Route

- Vertical access to all floor levels (521 CMR 28.1)

The building contains an elevator with a cab that is at least 48" clear in all directions as required by 521 CMR 28.7 Exc. Also, the controls are generally compliant.



Elevator and Controls

- Accessible seating must be provided in the assembly spaces (521 CMR 14.2).

The auditorium and cafeteria can accommodate wheelchair seating. However, the gymnasium bleacher seating should be verified that it has integral wheelchair seating.



Auditorium Seating



Cafeteria Seating

- Accessible toilet rooms must be provided where toilet rooms are provided to the public (521 CMR 30.1).

Only the locker room toilet rooms and the toilet rooms in the NW portion of the building are generally accessible. All of the other toilet rooms are not accessible.



**Family Services Toilet Room
(Sink Obstructs Door Clearance)**



Locker Room Toilet Room



NW Toilet Room



**Toilet Room near Auditorium
(Lack of 42" Clear in Front of Toilet)**



Lower Level Toilet Room

- Bathing rooms shall comply with 521 CMR 31.00.
The locker room showers are generally accessible.



Boys Locker Room Shower

- Ramps shall comply with 521 CMR 24.00

The ramps throughout the building have handrails without proper extensions at the top and bottom or the slope exceeds the limit of 8.3%.



Ramp near Classroom 8 w/o Handrails



Ramp in Science Corridor w/o Handrail Extensions



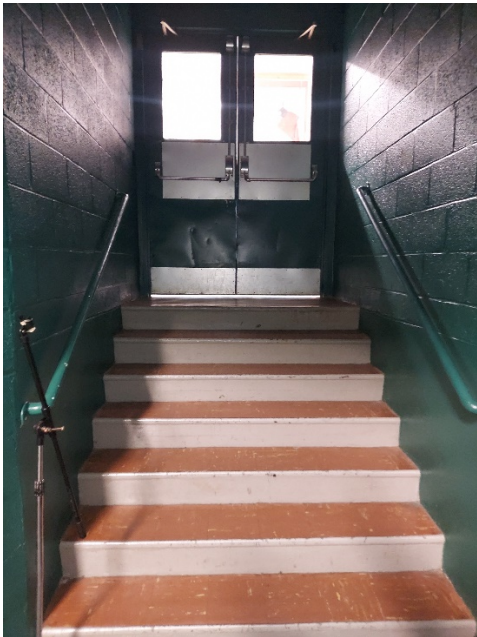
Ramp near Classroom 51 w/o Handrails



Lower Level Ramp w/ Slope that Exceeds 8.3%

- Stairs shall comply with 521 CMR 27.00.

The stairs throughout the building are not compliant due to the abrupt nosings and/or lack of compliant handrails.



Auditorium Stair Handrails



Lower Level Stair Nosings



Music Room Egress Stair without Handrails

- Doors shall comply with 521 CMR 26.00 including signage that complies with 41.00.

The majority of the classroom doors are generally not accessible due to the lack of maneuvering clearances on the pull side due to the recessed lockers. Also, the doors are generally not provided with compliant signage adjacent to the latch side of the door.



Classrooms 8 & 43



Classrooms 16 & 28

- Where tables, sinks, study carrels, computer workstations or fixed seating is provided at least 5% with a minimum of one of each item must be accessible (521 CMR Section 12.2.2).

In general, the majority of the classrooms are provided with accessible seating and workstations except the older science rooms.



Classroom 64 Bench and Sink



**Classroom 60 Bench and Sink
(Benches 36" High – Exceeds 34" Limit)**

- Drinking fountains shall comply with 521 CMR 36.00.

The drinking fountains throughout the building are generally accessible.



Drinking Fountain near Cafeteria and Auditorium (typical)

Americans with Disabilities Act Guidelines

The ADA Guidelines are not enforced by the Commonwealth of Massachusetts, they can only be enforced through a civil lawsuit or complaint filed with the U.S. Department of Justice. Compliance with the ADA Guidelines is triggered by renovations to the existing building. All renovations to the building must be made to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities (28 CFR Part 35 Section 35.151(b)). Alterations made to provide an accessible path of travel to altered areas and accessible facilities (i.e. provide accessible toilet facilities) are not required if the cost exceeds 20% of the total cost of the alteration (28 CFR Part 35 Section 35.151(b)(4)). However, if the cost to meet these accessibility requirements does exceed 20%, alterations are still required to the maximum extent that the area can be made accessible without exceeding the 20% criteria (28 CFR Part 35 Section 35.151(b)(iii)). The ADA also contains less stringent dimensional requirements for some building elements in an existing building where it is infeasible to meet the requirements for new construction.

G. Existing Conditions Reports

Architectural - Flansburgh Architects
Envelope- Building Envelope Technologies Inc.
Structural - Engineers Design Group
Site/Landscape - Terraink
Civil - Samiotes
HVAC, Electrical, Fire Alarm and Tech - Vanderweil
Fire Protection and Plumbing - RW Hall Security -
Pamela Perini
Traffic - Vanasse Hangen Brustlin
Kitchen - Crabtree McGrath

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORTS

ARCHITECTURAL - FLANSBURGH

GENERAL DESCRIPTION

- a. **Organization:** The existing school is a one-story brick clad structure with a smaller partial lower level. The building has undergone additions and renovations from 1955 until 2001. The original building was constructed in 1955 as a 161,000 square foot one-level structure. In 1961, a west wing of 22,000 sf was added. In 1980, a science wing of 40,665 sf was added. Then again, in 1997, an office wing for administrative offices of 35,000 sf was appended to the footprint. Finally, in 2001, the library addition increased the building by another 8,164 sf for a total square footage of 266,829 sf.
- b. **Circulation:** The primary circulation is interior corridors with a small elevator located in the 1955 section which provides access to the partial lower level.
- c. **Program and Space Issues:** The Agawam High School currently serves 955 students in grades 9-12. Comparisons with current MSBA space standards indicate that the general classrooms are slightly undersized, while others are oversized, such as Art and Band, Library, and Gym spaces.

<u>Room</u>	<u>MSBA Standards</u>	<u>Agawam High Existing</u>
Classrooms	850 sq.ft.	752 sq.ft.
Band	1,500 sq.ft.	1,632 sq.ft.
Library	3,650 sq.ft.	6,842 sq.ft.
Art	1,200 sq.ft.	1,001 sq.ft.
Main Gymnasium	12,000 sq.ft.	9,347 sq.ft. (9,148)
Secondary Gymnasium		3,961 sq.ft. (2,579)
		Gyms total: 13,308 sq.ft.

- d. **Physical Conditions:**

EXTERIOR ENVELOPE - WALLS

The thermal resistance of the exterior envelope is severely low compared to current codes:

Typical existing exterior wall assembly 1955 and 1979: Brick, no insulation, and 8" CMU.

Note: 1961 building assumes the same wall construction.

Representative R-Values	
4" (nominal) Clay Brick	0.44
8" (nominal) CMU	1.11
TOTAL R-VALUE	1.55

Typical existing exterior wall assembly 1995: Brick, 2" air space, 3/4" insulation, and 8" CMU.

Representative R-Values	
4" (nominal) Clay Brick	0.44
2" Air Space	1.00
3/4" Insulation	2.50
8" (nominal) CMU	1.11
TOTAL R-VALUE	5.05

Typical Exterior Walls - Current Minimum Energy Code Requirements

4" Clay Brick	0.44
---------------	------

3.1.4 Evaluation of Existing Conditions

Air Space	1.00
4" Mineral Wool Insulation	16.8
Air/Vapor Barrier	0.15
8" CMU	1.11
TOTAL R-VALUE	19.50

The building is a one-story combination of masonry, concrete and steel structure. The exterior walls are all exposed brick, with aluminum windows and doors. The roof has been upgraded to a PVC membrane. The brick is still in excellent condition with only minor cracking in a couple of isolated areas.

Further investigation into increasing the R-value of the exterior envelope is required. The exterior walls lack both continuous insulation and a continuous air barrier required by current codes. A review of the existing documents and details of the building reveals significant thermal breaks within the system, primarily at the steel framing and at the aluminum windows and doors.



WINDOWS AND DOORS

Windows have been replaced in the older sections with new aluminum windows during previous renovations with aluminum awning windows with 5/8" insulating glazing. These windows are not thermally broken, which means the aluminum frame is conductor of cold from the exterior directly to the interior. The doors and frames are aluminum from previous renovations. The windows and doors should be replaced with new thermally broken aluminum frames with 1" low-E insulating glazing units.

3.1.4 Evaluation of Existing Conditions



EXTERIOR ENVELOPE - ROOF

The existing flat roof was replaced during the 1995-1997 renovations with a PVC roof. The 1995-1997 Administration Office addition however, also includes a shingled sloped roof area. The roof insulation is anticipated based on existing drawings to be no more than 3" polyiso under the PVC membrane; in some areas it could be as little as 1".

The roof drains appear to all be operational. However, water does seem to pond at various areas across the roof based on accumulated dirty spots.



Since the insulation thickness is currently below the requirements of the new energy code, any major renovation work will require the entire roof, including the insulation, to be replaced with a minimum of 5 1/4" polyisocyanurate insulation and new a membrane of either PVC or rubber. Increasing the roof R-value will help to reduce the size of new HVAC systems, which would reduce energy consumption.

Existing Flat Roof Construction

PVC Membrane Roof	0.10
3" Polyisocyanurate (assumed avg.)	12.00
<u>Metal Decking</u>	<u>0.72</u>

TOTAL R-VALUE 12.82

Roof Construction - Current Minimum Requirements

Rubber/PVC	0.10
5 1/4" Polyisocyanurate	30.00
<u>Metal Decking</u>	<u>0.72</u>

TOTAL R-VALUE 30.82

INTERIOR

Finishes within the building have been reasonably maintained but are nearing the end of their useful life.

3.1.4 Evaluation of Existing Conditions

Interior Partitions: In general, interior partitions appear to be in fair condition. The type of interior partitions vary throughout as follows:

- Painted CMU
- Brick
- Glazed CMU
- Drywall with VCT
- Painted drywall partitions

In a renovation, various walls could be re-framed with steel studs and painted drywall to accommodate new electrical, plumbing and technology systems. If necessary, existing walls to remain could be cut open to allow for new systems. All new walls should have acoustical batt insulation installed wherever practical to improve acoustical performance.

Flooring: In general, flooring is in fair condition. The majority of the flooring through-out the school consists of Terrazzo, VCT and carpet. The carpet, where used, is showing some signs of wear and should be replaced. The wood flooring at the gyms appear to be in good condition. Cracks in floors in corridors at Terrazzo areas were observed.

The various flooring types that exist are as follows:

- Vinyl Composition Tile (12x12 – corridors, classrooms)
- Ceramic tile (toilets, locker rooms)
- Painted Concrete (lower level shop/tech rooms)
- Carpeting (offices, library, auditorium)
- Wood Flooring (gyms)
- Terrazzo (entry lobbies)
- Quarry Tile (kitchen)



Stairs: Typical stair are concrete with rubber treads

Wall Base: Wall base where used is vinyl or rubber in offices or lounge areas. At CMU or tile areas it is either CMU glazed or painted and or tile.

Ceilings: Ceiling types vary based on the wing. Newer sections can be 2x4 or 2x2 ACT at classrooms and offices. In the older wings, 12" x 12" spline tiles are in the corridors and classrooms. The ceiling were generally in poor condition. In the case of renovation, the work required for structural modifications, mechanical, electrical and plumbing upgrades as well as a new fire protection system would suggest replacement of ceilings. Types of ceilings found throughout the buildings include the following:

- Exposed structure
- Suspended acoustical tile

3.1.4 Evaluation of Existing Conditions

- Drywall and plaster (auditorium)
- Spline acoustical tiles

Doors and Frames: Interior doors and frames vary in size and type, both metal and wood. They are generally in good condition throughout. The project renovations may require replacement of doors due to condition and uniformity, MAAB/ADA requirements, or hardware issues. Most hardware observed was MAAB/ADA compliant.

Hardware: Finish hardware consists of levers handles, hinges, panic devices, and locksets. All new hardware is required to meet accessibility requirements.

Fire Extinguishers: All existing fire extinguishers observed throughout the building appear to be operational and certified. Locations and mounting heights will need to be verified with NFPA and MAAB/ADA guidelines. It is anticipated additional locations will be required.

Tack Boards and Marker Boards: Both types of boards exist in various sizes and conditions. The fire code regulations do not allow for tack boards to be within 5 feet of egress doorways. Some marker boards may be a "Wall Talker" type covering over chalkboards. A few bare chalkboards still exist. It is recommended to replace all the marker boards.

Casework: Typical casework is wood and metal and in fair condition. Laminate counter tops and epoxy tops at science rooms. Workstations and lecture benches within labs and sinks in prep rooms are not MAAB/ADA compliant.

Equipment: Student lockers are generally too small and no longer appropriate for a high school. There are no MAAB/ADA accessible lockers anywhere.



3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

ENVELOPE - BUILDING ENVELOPE TECHNOLOGIES INC.

FEASIBILITY STUDY – BUILDING ENCLOSURE

**AGAWAM HIGH SCHOOL
AGAWAM, MASSACHUSETTS**

Prepared for:
**Flansburgh Associates
77 North Washington Street, 5th Floor
Boston, MA 02114**

Issued: July 25, 2023

Prepared by:
BUILDING ENVELOPE
BET
TECHNOLOGIES, INC.
**417 Purchase Street
So. Easton, MA 02375**

BET No. 23076

INTRODUCTION

The Agawam High School facility includes a building complex, whose construction was initiated in 1955, followed by several more additions ending in 2001 with the most recent. Subsequent to the 1955 construction, subsequent additions and major renovations were undertaken in 1961, 1979, 1995, and 2001. The building is essentially a series of interconnected buildings linked by corridors. The entire facility is located on one level at grade.

As it is understood, the school authority has commissioned a feasibility study of the existing facility. This study in part includes considerations of the existing building enclosure. Concerns exist for the repair and/or preservation of the existing building enclosure, as well as integration of the existing construction with new building components so as to provide a energy efficient construction, improving upon the energy use of the property, as well as addressing the long-term aesthetics of the school.

In order to complete our preliminary review of the property, architectural construction drawings from the above noted periods (except 1961) of construction were made available for review. Additionally, the project site was visited on July 13, 2023, in order to inspect the existing conditions. Additionally at this time, interviews were conducted with people familiar with the property's history. The building was reviewed from the exterior, interior, and rooftop.

An understanding of the construction chronology establishes a number of the building characteristics. The original and largest construction was 1955. This was followed in 1961 with a classroom wing addition on the west side. This wing is notable in its divergent material construction means and methods from that of the 1955, as well as subsequent constructions. The 1961 incorporates cast concrete components. Following the 1961 addition, a subsequent program was conducted in 1979, which provided for two additions, one located at the east side of the gymnasium, and the other at the north end, as well as a small addition to the theater. This period of construction is most notable, not only for the new construction additions, but it was during this construction that the majority of the original steel framed windows were removed and replaced. Additionally at this time, a significant amount of masonry alterations were made to the 1955 structure. Subsequent to the 1979 repairs, a significant addition was made in 1995. This addition connects the 1961 and 1979 wings and additionally provided new space at the south end of the facility. The 1979 and 1961 constructions shared similar building characteristics. The 1995 construction is more like contemporary construction. It was during the 1995 construction that the majority of the original roofing was removed and replaced with the existing systems.

OBSERVATIONS

1955:

- The existing roof includes a fully adhered 0.060” thick PVC membrane as manufactured by Sarnafil/Sika. The roof is now approximately 28 years of age. Facility staff reports that occurrences of roof leakage are growing more frequent in nature.

The 1995 documents indicate that for the re-roofing program, the insulation utilized in the replacement roof was to match that of the original 1995 roof. The original insulation was only 1” thick. Presumably this, or a slightly greater thickness, was employed. It was reported that structural analyses performed at the time revealed that the existing structural capacity of the 1955 roof would not accommodate additional thicknesses of insulation, which could result in then excessive snow accumulation and potential structural failure.

Allowing for the veracity of the conclusions made above, the effective R-value for the low slope roof construction in 1955, areas of the facility is less than R=5, or approximately 1/6 that required by contemporary building codes.

As noted, the existing roof system is polyvinyl chloride (PVC). The PVC roof membranes, while providing extended service life as this roof is a testament to become weaker over time and more susceptible to damage. The primary reason for this is a loss of plasticizer in the PVC compound. This loss of plasticizer, which provides a “soft” characteristic for the membrane, dissipates in the form of chlorine. This results in the remaining membrane becoming significantly more embrittled over time. It was affirmed that physical damage such as objects being thrown on the roof have caused brittleness breaks in the membrane. The PVC roof membrane has exceeded a reasonable service life at this point in time.



Overview of typical roof conditions. Note newer membrane roofing installed at 2001 addition (mechanically fastened PVC) and a small area south of the gym.

- The roof areas are internally drained. Roof slope characteristics are nominal minimum. Drains were noted to be maintained.
- The building is typical for that period of construction. The building is essentially a slab on grade with steel framing supporting a low slope roof system on a steel bar joists/deck. The steel framing is integrated with the exterior walls which, in part, provide support for the roof structure.
- Generally stated, the exterior masonry walls of the 1955 construction have well served their function, with a minimal amount of maintenance having been required or evident. Generally, the masonry remains in serviceable condition.
- The exterior walls typically include a yellow/buff clay brick masonry, directly bonded/woven with an inner wythe of concrete masonry unit construction. There is no exterior brick masonry cavity. There are no provisions for exterior wall insulation or air sealing.
- As previously noted above, the exterior walls of the building enclosure are mass masonry constructions approximately 16” thick. They are formed utilizing 4” and 12” concrete masonry units (CMU) with an exterior clay brick masonry face. The clay brick masonry is installed in a common running bond with Flemish headers every 6th course. The headers are interwoven with the concrete masonry unit backup wall construction. There is no collar joint or interstitial voids in the wall construction. The walls are further grouted solid so as to provide structural support for the roof above.
- On the interior face of the walls at several locations, blistering in the paint finishes was evident. This type of blistering is often a result of moisture penetration through the exterior which subsequently dries through to the interior, causing a deposition of mineral salts and the blistering of the paint finishes.

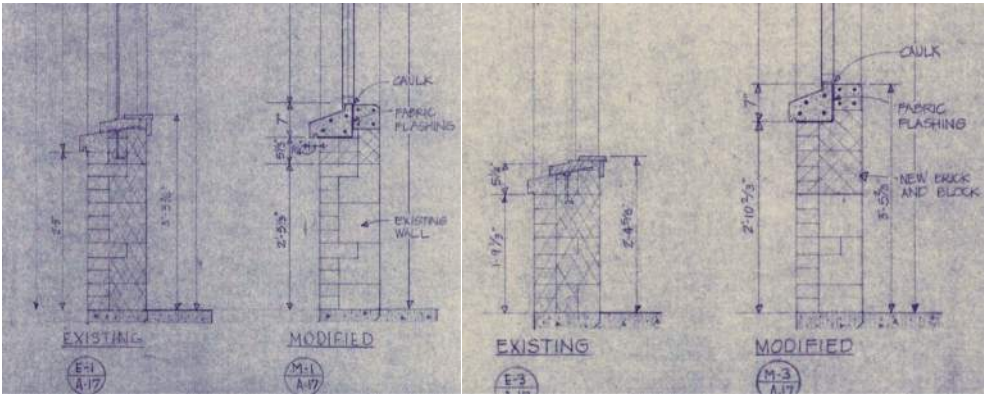


Excerpt of wall area where moisture related paint finish damages were observed.

- One somewhat curious aspect of the 1955 wall construction is a modification made thereto in the 1979 renovations. At that time, the lower 3-4 feet, as well as some corners, of many of the exterior walls was removed and replaced with a different colored masonry, ostensibly matching the 1961 building addition. It remains unclear whether or not this removal and replacement was brought about as a result of chronic leakage problems or as a desire for improved aesthetic. Notes on the drawings identify issues associated with leakage, and it is believed that the former reason is likely behind the decision. In many of the areas where the exterior brick masonry was removed and replaced, the inner concrete masonry was also removed and replaced, incorporating a glazed faced CMU. It is notable that not all of the walls were treated in a similar fashion. In some areas, only the exterior masonry was replaced.



Perspective view of 1955 wall construction with subsequent modifications made thereto in 1979 with the brick masonry along the base of the wall, also extending to the roof level (yellow arrows).



- In the reconstruction and repair work of the masonry for the 1955 construction, in 1979 a number of other aspects of work were also completed. This included removal and replacement of the original cast stone sills with new cast concrete components at the fenestration openings. This was also when replacement of the original steel framed windows was completed.

One notable aspect of the work in 1979 for the masonry modifications was an omission of the provision for expansion. The original 1955 construction included control joints in the exterior walls. When the subsequent repairs/renovations were undertaken, the installers failed to again provide the control joints. As a result, in a limited number of areas, damages and cracking in the masonry were observed.



Arrow identifies cracking in the newer brick masonry at the base of the 1955 walls.



Detail view of original control joint location which was not carried through the newer work.

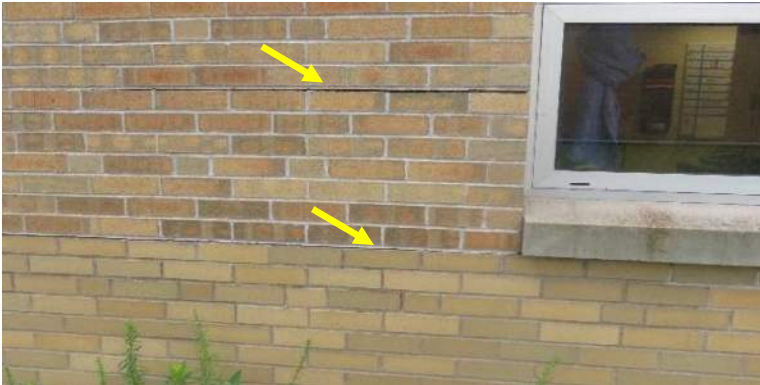
- The lack of control joints or variable workmanship also results in more notable deterioration in the 1979 masonry work than that of the original work.



Deteriorated brick masonry conditions around unit ventilator. Also note staining of the masonry indicative of variant wall characteristics.



Cracking in masonry resulting from lack of control joints.



Damaged original brick masonry, believed to be resulting from settlement of the subsequent work. Note these conditions are more anomalous than typical in occurrence.

- There are several minor areas with physical damages to the masonry, most probably as a result of impacts in the past.



Detail view of damages at building corner. Note new 'yellow' brick added to the 1955 walls in 1979.

- Modifications were made to the masonry wall in the area of the auditorium in order to provide a screen system support. The modifications included a series of throughwall bolts and plates.



- Unique masonry construction occurs around the main entrance to the 1955 building. In this area, a stack bond was utilized on the entry wings walls.



Note stack bond construction (yellow arrows), as well as newer 1995 construction. Note the 1995 construction is more damaged and deteriorated than the original. Arrows identify poorly performed repairs.

- The principal fenestration for the 1955 construction, as well as the 1961 and 1979 construction, includes an anodized aluminum framed window system with fixed and awning operable sash. Glazing is uninsulated single pane. The frames are not thermally improved. It appears that these 'newer' windows replaced original steel framed fixed and casement windows. Generally stated, the aluminum framed windows are yet providing reasonable weather protection for the building enclosure. However, the bulb seals are worn and have compression sets. As such,

air leakage is likely occurring. Combined with the lack of thermal improvements in the frame, as well as no insulated glazing, these window systems are poor performers, with an average anticipated R of 1. They likely frost frequently in the winter.



View of original steel framed window. Approximately 6 remain around the mechanical plant.

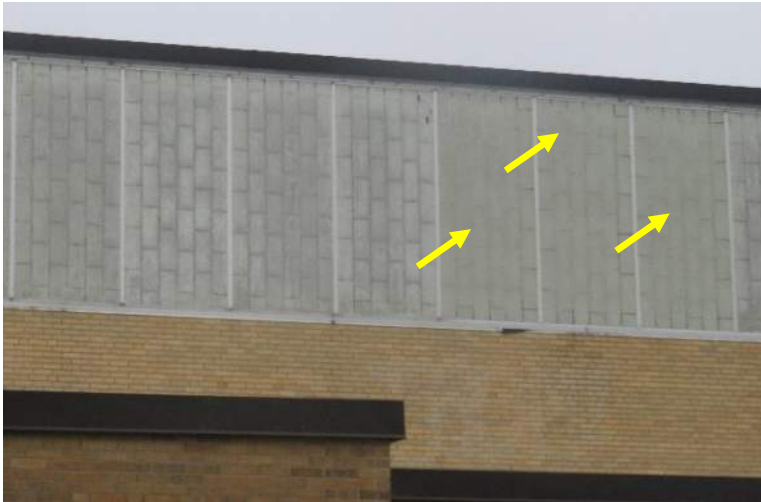


Detail view of typical awning sash construction. Note window sash rely on a single compression seal. Contemporary constructions, typically provide 2 or 3. Also note cast-in-place concrete sill, apparently installed as a repair in 1979.



Yellow arrow notes compression gasket. It should also be noted that screens are not typically found on many of the window openings.

- Also, during the 1979 construction, the monumental window openings located in the gymnasium and in the ‘Shop’ area were removed and replaced. The replacement materials include an insulated fiberglass sandwich panel, as manufactured by Kalwall. The Kalwall panels have significant aging related issues. Many of the panels have delaminated from the core. In many areas, the infiltration between the fiberglass sheets has soiled the panels, reducing the effective daylight. On the exterior of the panels, the fiberglass gel coat has worn greatly in areas, exposing fibers and resulting in staining and deterioration.



Overall view of panels utilized at gym. Arrows identify gross panel delamination conditions.



Detail view of deteriorated fiberglass panel conditions.



- Located at the northeast corner of the complex is a shop wing where auto mechanics, carpentry, and similar trades are taught. This wing is part of the 1955 construction. Unique to this wing are overhead garage doors, as well as storefront window conditions. The storefront construction is similar to the other areas of the facility in that an unimproved anodized aluminum framing system is used. The most significant variant is that insulated glazing is employed. It, therefore, is unclear if this wall dates to the 1995 or a later construction program. Many of the glazing seals are failed. Steel components around the opening were noted to be rusting.



Arrows identify failed glazing seals. Note the metal faced transom panels above the windows.

- The floors are typically polished concrete/terrazzo inside the facility. In areas, tile is also employed. In review of the flooring maintenance needs, it is reported that no significant moisture related issues have been previously experienced. The only notable aspect of the flooring appears to be a lack of enough control joints, resulting in cracking at multiple locations. The original construction drawings do not indicate any insulating materials might have been employed in the floors or perimeter foundation walls as well.
- Located in a court area at the north side of the original 1955 construction is a boiler exhaust chimney connected through breaching to the main building. It is reported that this boiler chimney remains in use. Previous repair banding is noted around the top of the chimney. Deteriorated masonry conditions currently exist. It was additionally noted that damage to the breaching and surrounding masonry wall was observed.



Note deteriorated concrete coping and mortar joints of chimney. Yellow arrow identifies previously applied compression band.

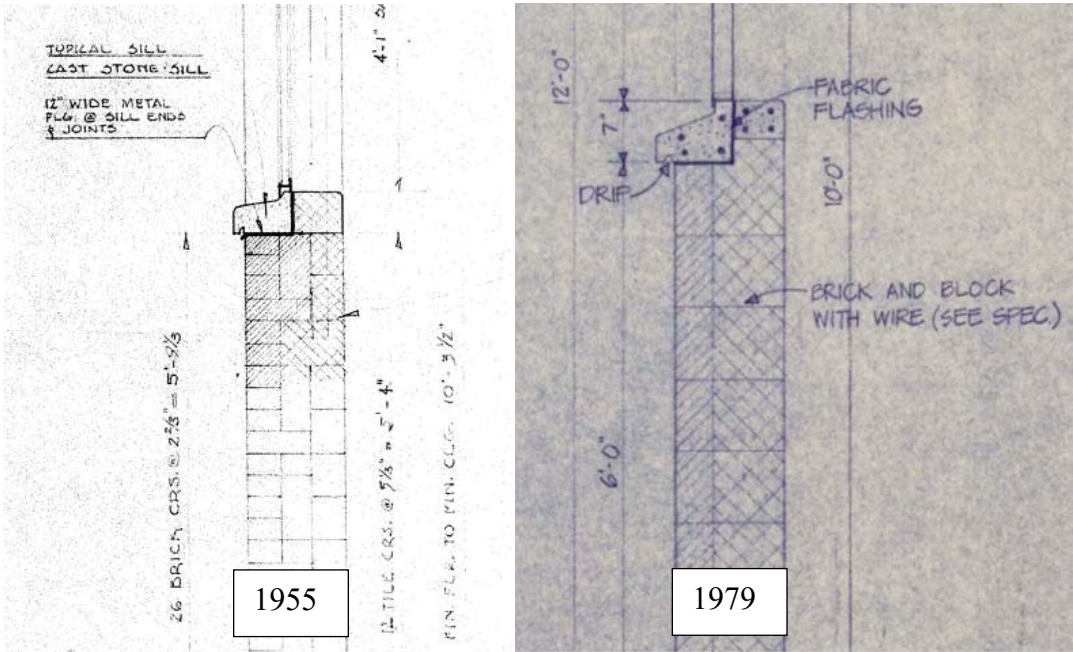


Detail view of deteriorated breach conditions. Masonry damages identified by arrows.

1979 (1961):

- The 1979 construction, for the most part, mimics that of the original 1955 construction in that the basic roof, wall, and window types are the same/similar. The 1961 construction is characterized with the 1979 as it reflects attributes of both 1955 and 1979 at the walls. The biggest apparent distinction is the concrete roof structure. However, there are no plans or exploratories to verify this.

In the 1979 construction, a detailed effort to match the existing wall constructions was made; although in this context the drawings indicate that ties and a collar were utilized in lieu of header courses in the masonry to secure the brick outer wythe to the inner CMU wythe.



- The 1979 construction also incorporates the same 1995 PVC roof membrane system. Project records from the period indicate that a 3" thick layer of insulation (R=16) was utilized in the re-roofing process and installed over the steel deck.
- Generally stated, the 1979 masonry wall construction is in a reasonable condition, excepting those areas where the 1955 walls were modified without benefit of control joints.
- As noted previously, in 1979, the aluminum framed uninsulated window systems were installed. Flashings are provided at the rough openings.
- For both the 1979 as well as the other construction periods, painted steel lintels have been incorporated at the fenestration openings for the masonry support above. Generally stated, the lintels remain in sound condition, although there are several areas of localized damages. They are minor in their frequency.



Detail view of typical lintel construction. Note minor mortar joint cracking from the dissimilar movement of materials.



Masonry cracking in area of lintel. This may be related to 1979 masonry modifications.

- The 1979 addition is otherwise almost indistinguishable from that of the 1955, as the same brick masonry was incorporated.

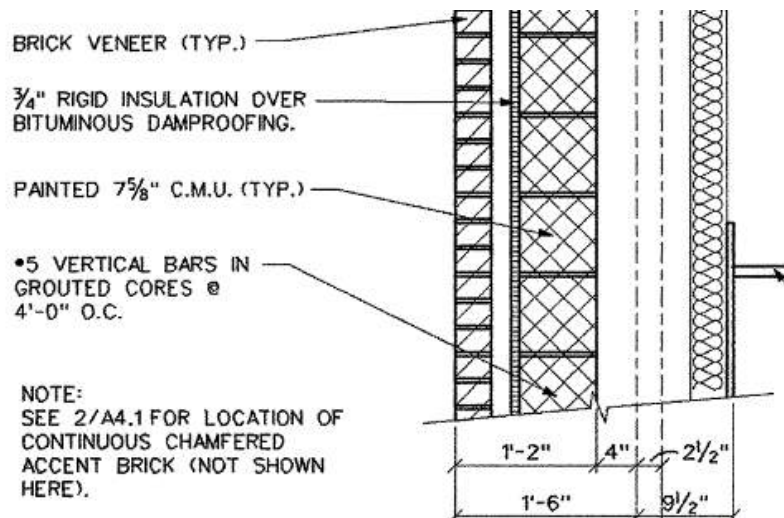
1961:

- The 1961 construction employs a more unique means. The structure appears to be a concrete frame with a concrete roof deck above in lieu of the steel decking typically found elsewhere. This structure results in a unique overhang, which is only found on this wing.
- The 1961 construction also incorporates fenestration conditions similar to that installed for the 1979 work.

- The roofing of the 1961 work is also likewise the same PVC roof membrane. On the 1961 area, drawings indicate that 3” of rigid insulation was to be utilized in the construction.

1995:

- The 1995 construction was again built utilizing mass masonry wall construction. However, notable differences occur. As before, a reinforced inner wythe of 8” thick CMU is utilized, although in a non- (roof) load bearing fashion. This was combined with an exterior veneer of red and buff colored clay brick masonry, as well as limited precast components. The wall system incorporates an air cavity between the exterior brick and interior block. The wall cavity is reported to have bituminous damproofing and a 3/4” layer of rigid insulation.



- The majority of the 1995 construction is also likewise a fully adhered PVC roof membrane dating to that period in time. The characteristics of the roof system are similar. Original drawings indicate that 3” of rigid insulation was installed over the steel deck.
- The 1995 construction additionally employs steep slope shingled roofing as well. This roofing construction includes a steel deck supported on bar joists over which rigid foam (3”) insulating materials and plywood sheathing were installed to serve as a substrate for 3-tab fiberglass shingles.

The shingles appear to be original to the building construction and are aging in areas, with the most notable quality without having staining located at various elevations.

- The 1995 construction is the most easily discernible due to the colors utilized in the masonry.



- The 1995 construction incorporates painted aluminum framed windows with insulated glazing.
- The 1995 fenestration includes painted thermally improved aluminum framed constructions with insulated glazing lites, incorporating both fixed and awning sash windows. Generally stated, the windows appear to yet be serving their function. However, perimeter sealants utilized for weather sealing are notably deteriorated.



A unique perspective of building eras and types. The red windows and red brick occur in the 1995 construction. The brick on the lefthand side date to the original 1955 (green arrow) and 1979 (red arrow). Note the sealant failures.

2001:

- The 2001 construction was a relatively minor addition made in the north courtyard. The addition employs a brick masonry veneer, similar to

remaining areas of the facility. However, this brick veneer is constructed with a light gauge metal framed backup wall in lieu of the concrete masonry unit construction typically found elsewhere throughout the complex. This construction incorporates a nominal 1” layer of insulating material in the cavity between the framing and the masonry.

- The roofing system includes a mechanically fastened PVC membrane tied directly into the older PVC roof membrane.



Overall view of 2001 construction. Note the fenestration openings are smaller than typically found elsewhere.

CONCLUSIONS

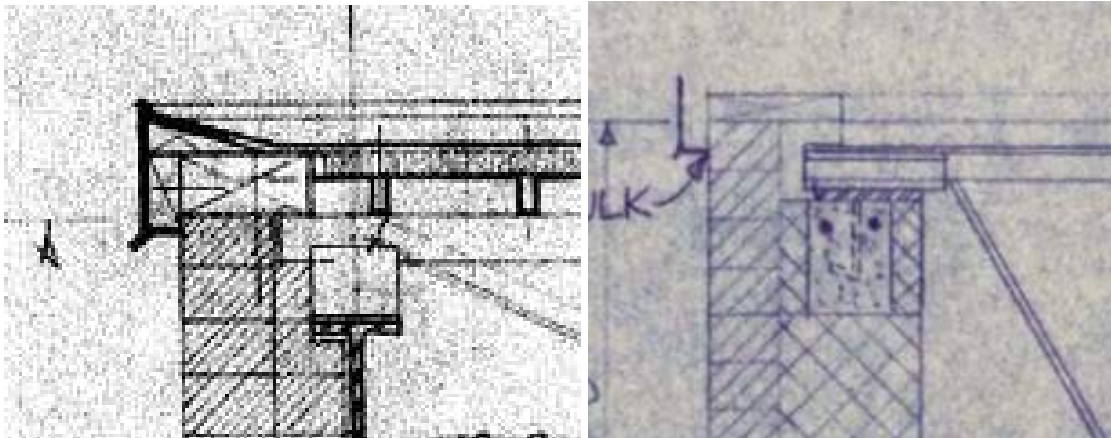
Overall, it should be stated that the exterior building enclosure is in a fair condition, although notably dated. The enclosure yet provides reasonable weathertight conditions. However, the embrittlement of the roof membrane and lack of thermal resistance in the construction result in significant concerns for the long-term care and preservation of the facility. The general condition of the building enclosure, though functional, is dated and limited in its future capacities to accommodate contemporary energy concerns, as well as an accelerating need for repairs and maintenance. Generally, all of the building enclosure systems are dated to 25 or more years, including previous renovations.

The existing PVC roof membrane represents a significant risk for the current occupancy. The roof system is fragile and susceptible to physical damages, causing cracking and splits in the membrane. Thermal shock can additionally cause these occurrences. At more than 25 years in age, the existing single ply membrane has now exceeded a reasonable service life. A significant limiting factor in any future considerations of re-roofing is the apparent lack of structural capacity to support increased snow loads resulting from an increase of insulation. Since the time of the original construction, local snow load requirements have changed notably. Strengthening and/or appending bar joist construction is difficult, as there is little surface

area which can be reinforced. As such, solutions to address a lack of capacity likely necessitate the addition of framing members and opening the building to the sky. The lack of significant insulation in the roof system in a sprawling structure such as this represents a significant energy expenditure. The existing insulation performance ($R=5-15$) is approximately half that required by current code ($R=31.25+$).

The existing building walls have received little to no maintenance in more than 30 years. This has not significantly diminished their original function. Architecturally, the facility is utilitarian in its purpose and function. It remains unclear if the modifications made to the 1955 walls in 1979 were for aesthetic or functional purposes to address water leakage and interior finish damages. Observations of existing interior finish damages support the possibility of the latter. When a masonry wall system such as this absorbs water, the water increases in its saturation further lower in the wall which may have previously caused significant issues of concern. The 1979 modifications made to the original walls generally result in an a more adverse condition on the exterior face, with cracking evident at multiple locations, most likely resulting from a lack of expansion control. The majority of the masonry is heavily soiled and would, without doubt, benefit from an aggressive cleaning.

Although cleaning and/or restoration of the masonry is not a significant undertaking in and of itself, it will do little to address contemporary building needs and use, most especially as regards energy efficiency. These considerations primarily include two aspects; the first being air tightness and, secondly, thermal resistance. The existing mass masonry walls are not air-tight in and of themselves. Though they are resistant to the passage of air, they can leak. More specifically, concerns of leakage occur at the interface between the walls and roof, as well as the floor slab construction to a lesser degree. The ability to utilize membranes or other positive materials at the interface between the masonry and the steel is difficult, impractical, if not impossible in areas to achieve with a reasonable degree of certainty. See details below. The foundations and slabs cannot be thermally improved and will continue to be poor performance components.



The mass masonry walls notably have minimal thermal resistance, although it should be noted the hygrothermal storage capacity of the mass masonry does provide a balance. This comes from a 'flywheel' or 'adobe' effect where the heat of the day is absorbed into the masonry, radiating back in the evening, and vice versa the cool of the evening then radiates in the day. The walls cannot be simply removed or covered with alternate veneers, and the brick skin cannot be simply removed, allowing internal modifications to be made. Essentially, the walls must remain in any reasonable reuse scenario. This will necessitate then insulating and attempting to construct air barriers for the wall systems which will not be easily achieved in any design solution. A wall system such as the 2001 construction can be modified by removing the veneer, increasing insulation materials, as well as air barriers, followed by the reinstallation of the veneer. Though it should be noted, this dismantling and reconstruction process likely exceeds the cost of constructing a new wall system.

Generally stated, the fenestration components remain functional. However, they are dated and offer very poor performance characteristics in terms of weather resistance and energy loss. Generally, there are no reports of water leaks associated with the windows and the operable sash remain serviceable. However, with a non-thermally improved frame, aluminum is extremely conducive to heat from either direction, resulting in either heat loss in the winter or heat gain in the summer. Contemporary aluminum frames are typically thermally broken to prevent this heat transfer through the components. Additionally, a single pane of glass offers little ($R=1$) in terms of thermal resistance value. Additionally, this single pane of glass does not offer any other improvement, such as low emissivity coatings which can significantly enhance the performance of the window. The existing windows depend on a singular gasket system for air tightness. This gasket system has generally now taken a compression set and does not offer the same level of resistance as when originally installed. Additionally, contemporary window systems provide 2 or 3 lines of gasketing for enhanced performance. Modifications to the windows, such as installing storm windows with enhanced glazing, likely are similar in expense to that of new and do not address the underlying age concerns of the existing dated materials. The 1995, as well as the 2001, fenestration components both provide enhanced performance, though dated in comparison to contemporary products. The exterior weather seals on the 1995 systems are notably deteriorated. Additionally, it should be noted that the red paint finishes are chalky and beginning to notably fade.

The existing concrete slab on grade floors are original to the building. Though likely reasonably airtight, they do not offer any thermal resistance to heat transfer through to the soils. Additionally, cracking and increased maintenance needs will be difficult to facilitate.

The sprawl and lack of cohesive structure for the existing school facility results in a high floor to wall area ratio, as well as a 1:1 roof and floor area ratio. When considering energy improvements to meet such goals as Net Zero, insulating values are even markedly increased from those referenced above. Typically, Massachusetts now

requires facilities for educational purposes be built to Net Zero standards or certifiably thereof. Achieving a Net Zero or even reasonably energy efficient performance is not possible in consideration of the existing floor area to building enclosure system ratios.

Renovations and modifications to the facility to make it reasonably compliant with contemporary codes essentially mean the substantial deconstruction thereof, including roofing and structure, walls and structure, all fenestration components, and interior finish aspects. These type of repairs are further complicated by other building systems which are integrated therewith, such as mechanical, electrical, and plumbing systems. The expense of completing such renovations and modifications without lack of substantial performance benefit is not reasonable. As such, we do not recommend that a significant capital improvement program be completed for the building enclosure, as the expense thereof will likely exceed that of new construction.

Massachusetts has adopted a new building code (10th ed. CMR 780) that has significant impacts for building enclosure systems as well MEP. For many renovation programs the new code no longer allows existing systems to remain as strict energy conservation measures are employed. Massachusetts has taken a very aggressive approach to energy conservation measures, which take 2021 International standards and then upgrade them with a 'Stretch Code' designed to improve on base code minimums. In designing for stretch code compliance, we frequently see roof insulation values above R=60, and wall systems requiring 9-10" deep cavities to accommodate up to 8" of insulation. Fenestration is also a big aspect of design consideration. Summarily stated this typically means less glass and the use of triple pane glazing systems. Wall and window insulation systems have to be 'derated' to account for thermal losses specific to the system used. For many building types, schools included, the code has a further amendment known as the 'Opt' code, which is intended to help achieve 'Net Zero' building emissions. This aspect of the code requirements requires a specific compliance path be chosen; either TEDI or PHIUs. Trying to adapt facilities to meet these needs, specifically in a construction such as that existing is very difficult, most often exceeding that of starting with new.

This report shall not be construed to guarantee or warranty the existing buildings, nor shall it be inferred that all conditions as associated therewith have either been observed or recorded. This report is a cursory review of the existing conditions for the building's enclosure in order to determine the level of intervention necessary at this time and appropriate for the planned use of the facility in the future.

Respectfully Submitted,



Lance E. Robson, Jr., AIA
Principal

LER/db

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

STRUCTURAL - ENGINEERS DESIGN GROUP

Agawam High School
Agawam, Massachusetts
Structural Assessment
May 23, 2023

PURPOSE

The purpose of this report is to describe, in broad terms, the structure of the existing building; to comment on the condition of the existing building; and on the feasibility of renovation and expansion of the school.

SCOPE

1. Description of existing structure
2. Comments on the existing condition
3. Comments on the feasibility of renovation and expansion

BASIS OF THE REPORT

This report is based on our visual observations during our site visit on April 19, 2023, a review of the available drawings of the original construction prepared by Alderman & Macneish Architects and Engineers, dated April 26, 1954 and available drawings from the renovations and additions in 1997 prepared by Russell Gibson von Dohlen, dated January 27, 1997.

During our site visit, we did not remove any finishes or take measurements, so our understanding of the structure is limited to the available drawings and observations of the exposed structure and the exterior facade.

BUILDING DESCRIPTION

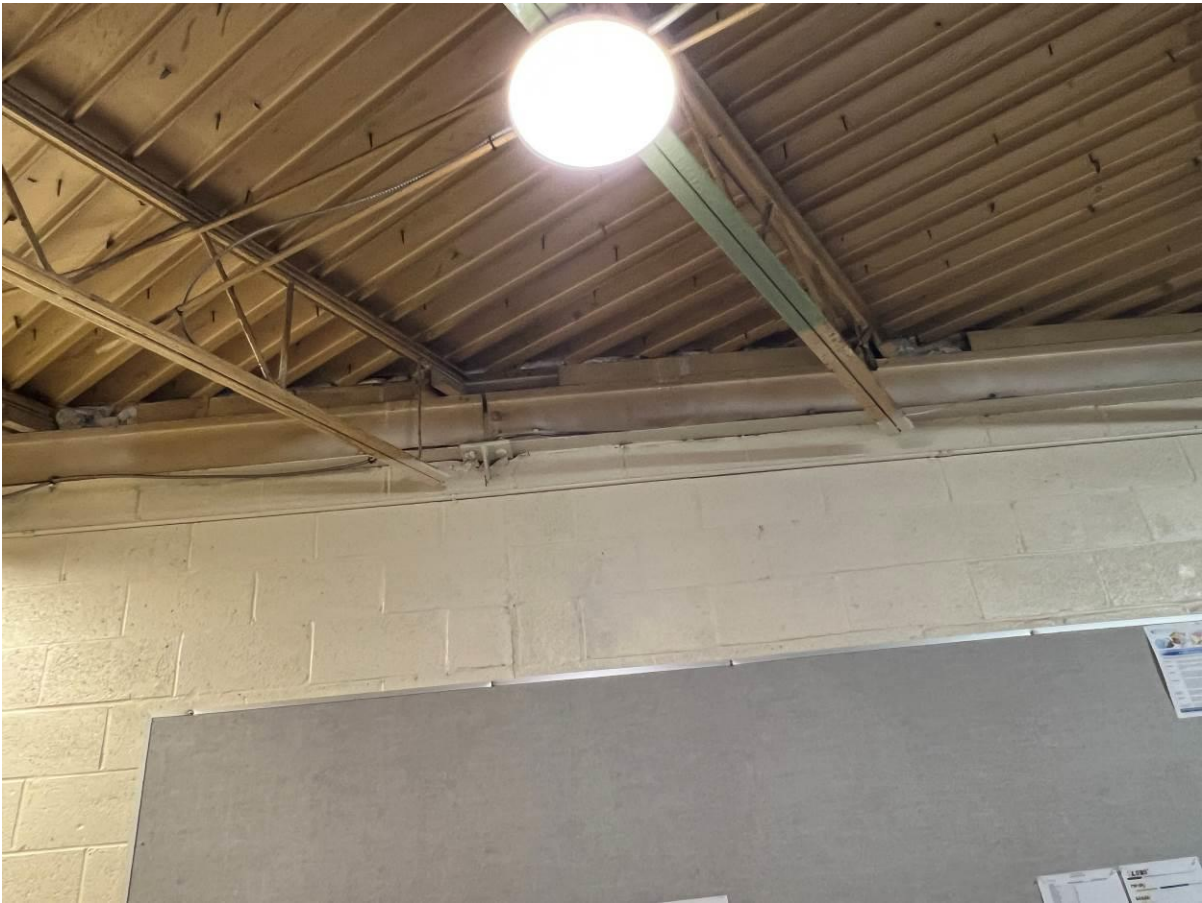
The school is located on Cooper Street in Agawam, Massachusetts. The original school is concrete and steel structure with infill masonry walls. The school has undergone few renovations since the original construction. In 1997 single story additions for expanding the Cafeteria and Administration Department were constructed, a single story classroom wing was also added at this time. The additions are steel and concrete structures.

EXISTING BUILDING

The existing school is essentially a one story steel and concrete structure with a lower level under a part of the footprint of the school. The structure is supported on traditional reinforced concrete foundations. The lowest level slab is a concrete slab on grade. The supported floor above the lower level is a reinforced cast-in-place concrete slab spanning between interior and exterior steel beams and columns and exterior reinforced cast-in-place concrete walls. The typical roof structure of the original portion and the additions are metal roof deck supported on open web steel joists, steel beams and columns. The roof structure of the original Gymnasium and Auditorium is metal roof deck, the roof deck for the Auditorium roof spans between open web steel joists which are supported on steel trusses, the roof deck for the Gymnasium spans in between the steel trusses.

EXISTING CONDITIONS

Based on our observations, majority of the school structure is in good condition. We observed cracks in the terrazzo flooring on the slabs on grade. We observed minor cracks and signs of past repairs in the interior and exterior masonry walls and the masonry facade. We observed few open joints and cracks in the masonry chimney. We observed signs of past water leaks in the ceilings and at exterior walls at various locations. None of these observations are a structural concern. We did not observe any connections of interior masonry walls to the building structure. We did not observe any signs of foundation settlement. We did not observe or perceive any undue vibrations due to footfalls on the supported floors.



Typical Roof construction and lack of positive connections between the masonry walls and framing members



Typical second floor concrete slab supported on steel beams and columns



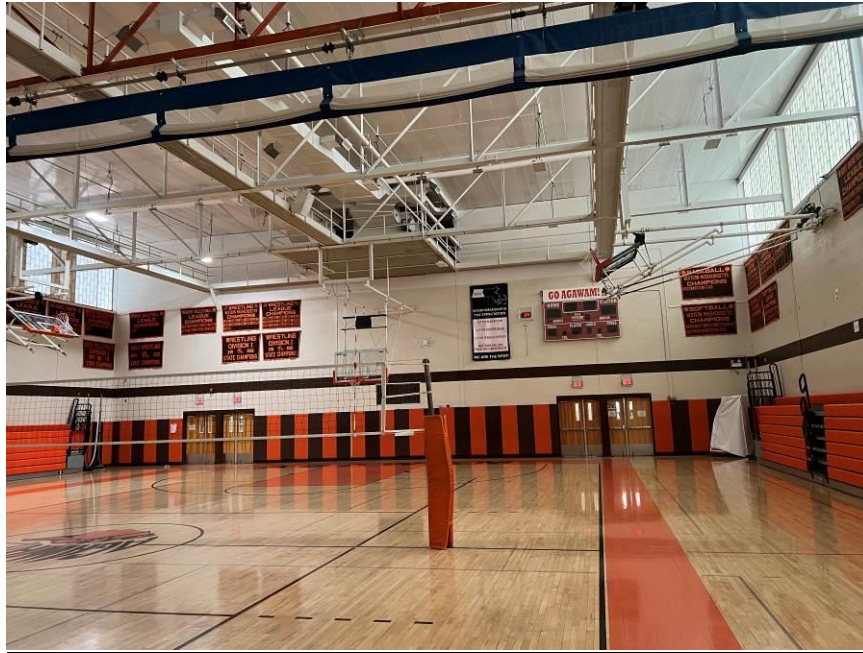
Second floor concrete slab supported on exterior concrete walls



Typical roof framing at the shops



Typical long span acoustical roof deck



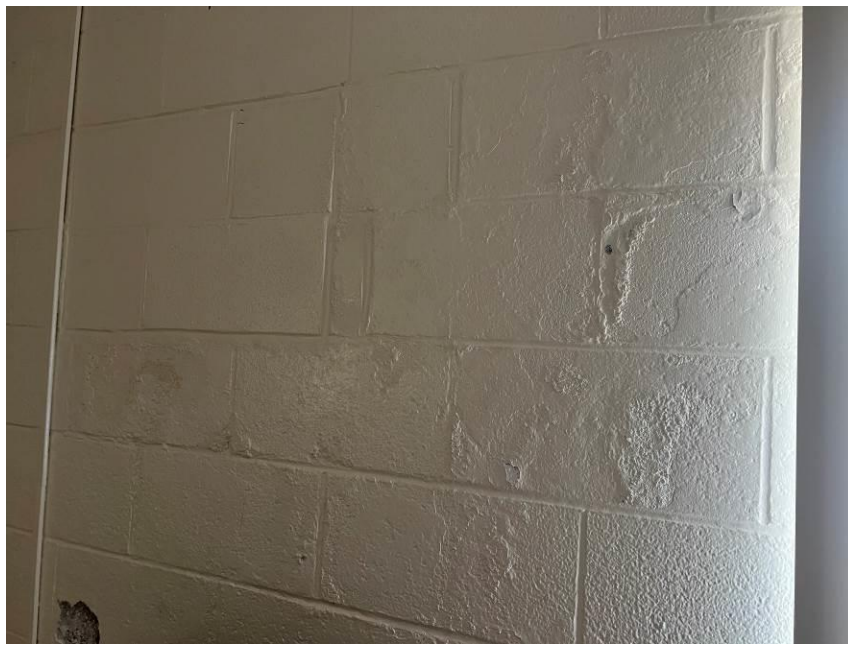
Roof trusses and long span deck framing the Gymnasium roof



Example of cracks through the terrazzo flooring and the slab on grade



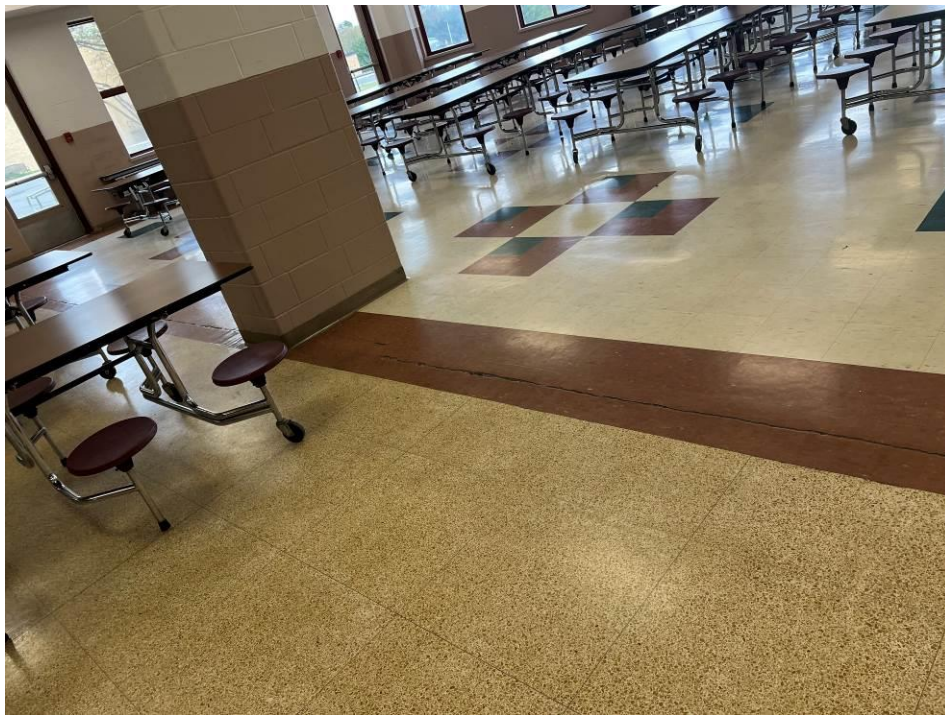
Example of minor cracks on interior masonry walls



Example of moisture infiltration at exterior walls



Example of cracks in interior masonry walls



Example of cracks through floor finishes

FEASIBILITY OF RENOVATION AND EXPANSION OF THE STRUCTURE

Depending on the scope of the renovations to the school, it may be feasible to make modifications to the existing structure without requiring full compliance with the code requirements for new construction. We would recommend that any additions be separated from the existing structure by way of expansion joints.

GENERAL CODE CONSIDERATIONS

If any repairs, renovations, additions or change of occupancy or use are made to the existing structure, an evaluation of the structure is required to demonstrate compliance with 780 CMR, Chapter 34 “Existing Building Code” (Massachusetts Amendments to The International Existing Building Code 2015). The intent of the IEBC and the related Massachusetts Amendments to IEBC is to provide alternative approaches to alterations, repairs, additions and/or a change of occupancy or use without requiring full compliance with the code requirements for new construction.

The IEBC provides three compliance methods for the repair, alteration, change of use, or additions to an existing structure. The three compliance methods are as follows:

1. Prescription Compliance Method.
2. Work Area Compliance Method.
3. Performance Compliance Method.

For more information on these compliance methods, refer to the Regulatory Overview section of this report. A summary of the structural implications of the various compliance methods follows.

Prescriptive Compliance Method

In this method, compliance with Chapter 4 of the IEBC is required. As part of the scope of this report, the extent of the compliance requirements identified are limited to the structural requirements of this chapter.

Alterations

- If the proposed alterations of the structures increase the demand-capacity ratio of any lateral load resisting element by more than 10 percent, the structure of the altered building or structure shall meet the requirements for the code for new construction.
- Where alterations increase the design gravity loads by more than 5 percent on any structural members, those members would have to be strengthened, supplemented, or replaced.

Additions

Additions can be designed to be structurally separate or structurally connected to the existing building. Based on the project scope, the following structural issues must be addressed: The requirements applicable to the existing structure for connected additions are similar to those for altered structures.

- All construction of all addition areas must comply with the code requirements for new construction in the IBC.

- For additions that are not structurally independent of an existing structure, the following rules apply to the existing building:
 - The existing structure and its addition - acting as a single structure - must meet the requirements of the code for new construction for resisting lateral loads. Exceptions allow that structural elements that only resist lateral forces whose demand-capacity ratio is not increased by more than 10 percent may remain unaltered.
 - Any load-bearing structural element for which the addition or its related alterations causes an increase in the design gravity load of more than 5 percent shall be strengthened, supplemented or replaced. This may invoke or cause additional renovation work to access the structure.

In order to avoid invoking required structural modifications to the existing building, any planned additions should be designed as structurally separate buildings.

Work Area Compliance Method

In this method, compliance with Chapter 5 through 13 of the IEBC is required. The extent of alterations has to be classified into LEVELS OF WORK based on the scope and extent of the alterations to the existing building. Refer to the Regulatory Overview section of this report for an explanation of the Levels of Work.

This report assumes that planned renovation schemes would affect more than 50 percent of the floor area and invoke Level 3 Alteration requirements, and the following analysis is based on that assumption. In addition, there are requirements that have to be satisfied for additions to the existing structure.

Level 3 Alterations

- Any existing load-bearing structural element for which an alteration causes an increase in the design gravity load of more than 5 percent shall be strengthened, supplemented or replaced.
- If the proposed structural alterations of an existing structure exceed 30 percent of the total floor and roof areas of an existing structure, we have to demonstrate that the altered structure complies with the IBC for wind loading and with reduced IBC level seismic forces.
- Existing anchorage of all unreinforced masonry walls to the structure have to be evaluated. If the existing anchorage of the walls to the structure is deficient, the tops of the masonry walls will require new connections to the structure.
- If the proposed structural alterations of an existing structure are less than 30 percent of the total floor and roof areas of the existing structure, the project must demonstrate that the altered structure complies with the loads applicable at the time of the original construction (or the most recent major renovation) and that the seismic demand-capacity ratio is not increased by more than 10 percent on any existing structural element. Those structural elements whose seismic demand-capacity ratio is increased by more than 10 percent must be strengthened, supplemented, or replaced in order to comply with reduced IBC level seismic forces.

Additions

- All additions shall comply with the requirements for the code for new construction in the IBC.
- Any existing gravity, load-carrying structural element for which an addition or its related alterations cause an increase in design gravity load of more than 5 percent shall be strengthened, supplemented or replaced.
- For additions that are not structurally independent of any existing structures, the existing structure and its additions, acting as a single structure, shall meet the requirements of the code for new construction in the IBC for resisting wind loads and IBC Level Seismic Forces (may be lower than loads from the Code for New Construction in the IBC), except for small additions that would not increase the lateral force story shear in any story by more than 10 percent cumulative. In this case, the existing lateral load resisting system can remain unaltered.

Performance Compliance Method

Following the requirements of this method for the alterations and additions may be onerous on the project because this method requires that the altered existing structure and the additions meet the requirements for the code for new construction in the IBC.

Summary

The existing school structure appears to be performing well. All of the structural components that are visible appear to be in sound condition. The cracks in the exterior façade and interior masonry walls are not a structural concern and they should be repaired or masonry repointed as part of an on-going maintenance program. The cracks in the slabs on grade are not a structural concern.

The compliance requirements of the two Prescriptive and Work Area Compliance methods are very similar in most respects for a major renovation. The Prescriptive Compliance Method would be more restrictive, as it would likely require that the existing lateral load resisting systems of the existing building meet the requirements of the code for new construction of the IBC, even for small increases of design lateral loads. Based on this, we would recommend the Work Area Compliance Method for the project.

Any major proposed renovations and additions would likely require that the structure be updated to meet the requirements for the Code for New Construction. This may require addition of reinforced masonry shear walls with new reinforced concrete foundations, connecting the floor and roof diaphragms to the existing masonry walls. All of the existing masonry walls would have to be adequately connected to the roof and floor structure.

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

SITE/LANDSCAPE - TERRAIN

Report Date: 06 June 2023
Site Visit Date: 21 April 2023
Project: Agawam High School
Distribution: Flansburgh Architects
Prepared By: Terraink

Agawam High School
Agawam, Massachusetts



Existing Conditions Report – Site/Landscape

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I. Executive Summary

The Agawam High School enjoys a large campus surrounded by municipal and residential uses and a swath of northern deciduous woodland. The topography is moderately flat, with steeper slopes found at the northeast corner of the property descending into the woodland. Access into and out of the site offers connectivity between the school, new athletic facilities, the neighboring library, and residential abutters; however, various ADA accessibility non-compliance issues were identified that will require evaluation during the project's development. The unique design of the school building creates several central courtyards that maintain the potential for further development fostering sustainable gardening lessons and outdoor learning opportunities. Recent investments into the campus have generated beautiful and functional amenities for students and the wider community, including a new track and field and football complex, a new baseball field, and a new outdoor classroom offering infrastructure for gardening lessons as well as furnishings for learning amidst the woodland and wetland ecosystems. A variety of mature deciduous trees were noted throughout the property, primarily within the courtyard spaces. While numerous site furnishings recently added as a part of the new athletic and outdoor classroom amenities are in excellent condition, various other site furnishings throughout the campus have weathered and aged over time.

II. Narrative

A. Overall Context

Agawam High School occupies a large campus bordered by Cooper Street, Mill Street, and Line Street in Agawam, a central location within the city. The Agawam Library neighbors the school to the east, and Agawam Junior High and Superintendent Office are a short distance away. The site abuts residential property at its west, south, and eastern property edges. To the north of the campus lies a stretch of northern deciduous woodland containing a wetland. A utility corridor runs between this woodland and residential properties further north. The topography on site is fairly flat, with the most substantial slopes occurring north of the bus parking area at the northeast corner of the property. Grades slope downwards into the forest beyond. The north end of the soccer field is elevated above the school building below, supported by a concrete block retaining wall with chain link fencing above for safety.

B. Parking | Vehicular Circulation

As the visitor enters the site on the main drive off Cooper Street, a large, asphalt parking lot opens to the left, accommodating visitors and students with a direct connection to the athletic amenities to the west. The parking lot appears to be in worn condition, with cracking and asphalt patches observed. While reclaimed granite curb lines the western side near the new athletic area, precast concrete curb appears to edge the remainder of the lot. The precast curb is crumbling in certain areas. This main parking lot provides approximately 303 spaces, with six appearing to be accessible spaces in close proximity to the main building entrance. Of the six accessible spaces, two appear to be van accessible. This seems to fall short of ADA and MAAB requirements for accessible parking, which call for a total of eight accessible spaces for a lot this size (with two being van-accessible). Two spaces at the far end of the lot along Mill Street border an access aisle, yet are likely located too far from the school entrance to be considered accessible to the Main Entrance. Two parking spaces on this side of the lot offer EV charging. A small parking lot with a separate entrance and exit off Mill Street offers nine accessible parking spaces (with three spaces appearing to be van accessible) for visitors of the new athletic complex, conveniently located between the new football stadium/track and field and tennis courts.

Traveling further north into the site, the visitor encounters a looped parking lot in front of the faculty entrance to the school. The paving is similarly worn, with cracks observed. Granite curbs line the loop adjacent to the building entrances, and the parking island in the center is edged with asphalt curb in poor condition. This loop appears to provide 24 parking spaces, with three appearing to be accessible. None of the three appear to be van accessible. ADA and MAAB require one parking space to be van accessible for a lot this size. In addition, the accessible parking in this area is not equipped with curbs, wheel stops, or bollards to protect people using the access aisles. Another looped asphalt drive peels off to the east from the faculty parking area, leading to service and loading access points to the building to the left, additional car parking spaces, and what appears to be informal parking used for cars or buses at the rear. The asphalt pavement in this lot contains extensive cracking. The lot provides approximately 135 parking spaces, including one that appears to be van accessible. Depending on the use of this parking area, additional accessible parking spaces may be required per ADA and MAAB code.

A steep asphalt drive climbs west from the bus parking area to a new baseball field area behind the school building. It appears that service vehicles continue driving across turf along the north façade of the building to meet a roughly 6-foot-wide asphalt path that wraps around the west façade of the building. This path connects with a wider asphalt drive leading to the northwest corner of the student and visitor parking lot. The discontinuity, narrowness, and lack of curbs along the asphalt accessway give rise to vehicular damage of the surrounding turf. A second asphalt drive runs between the bus parking area and an asphalt pad within a utility and maintenance-oriented courtyard space. The asphalt pad is highly deteriorated and supports weedy growth at its edges.

C. Pedestrian Circulation

Pedestrian circulation adjacent to the building perimeter appears to be mostly flat. The concrete pathway leading from the student and visitor parking area to the new athletic complex appears to be in excellent condition. However, occasional cracks in cast-in-place and asphalt pavement elsewhere on-site result in uneven surfaces. As mentioned above, precast concrete curbs are crumbling in several areas and in need of repair or replacement. The concrete stairs at the main entrance to the school are beginning to crumble, especially surrounding handrail posts. Both cheek walls abutting these stairs are deteriorating, and a previously installed handrail appears to have been removed from one. A ramp at the southwest corner of the school building has sustained a large crack emanating from a handrail post. The handrail appears to lack the necessary extension required to meet ADA and MAAB requirements.

Pedestrian pavement does not appear to offer accessible travel to all site amenities. One bituminous concrete (asphalt) path bordered by a concrete block retaining wall guides visitors to a softball field and then dead ends into lawn. The aforementioned access from the bus parking area up to the sports field brings the visitor up a significantly steep slope that may need further evaluation to meet ADA accessibility requirements. Concrete and bituminous pavement provides access to limited portions of courtyard spaces but does not extend to all areas. A stonedust path winds down and out into the adjacent woodlands, channeling the user to the stone masonry seating and to a wooden wetland observation deck. The slope of the stonedust path may warrant investigation to ensure it meets accessibility requirements.

D. Site Amenities

Agawam High School offers many wonderful opportunities for gathering, learning, and engaging in a range of athletic activities. The unique shape of the school building creates numerous multipurpose courtyard spaces. The two central courtyard spaces appear most heavily used and offer relatively flat topography. The smaller of the two, encountered upon entry into the main building, provides numerous picnic tables, benches of varied styles, a large connect-four lawn game, and a grill on a concrete pad next to the entrance. Multiple trees punctuate the space, including two mature Maple trees at the eastern end offering generous shade to outdoor furniture below, two Spruce trees, a Birch tree, and a variety of flowering trees. One large, constructed pond with a fountain dedicated to the memory of a prior student lies roughly in the center of the courtyard. The fountain is no longer operational. Two bird sculptures fashioned out of recycled metal stand nearby.

The most prominent feature of the second courtyard is a large greenhouse replete with twelve plant tables, a variety of storage racks, irrigation equipment, lighting, gardening equipment, hoses, and rain barrels. Lining the exterior of the greenhouse are two wooden compost bins in disrepair, a dual plastic tumbler composter in good condition, and a linear plant bed with wooden edging in disrepair. A large satellite dish stands nearby. Beyond the greenhouse stretches a vast turf area with four garden rows and eight recently planted fruit trees. A few of the fruit trees appear to have perished.

The remaining courtyards on site appear to be less heavily utilized, including a small, linear interior courtyard containing only turf that does not receive use. A partially enclosed area towards the east of the building contains utility boxes, a shed, trailer, a dumpster, barrels, and various building materials. The uncovered placement of these materials may indicate a lack of covered storage space. Another partially enclosed courtyard space to the east of the varsity softball field contains two large Maple trees, one spruce tree, and three benches.

Behind the school (to the northeast), the visitor encounters the beginning of an impressive outdoor classroom. Within a fieldstone, wall-lined stonedust area lie a recently installed garden shed, a spigot, and raised planters that

are constructed of seemingly indigenous stone masonry with reclaimed granite curbing. From this gardening area the visitor is led down a winding stonedust path (mentioned previously in circulation) edged with a wood guard fence. The first destination along the path is an area with three additional, flush garden beds, at the edge of the woods. The path then guides the visitor into the woods towards an outdoor amphitheater-style classroom containing one expansive masonry wall with a bluestone cap and a central granite slab bench for seating. The path continues further through the trees, terminating at an observatory deck that provides ample opportunity for lessons and observation of the wetland below. Reclaimed granite curbing retains the tree roots that have been recently disrupted by the installation of the walkway to the observation deck.

The Agawam High School is home to one new baseball diamond with fencing, dugouts, bleachers, batting cages, and a scoreboard. To the west of the baseball diamond exists one large, flat, open lawn area overlapping the junior varsity softball field, which was being used for field event competitions at the time of the visit. A trailer and shed sit at the perimeter, with various athletic equipment and rain barrels stored outside. This may indicate a need for additional athletic storage space. The two refurbished softball fields south of the open lawn area contain chain link backstops and bleachers. The varsity softball field additionally contains dugouts, temporary outfield fencing, and a scoreboard. Batting cages are located nearby. The school has recently installed a brand-new track and football stadium with a ticket booth and two restroom facilities, located at the corner of Line Street and Mill Street. To the east along Mill Street stretches six tennis courts and six half-basketball courts. These courts appeared to be heavily used by the community at the time of the visit. This new athletic area also features new chain link fencing, concrete walkways, line voltage lighting, an ornamental archway, decorative boulders (one dedicated), dedicated/memorial benches, a dedicated Little Free Library, and several bollards. North of the courts lies a regulation-size soccer field overlapping with the varsity softball outfield.

E. Landscape | Drainage

The site is not densely vegetated, but rather selectively sprinkled with mature deciduous and coniferous trees; the species observed included: *Acer* (Maple), *Betula* (Birch), *Cornus* (Dogwood), *Prunus* (Cherry), *Picea* (Spruce), *Pinus* (Pine), *Quercus* (Oak), *Robinia* (Locust) and *Amelanchier* (Serviceberry). As mentioned previously, one courtyard supports a mix of primarily flowering trees; one tree was planted as a memorial element for a prior student. Another courtyard is home to recently planted fruit trees and garden rows of herbaceous material. The utility and maintenance-oriented courtyard contains one mature Maple and a few smaller trees that appear to be volunteers. The partially enclosed courtyard at the southwest corner of the school contains two mature Maples and a Spruce Tree. Various deciduous and coniferous trees border the western edge of the open lawn and softball area. Two ornamental trees and various shrubs and perennials adorn the front façade of the Main Entrance. A grove of largely evergreen trees shades two picnic benches to the east of the main entrance. A planting bed in the interior of an entrance ramp adjacent to the faculty parking lot features a mature Serviceberry tree with an understory of several shrubs and perennials. The Faculty Entrance is flanked by two foundation beds of shrubs and perennials. One foundation bed continues behind the Veterans Memorial. The two school signs sit within shrub beds.

Turf fills the athletic areas, courtyards, and interstitial spaces on site. While the athletic area and courtyard turf is in fair condition, numerous interstitial turf panels are in poor condition, due to vehicular damage in some areas, and potentially due to insufficient irrigation in others. A few irrigation control boxes were observed on site, the foundation planting at the Main Entrance is equipped with a hose, and the outdoor classroom gardening space contains a spigot. However, the site does not appear to contain comprehensive functioning irrigation infrastructure. Perhaps, as a result, several turf panels with full southern exposure are poorly established. Foundation plantings appear somewhat sparse. Drainage solutions on-site largely consist of catch basins within patches or swales of asphalt. In most cases, the catch basin grates appeared encumbered with moss, grass, and other vegetation.



F. Site Furnishings

At least two litter/recycling receptacles were observed at nearly every building egress and at every entrance into an athletic field or sport court. Benches and picnic tables populate the courtyards and the perimeter of the building. Ornamental boulders with plaques and engravings serve as signage elements and dedications at the entrance to the stadium (from the parking lot) and at the faculty entrance (a Veterans Memorial). Memorial benches are located throughout the campus, with several benches located throughout the first courtyard, multiple benches along the walkway into the athletic stadium, and two benches located at the faculty entrance on either side of the Veterans

Memorial. One wave-style bicycle rack can be found at the end of the main parking lot to the west of the building. The posts of this bicycle rack are leaning and appear in need of re-installation. A bright orange “AGAWAM” sculpture provides bicycle parking on the opposite side of the building.

Agawam High School has two large signs: a traditional sign at the corner of Mill and Cooper Street and a digital sign at the entrance to the student and visitor parking lot off Mill Street. Both are in good condition. Three flagpoles were observed onsite, with one pole located at the sports stadium, one at the Main Entrance, and one central to the faculty parking lot, on axis with the Veterans Memorial. This flagpole does not appear to be equipped with a flag. Chain link fencing is abundant throughout the site. While the chain link fencing surrounding the recently updated athletic areas is in excellent condition, other chain link fencing perimeter fencing on site is in various stages of disrepair and overcome with vines. Site furnishings within the new athletic and outdoor classroom spaces are in excellent condition. Several site furnishings elsewhere on site are in poor condition, including several wood benches and picnic tables within the courtyard and the wood compost bins adjacent to the greenhouse.

III. Specific Issues and Recommendations

Specific Issues	Recommendations	Photos
<p>It appears that vehicular travel and snow push around the narrow, discontinuous, and curb-less asphalt access loop leads to turf damage.</p>	<p>Reconstruct a wider, curbed access loop around the school building with designated snow storage areas to allow passage of service vehicles and removal of snow while maintaining turf integrity.</p> <p><i>Image: Vehicular damage of turf surrounding asphalt access loop.</i></p>	
<p>The three main parking areas on the school campus may not meet ADA and MAAB requirements for the provision of safe, accessible parking spaces.</p>	<p>Add additional accessible parking spaces wherever they are lacking, following ADA and MAAB requirements. Ensure infrastructure is present to protect access aisles.</p> <p><i>Image: Accessible faculty parking lacking the protection of access aisles.</i></p>	

Pedestrian pavements are in various stages of decline and in some instances appear to be non-compliant with ADA and MAAB requirements due to uneven surfaces and steep slopes, or a failure to connect to site amenities.

It is recommended that walkways be repaired or replaced to remedy damage that creates uneven surfaces and reduces safety and accessibility. It is further recommended that all steep walkways be investigated for compliance with ADA and MAAB requirements. Accessible walkways should allow access to amenities throughout the site.

Image: Pedestrian pavement adjacent to the school building with numerous cracks.



Several stairs and ramps are in poor condition, with cracking and crumbling observed. Stair and ramp handrails in some instances are missing or non-compliant, lacking the required extensions per ADA and MAAB codes.

It is recommended that all pedestrian stairs and ramps in disrepair be reconstructed and outfitted with ADA and MAAB-compliant handrails.

Image: Stair leading to the front entrance with broken cheek wall and missing handrail.



The utility and maintenance-oriented courtyard space near the northeast corner of the building contains various materials stored uncovered. This may indicate a lack of covered storage space.

It is recommended that storage needs for building and maintenance materials be evaluated and accommodated in the future scope of work.

Image: Various building and maintenance materials are stored uncovered in a courtyard space.



The high school enjoys several beautiful, new amenities that represent significant investments, including an extensive outdoor classroom. These amenities appear worthy of preserving as a part of a future scope of work. This could create challenges when locating the proposed building (if it is to be reconstructed) and site features.

It is recommended to preserve existing site amenities to the greatest extent possible, if this is desired by the client.

Image: A portion of the beautiful outdoor classroom, which features a new garden shed, stone masonry raised garden beds, stone masonry seating in the woods, granite curbing, a wooden observatory deck over a wetland, and stonedust paths.



The new track and field and football stadium, tennis and basketball courts, and baseball field are likewise significant amenities worthy of preservation.

As above, it is recommended to preserve existing site amenities to the greatest extent possible, if this is desired by the client.

Image: The entrance to the track and field and football stadium, with tennis courts to the left.



Various materials are stored outside of a trailer and shed within an open lawn area in the northwestern corner of the site.

It is recommended that storage needs for athletic materials be evaluated and accommodated in the future scope of work.

Image: Rain barrels and various athletic materials stored uncovered.



<p>The campus features several mature tree specimens. One flowering tree serves as a memorial to a former student. If deemed feasible, we would consider it beneficial to preserve specimen trees throughout the site (upon verification of their health and safety by a licensed arborist), however, this could create challenges when locating the proposed building (if it is to be reconstructed or renovated) and site features, and when altering topography.</p>	<p>Use best management practices when determining site grading and the placement of proposed elements (walkways, courtyards, outdoor classrooms) to strategically alter the site in a manner that will allow the preservation of as many specimen trees as possible.</p> <p><i>Image: Mature trees in a courtyard.</i></p>	
<p>Several turf panels appeared to be in poor condition, potentially due to a lack of sufficient irrigation in areas with significant sun exposure.</p>	<p>If the longevity of plant material is a priority, it is recommended that the new site design feature native plants requiring minimal water, as well as an irrigation system that can be used during extended periods of drought.</p> <p><i>Image: Poorly established turf area at the Main Entrance.</i></p>	
<p>It does not appear that the irrigation infrastructure on site is comprehensive or consistently used. The lack of irrigation on site will likely result in compromised plant establishment and longevity.</p>	<p>As above, if the longevity of plant material is a priority, it is recommended that the new site design feature native plants requiring minimal water, as well as an irrigation system that can be used during extended periods of drought.</p> <p><i>Image: Fruit trees in the courtyard without irrigation.</i></p>	

<p>Several landscape drainage features on site (catch basins within asphalt) appear partially compromised by vegetation.</p>	<p>It is recommended that landscape drainage be restored, potentially using Low Impact Development drainage technologies such as bioswales or rain gardens.</p> <p><i>Image: Asphalt drainage swale encumbered by moss and grasses.</i></p>	
<p>In addition to the aforementioned memorial tree, numerous site furnishings on site serve as dedications or memorials. These include benches, large stones, a Little Free Library, and the constructed pond. Their preservation will require careful attention.</p>	<p>It is recommended to preserve existing dedications and memorials to the greatest extent possible, if this is desired by the client.</p> <p><i>Image: Veterans memorial near the faculty entrance to the school.</i></p>	
<p>Several site furnishings are in poor condition, including wood benches and picnic tables within the courtyard, the wood compost bins adjacent the courtyard greenhouse, and the chain link perimeter fencing.</p>	<p>It is recommended that all site furnishings in poor condition be removed. If their function is important to school or community programming, it is recommended that they be replaced.</p> <p><i>Image: Chain link fence in poor condition near the northeast corner of the school.</i></p>	

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

CIVIL - SAMIOTES

ADA Accessible Spaces

The existing 421 (+/-) parking spaces requires 9 ADA spaces per MAAB/ADA regulations – including 2 Van Accessible spaces. There are currently 9 delineated as ADA-accessible spaces on-site. Slopes were spot-checked during the visit and some slopes exceeded ADA regulations in certain areas. It is recommended that all ADA-spaces be reviewed and checked for compliance with the current ADA/MAAB standards.

Town of Agawam Parking Requirements

EDUCATIONAL INSTITUTIONS

One (1) parking space for each two (2) employees, including teachers and administrators, plus sufficient off-street space for the safe and convenient loading and unloading of students, plus additional facilities for student parking, taking into consideration the total number of students, the percentage of students driving automobiles, and the requirements for stadium, gymnasium and auditorium use as reasonable determined by the Planning Board.

Per Town of Agawam Parking Guidelines – 1 space per each two (2) employees, including teachers and administrators, and sufficient off-street space for the safe and convenient loading and unloading of students, plus additional facilities for student parking, taking into consideration the total number of students, the percentage of students driving automobiles, and the requirements for stadium, gymnasium and auditorium use as reasonable determined by the Planning Board.

PAVEMENT AND CURBING

The school site is comprised of a network of asphalt sidewalks and asphalt drive aisles providing vehicular and pedestrian access throughout the campus. Access drives are in fair to poor condition (See Figure 03). Alligator cracking (i.e. total pavement failure) and lateral cracking are visible throughout most of the site (see Figure 04 and 05). It is recommended that representative pavement core samples be taken to confirm the pavement profiles prior to any project redevelopment/expansion. Depending on the core reports, it is likely the entire asphalt pavement area would need to be milled and overlaid at a minimum, or potentially repaired with a full-depth replacement. The concrete walkways around the school appear to be “dated” and in fair to decent condition, but will at a minimum need to be spot repaired, power-washed and de-weeded, as shown in Figure 06 and 07 below. Some of the pedestrian sidewalk ramps appear not to be ADA compliant and will need to be reconfigured with tactile strips added, as shown in Figures 08 and 09 below. Any sections of concrete walkways that are failing should be replaced as needed to ensure proper access is maintained.

The curbing on site primarily consists of concrete curbing integrated with the existing sidewalks, but some areas of bituminous berms or granite curbing also exist. The concrete curbing is in similar shape as the concrete sidewalks, poor to decent condition with only a few major failure areas noted. The bituminous berms observed were in varying conditions, in some cases completely broken and crumbling (i.e. in the south side of the main parking lot), but in other areas just in fair condition with periodic cracks and gouges noted. The granite curbs were primarily of the sloping variety, and were sinking into the surrounding grade in several places, notably along the Cooper Street drive entrance adjacent to the library. In general, it is recommended that the existing curbing be patched and repaired at a minimum, or replaced where possible. See Figure 10 below.



Figure 03: Typical condition of asphalt pavement on the campus, with alligator cracking visible.



Figure 04: Longitudinal (Linear) and transverse cracking of bituminous paving in primary parking lot, with several patch areas also visible.



Figure 05: Longitudinal (Linear) and transverse cracking of bituminous paving in primary parking Lot.



Figure 06: Typical condition of concrete walkways on the campus.



Figure 07: Typical condition of bituminous asphalt walkway on the campus.



Figure 08: ADA parking spaces in the main parking lot.



Figure 09: ADA ramp at the Cooper Street driveway entrance.



Figure 10: Typical condition of granite curbing on the campus, in most cases disjointed and in poor condition.

ATHLETICS

The Tennis court, baseball field, track and field were installed as site improvements during 2015. The athletic facilities have underdrainage and appear to be in good condition (see Figures 11, 12 and 13)



Figure 11: Baseball field.



Figure 12: Tennis courts.



Figure 13: Track and field, with stormwater inspection ports and drain cover visible.

UTILITIES

Site Drainage

Designed and constructed in 1954, the Agawam High School campus has undergone multiple renovation and parking improvement projects in the last 69+ years. The School site utilizes traditional drainage structures and a network of piping systems, to handle stormwater runoff. Localized structures around the immediate building and parking areas, such as catch basins and area drains, collect stormwater runoff and transport the runoff via 12" reinforced concrete pipes (RCP), which discharge to multiple detention areas located on the south and west side of the site. The site drainage for the athletic facilities, located to the west of the campus, was renovated in 2015 (see Figures 12-14). This area utilizes 4 subsurface infiltration systems surrounding the track field, and a network of piping system to handle stormwater runoff. Localized structures around the immediate building and parking areas, such as catch basins, yard drain, and area drains, collect stormwater runoff and transport the runoff via 12" HDPE pipes into the infiltration systems.

It appears (based on the site visit) that the some of the drainage system is not maintained or cleaned on a regular basis (see Figures 14-18). Stormwater Best Management Practices (BMP's) and Low Impact Design (LID) were not as prevalent during the time period in which the High School was constructed. Due to the age of the system and a lack of Best Management Practices typically used to remove suspended solids, provide water quality treatment, and attenuate peak flow's, there is significant level of effort required to maintain the existing stormwater management's system. In order to determine the feasibility of incorporating updated stormwater management practices, a full condition assessment of the existing storm drainage system is recommended for future design phases.



Figure 14: Typical condition of athletic facilities area drains



Figure 15: Small sinkhole observed at granite curb next to catch basin.



Figure 16: Catch basin with some debris and sediment.



Figure 17: Overgrown catch basin drainage cover.



Figure 18: Rip rap at main DCB in the rear parking area, with debris and sediment noted. This area has clearly been a major erosion point and should be addressed with improved drainage infrastructure.

Sanitary Sewage

Sanitary sewer services from the multiple buildings and Schools on-site are captured and combined via 6"-8" clay and PVC lines, that ultimately discharges to the 10" AC public sanitary main that runs within Mill Street. The sanitary sewage for the field houses, located to the west of the campus, are captured, and combined via 8" PVC line, this line ultimately discharges to the 10" AC public sanitary main that runs within Mill Street. A condition assessment, including video investigation, to verify location and condition of all sewer services predominantly for the High School is recommended for future design phases. No information was provided on the existence of any grease trap or science/acid waste tank. Proposed work in this area of the campus should consider this existing sewer line for connections and potential conflicts, subject to the video investigation and condition assessment.

Water Service

Based on record plans, it appears the School building is serviced by an 6" D.I water line that connects to the building on the north and south of the site, which then is connected to the existing 6" water main located in Mill Street, MEP to confirm sizes and designation (domestic, fire). The field houses are served by a 1" cooper water line, which then is connected to an existing 6" CLDIP water main that runs within Mill Street. A comprehensive flow testing of the municipal main and services for the School led by the fire protection engineer is recommended as part of future design phases. Due to the age of existing utility plans, the location and routing of underground utility services should be confirmed and updated.

Electrical, Telephone and Communications

Electric service appears to be fed underground from existing utility poles located on Mill Street to an electrical equipment located on campus. Based on record plans, it appears that the telephone are also fed under from existing utility poles located on Mill Street. More information regarding this utility will be provided by the MEP consultant.

Fuel Service

Record plans show that the current gas service is fed underground from a main line located from Line Street to the north side of the school building, however this should be confirmed with record utility information from the utility service provider. More information regarding this utility will be provided by the MEP consultant.

SITE CONSTRAINTS

Environmentally-Protected Areas

As shown in Figure 19:

1. The site is **not located** within Estimated/Priority Habitat for Rare Species according to the Massachusetts Natural Heritage & Endangered Species Program (MaNHESP). However, the U.S. Fish & Wildlife Service's Information for Planning and Consultation (IPaC) GIS mapping database indicated that the existing site may potentially be habitat for the Monarch Butterfly and the Northern Long-eared Bat. An additional study will be required to determine if the site contains habitats for these two endangered species.
2. Abutting property **does not** contain Certified Vernal Pools according to the MaNHESP. Resource Area Buffer encroaches on property.
3. The site **does not** contain a U.S.G.S. mapped (perennial) stream.
4. The site **does not** contain areas mapped as Land Subject to Flooding according to the FEMA maps.
5. The site **is not** located within an Area of Critical Environmental Concern.

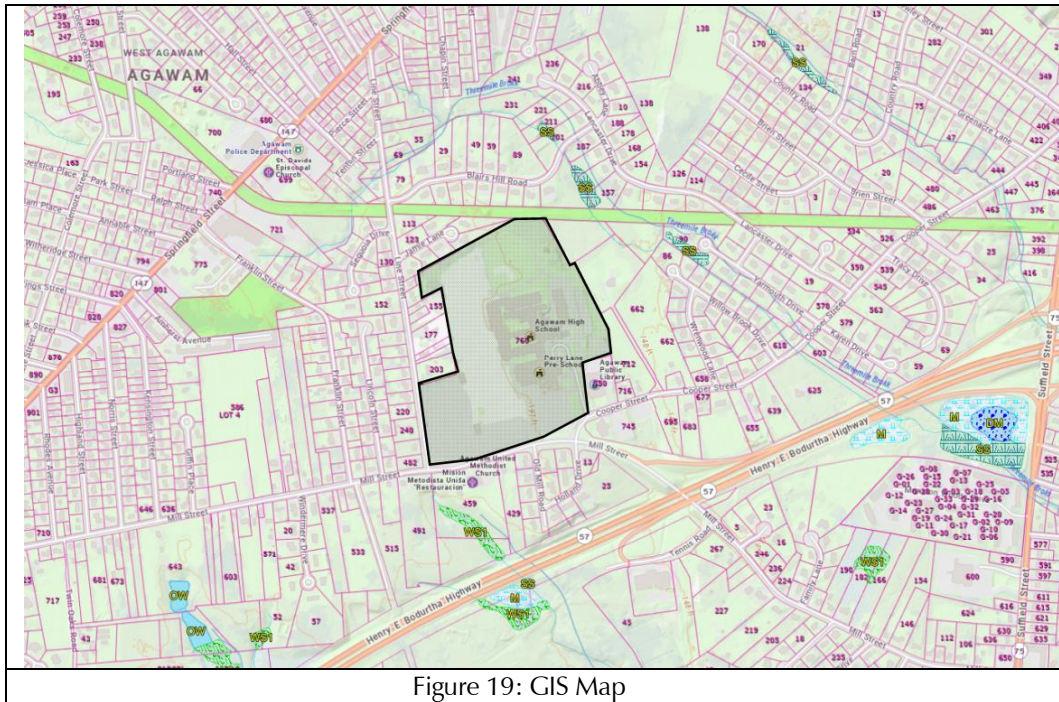


Figure 19: GIS Map

PERMITTING

Prior to beginning construction, the project site operator will be required to develop a Stormwater Pollution Prevention Plan (SWPPP) and filing an eNOI with the US EPA.

At this point it appears that a MEPA filing (ENR or EIR) will not be required, but this assumes that the preferred option will not trigger the thresholds such as, but not limited to:

1. Direct alteration of 50 or more acres of land.
2. Creation of ten or more acres of impervious area.
3. Alteration requiring a variance in accordance with the Wetlands Protection Act.
4. New withdrawal or expansion in withdrawal of: 2,500,000 or more gpd from a surface water source.
5. Construction of a New wastewater treatment and/or disposal facility with a Capacity of 2,500,000 or more gpd.
6. Construction of a New roadway two or more miles in length.

The Permitting time scale is estimated to take up to 6 to 10 months.

- Agawam Conservation Commission & DEP: approximately 45-90 Days
- Agawam Stormwater Permit (may coincide with PB): approximately 45-90 Days
- Agawam Planning Board – Site Plan Approval Permit: 45-90 Days
- Agawam DPW: approximately 30-60 Days
- NPDES/SWPPP: approximately 14 Days by GC, prior to commencing construction

If you have any questions regarding this report or other issues, Stephen Garvin, PE can be reached at 508-877-6688 ext. 13 or Matthew Zirolli at ext. 28.

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

HVAC, ELECTRICAL, FIRE ALARM AND TECH - VANDERWEIL

Agawam High School Existing Conditions Report

Agawam, MA

DATE: May 22, 2023
PROJECT NO.: 31194.00

PREPARED FOR:

FLANSBURGH

PREPARED BY:

VANDERWEIL
274 SUMMER STREET | BOSTON, MA
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HVAC SYSTEMS ASSESSMENT

OVERVIEW

Heating

Classrooms and the majority of the building are heated via hot water which is generated by two boiler plants located in the basement level mechanical room and the first-floor level office wing mechanical room. The main boiler plant consists of two, dual-fuel (natural gas, oil backup) hot water boilers, with a primary-secondary hot water pumping arrangement. The office wing boiler plant is also dual-fuel and has two primary hot water pumps. Hot water from the boilers is pumped to unit ventilators in the classrooms, radiators in the hallways and air handlers in different parts of the building.

Cooling

Cooling is generally provided by air-cooled, split system units. Cooling is provided for the Nurse's Office and Administration area through separate rooftop condensers that distribute R-22 refrigerant to air handler's cooling coils in those respective areas. Some individual classrooms and offices are cooled with portable Dayton Air Conditioning units and split system air conditioning units.

Air Handling Systems

The existing building has two Annex Air, roof-mounted air handling units (RTUs) each with heat recovery. These units provide both heating and cooling to the locker rooms. The building also has a dedicated Reznor natural gas-fired make-up air unit located above the kitchen area. This unit is reported to no longer be in service. There is a newer air handler that provides both heating and cooling for the library. Heating is from the hot water distribution system, cooling via the on-grade air-cooled condensing unit and outside air via an outdoor air intake and exhaust sidewall louver. There are two ceiling-mounted air handling units in the gymnasium that provide conditioning for the gymnasiums.

Recommendations

Overall, the HVAC systems in the building are antiquated and will require replacement to support a modern high school environment that provides energy-efficient heating, cooling and ventilation to all spaces, and to meet the newly updated Massachusetts Stretch Energy Code, which will be triggered in portions or all of the building pending determination of the Preferred Scheme for the project.

Should the project replace full HVAC systems, likely systems for consideration would be electrified heat pumps, ground source or air source, creating hot water and chilled water for use in distributed energy recovery air handling units and terminal equipment (VAV boxes, fan coils and/or chilled beams). Variable refrigerant flow systems could also be employed in certain areas. Exhaust and makeup air systems for kitchen, shop/art/maker space and laboratory areas would be required. Kitchen equipment is strongly recommended to be all-electric to comply with industry trends towards full electrification and carbon penalties associated with the use of fossil fuels.

The remainder of the report provides system-by-system summaries and recommendations. These recommendations would only be applicable should the Preferred Scheme be limited to system-by-system repairs or replacements.

HOT WATER SYSTEM

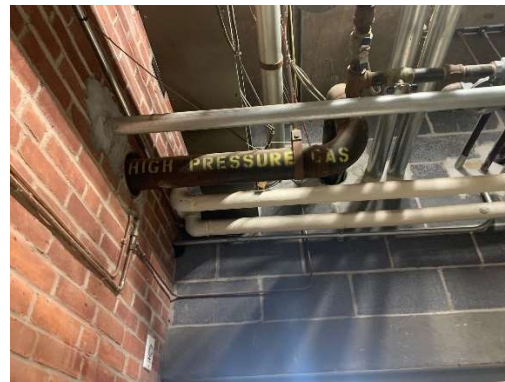
Heating is provided by a hot water system installed circa 1955. The original hot water system had two (2) HB Smith dual-fuel boilers (natural gas and oil backup) located in a basement boiler room that are provided with low combustion air intake and vented to the atmosphere. Combustion air is ducted to the room and each boiler is vented via ducts connected to the boiler. The boilers are in visibly poor condition and well beyond their useful life span.

There is a primary/secondary hot water pump setup in the boiler room that circulates hot water through the boilers and then distributes off the primary loop to a secondary loop to the building. There appears to be variable frequency drives on two of the six pumps. The pumps also appear original to the building and beyond their useful lives.

There is an HB Smith Power Flame Boiler, natural gas boiler, installed circa 1996 to serve the office wing, also located in a mechanical room on level one. The unit has the capability of dual-fuel operation for emergency situations and may utilize #2 fuel oil. This unit serves heating only ventilators and air handlers. Two hot water, primary pumps, are located in the boiler room; neither appear to have variable frequency drives associated with them.



Main Heating hot water boilers



High pressure gas piping



Main hot water pumps



Main combustion air intake



Main boiler flue exhaust



Main boiler room controls



Office wing boiler



Office wing hot water pumps

Specific Issues

The main hot water boilers and the piping system are approximately 65 years old. The boilers, pumps and other assorted equipment in the boiler room are in visibly poor condition, and in general, beyond their useful life. The piping is also beyond its typical useful life. The internal condition of the piping could not be determined, and further review is required to determine the extent that can be reused.

The condition of the controls appears old, and its operational status was unknown.

Recommendations

Plan for replacement of the pumps, piping, hot water generation equipment (boilers or heat pumps) and controls.

Perform non-destructive testing of select piping systems to determine remaining service life.

Conduct further review of the hot water piping internal condition and pipe sizes to determine the extent of piping that can remain and where replacement is required.

Review ventilation for the boiler room and provide as required.

CLASSROOMS

Classrooms are heated and ventilated by classroom unit ventilators mounted below the windows on exterior walls. A significant number of ventilators are original to the building with some being provided during the mid-1990's. The unit ventilators utilize hot water for heating and have no cooling capabilities. Wall louvers provide outdoor air to each unit ventilator or direct to the space via untreated air. The mid-1950's unit ventilators are beyond their useful life and the mid-1990's units appear from visual observation to be in reasonable physical condition; however, the equipment has exceeded its expected 20-year useful life and operational condition of all units could not be determined.

There is a kiln room with a canopy exhaust hood. The hood does not appear to cover the area of the kilns, and capacity may be an issue.

There is a newer looking fume exhaust hood. CFM and operability are unknown, although the condition appears visibly in good condition.

Classrooms are exhausted by numerous roof-mounted exhaust fans. Janitor's closets and restrooms are exhausted via sidewall and roof-mounted exhaust fans.

Corridors with perimeter exposures are heated via hot water fin tube radiation. Entryway and exit doors are typically provided with a floor-mounted and ceiling mounted hot water unit heaters.

The classroom H&V systems described above are consistent with previous school designs utilized 20+ years ago.



Kiln exhaust hood



Direct Outdoor air intake



Circa 1955 ventilator



Circa mid-1990's ventilator



Fume hood



Fume hood



Unit heater by exit door



Typical classroom thermostat



Corridor fin tube radiation

Specific Issues

Original unit ventilators and units installed during the mid-1990's addition have exceeded their expected useful life. A unit ventilator system was a common system for school buildings of this age; however, they tend to be maintenance intense due to the number of individual units with fans, filters and controls. Maintenance will increase as they continue to age.

The amount of outdoor air provided by each unit ventilator/classroom is not known and may not meet current code minimum requirements.

Fume hood age is unknown.

Recommendations

Replacement of the unit ventilations with a modern state-of-the-art school classroom system should be considered. Unit ventilator systems are not commonly used in modern schools. Central ducted variable volume air handling systems with cooling (typically central chilled water) and energy recovery are more efficient and have lower operating and maintenance costs.

Replace the existing exhaust fans.

Replace all thermostats and controls.

Confirm kiln room is receiving adequate exhaust.

CAFETERIA AND KITCHEN

The Cafeteria is served by two (2) air handling units. One is original to the building and beyond its useful life. The other, which serves the cafeteria expansion space, is in visibly good condition.

The Cafeteria is exhausted by roof-mounted exhaust fans.

The Kitchen has one (1) manual activated exhaust hood ducted to an up-blast roof fan. The exterior condition of grease hood and exhaust fan appear to be in good condition.

The Kitchen has a Reznor make-up air handling unit to provide make-up air to the kitchen area, however it is unclear if this unit is currently functioning. Without this unit in operation, there is no direct make-up air to the kitchen, and the kitchen relies on transfer air from the cafeteria when the hood is operating. There is no air conditioning for the kitchen which has a lot of heat producing equipment.

There are a series of walk-in coolers that are cooled via a condensing unit mounted above the coolers and in the kitchen space such that the heat of rejection is introduced into the kitchen space.



Kitchen Exhaust Hood



Kitchen walk-in coolers



Mid-1990's cafeteria expansion Carrier AHU



Original TORRIVENT cafeteria AHU



Supply and transfer air paths



Cafeteria expansion with ducted supply grilles



Make-up AHU

Specific Issues

There is no air conditioning for the kitchen which has a lot of heat-producing equipment causing the space to be too warm in certain months of the year.

There is no air conditioning for the cafeteria which has a significant amount of glazing and students at lunch time which can create a high heating load.

The original cafeteria space does not appear to have a duct distribution system, and air can become stagnant with poor distribution at the far end of the space.

If the Reznor make-up AHU is not operating then the balance of air in the cafeteria and kitchen will be significantly negative, pressurizing the surrounding spaces and pulling in untreated outside air to the building.

Recommendations

Review replacing the kitchen exhaust equipment and provide a new dedicated HVAC unit for the kitchen.

Replace the two existing cafeteria air handlers with new energy recovery units that provide both heating and air conditioning.

Install a ducted distribution system in the entire cafeteria and kitchen.

Provide new DDC controls to ensure a balanced system that avoids pressurization issues in surrounding building areas.

AUDITORIUM

The Auditorium is served by what appears to be an original air handling unit that is located in a mezzanine space above the control room. Access to the auditorium itself was not available, however it is evident that this is a ducted supply and return system. The unit is in visibly poor condition, is difficult to access and serviceability may be an issue.



AHU coil



Exposed fan

Specific Issues

Rooftop HVAC unit is past its useful life and should be replaced.

The amount of outdoor air provided by the HVAC unit is not known and may not meet current code minimum requirements.

Access for service is difficult and the exposed fan wheel is a hazard for maintenance personnel.

Recommendations

Replace the unit with new heating, cooling and ventilation unit with energy recovery.

GYMNASIUM AND LOCKER ROOM

There are (4) ceiling-mounted hot water heating and ventilating units suspended exposed below the roof serving the gymnasiums. Each unit has an outdoor air intake louver to provide minimum outdoor air. Supply air is ducted to the gymnasiums.

There are two Annex Air, roof-mounted AHUs that serve the boys and girls locker room areas, respectively. Each unit has a gas-fired heating section and provides ventilation. The units have a ducted supply and there is exhaust provided for each lock room area. The units appear to be in visibly good condition.



Gym AHU #1 (typ. 2 in this gym)



Gym AHU #2



Gym AHU #3



Locker room AHU (typ.2)

Specific Issues

The gymnasium AHUs were not able to be accessed, however, they appear original to the building and are in need of replacement due to their age.

The locker room AHUs appear to be in good condition; the installation date is not known. Based on other installed equipment, this is assumed to be at least 25 years old and is therefore at its useful life expectancy.

The amount of outdoor air provided by the H&V units is not known and may not meet current code-minimum requirements.

Recommendations

Replace the locker room system with new energy recovery system and consider provide air conditioning.

LIBRARY

The library is provided with both heating and cooling via an AHU that is located in a mechanical room in the library wing. The unit has a hot water heating coil and a DX cooling coil with a remote condensing unit that is located on-grade just outside the library wing. Outside air intake and exhaust air louvers are through the sidewall of the mechanical room. Supply air is ducted to supply grilles in the ceiling and return air is via a ceiling plenum. The unit is visibly in very good condition.



Library AHU



Sidewall supply diffuser



Air cooled condensing unit and louver

Specific Issues

Nameplate data suggests the unit was installed circa 1997. The age of the unit is just at its useful life.

Recommendations

The unit is in visibly good condition. It should be fully re-commissioned if the owner wishes to consider keeping it. Due to the age of the unit, it is recommended to be replaced with new heating, cooling and ventilation energy recovery air handling unit.

OFFICE AREAS

The new addition office area (circa 1996) is conditioned by a hot water heated, DX cooling coil AHU with remote, grade-mounted condensing unit. The unit is a variable air volume unit with VAV terminal units to create multiple zones. Outdoor air is via an intake louver in the mechanical room which houses the AHU.



Office AHU

Specific Issues

Nameplate data suggests the unit was installed circa 1997. The age of the unit is just at its useful life.

Recommendations

The unit is in good visible condition. It should be fully re-commissioned if the owner wishes to consider keeping it. Due to the age of the unit, it is recommended to be replaced with new energy recovery air handling unit.

REST ROOM FACILITIES

Restrooms and janitor's closets generally have exhaust provided by side wall-mounted and roof-mounted exhaust fans.

Specific Issues

Roof and sidewall exhaust fans have exceeded their 20-year service life.

Recommendations

The capacity of the exhaust systems should be confirmed to meet current code requirements.

Recommend replacement of aging fans in general due to exceeding useful life.

CORRIDORS AND ENTRANCES

Building corridors are heated with hot water fin tube radiation and/or convectors. Building entrances and exits are provided with hot water cabinet unit heaters.

There is no ventilation in the corridors.

Specific Issues

Equipment appears to have been part of the building's original construction circa 1995, and as such, is well beyond its useful life.

Recommendations

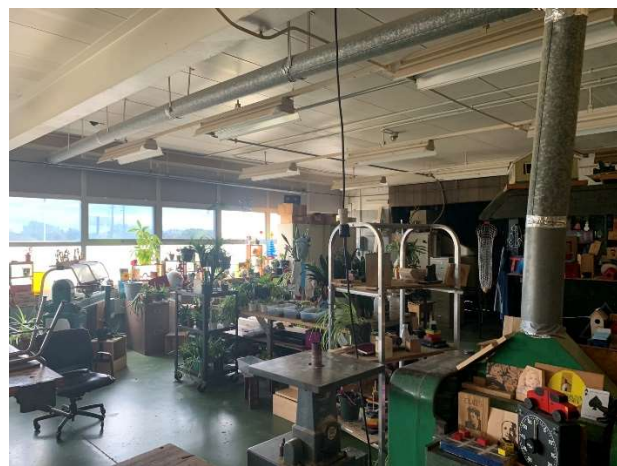
Replace all aging heaters in corridor and entrance heating equipment. Provide ventilation at minimum and consider providing cooling.

DUST COLLECTOR

Located just outside the shop area on-grade, is an existing dust collector that serves several pieces of equipment via hard-ducted connections. The unit is visibly rusted throughout.



Dust collector



Ducted shop equipment to dust collector

Specific Issues

Equipment is beyond its useful life and is visibly rusted throughout.

Recommendations

Provide new equipment to replace existing.

HVAC BUILDING CONTROLS

Controls are by multiple manufacturers, and the age of each system could not be determined. The Control Pack BMS appears to be installed in the 1990's. It is understood that this system has the capability to control the unit ventilators, boilers, pumps and air handlers. The full capability of the system is unknown.



HVAC Controls



Control Pack BMS

Specific Issues

Multiple manufacturers complicate repairs and can limit future expansion.

Recommendations

Replace entire control system with a new state of the art DDC system.

ELECTRICAL SYSTEMS ASSESSMENT

OVERVIEW

Systems

The high school is provided with 480Y/277V and 208Y/120V electrical distribution equipment serving MEP equipment, general plug loads and fluorescent lighting. There is no emergency power. Equipment is aged but appears functional.

Recommendations

Overall, the electrical systems in the building are antiquated and will require replacement to support a modern high school environment that provides energy-efficient HVAC, lighting and power distribution for its occupants, and to meet the newly updated Massachusetts Stretch Energy Code, which will be triggered in portions or all of the building pending determination of the Preferred Scheme for the project.

Should the project replace full MEP systems, likely MEP systems and kitchen equipment would be all-electric, which could impact the electrical service size and utility requirements. New lighting would be LED with robust setback controls, and access to power receptacles would be expanded due to the increased technology use by students. Rooftop and/or parking PV and EV charging would also be included.

The remainder of the report provides system-by-system summaries and recommendations. These recommendations would only be applicable should the Preferred Scheme be limited to system-by-system repairs or replacements.

ELECTRICAL SERVICE

The building is fed via an underground duct bank to a pad-mounted utility transformer at the exterior of the building's east façade, adjacent to the shop and stage wings. The utility transformer feeds into the main switchboard located in an electric room directly adjacent to the transformer, accessed from outdoors. The main switchboard is a 1,600A 480Y/277V, 3 phase, 4 wire, 65kAIC board manufactured by Square D.

The main switchboard feeds various 480V mechanical loads and distribution panels, as well as a 500KVA transformer that steps the voltage down to backfeed the building's original 800A, 208Y/120V electric service located in a caged area adjacent to the main electric room.



Pad-Mounted Transformer



Main Electric Room



Backfeed to Original Service



Original Electric Service

Specific Issues

There was no visual indication of testing or calibration, it is assumed that there have been no comprehensive electrical preventative maintenance programs such as infrared scanning to identify loose connection or cable resistance testing to illustrate failing conductors.

The original electrical infrastructure has far exceeded its useful life and spare parts are likely difficult to source. The newer Square D main distribution equipment is estimated to be close to 30 years old (based on the 1995 design drawings) and is also approaching the end of its useful life.

Recommendations

A maintenance test plan compliant with National Electrical Testing Association (NETA) standards should be initiated for electrical distribution equipment to ensure there are no loose connections and that all overcurrent protective devices will operate in accordance with the manufacturer's listing.

Due to equipment age and lack of spare parts., all electrical power distribution equipment (except for gym/locker room distribution, as noted below) should be replaced. Where a full building renovation is not the selected option, an electrical system upgrade should be considered before an unplanned outage occurs and emergency repairs are needed.

ELECTRICAL DISTRIBUTION

Electrical panel installation is varied throughout the facility. Original equipment is largely manufactured by Federal Electric Products Company There is also equipment manufactured by FPE (Federal Pacific). Both companies are now-defunct so spare parts are difficult to come by. Newer equipment serving the additions and select other areas in the building appears to be Square D, which continues to serve the electrical construction industry.

Original equipment is generally recess mounted in corridors. Some heavy-use areas such as the shops and art areas have original panels located within the classrooms. Shop areas include Emergency Power Off (EPO) switches for safety. Other original panelboards are located in a caged building maintenance area being used as storage.



Recessed Hallway Panel



Recessed Hallway Panel



Carpenter's Shop Panel



Electrical Shop Panel



Maintenance Area Panels

Newer panels are mostly located in hallways, with distribution and transformation equipment located in an electric room adjacent to the loading dock.



Recessed Panel in Gym Corridor



Electric Room Near Loading Dock

Servery panels are recessed in the kitchen area and adjacent hallways. The gym and locker room areas were recently renovated (as-built drawings dated 2016) and contain newer electrical panelboards. The Auto Shop also contains newer electrical equipment, reportedly installed to serve specific shop equipment (CNCs).



Loading Area Hallway



Servery Panels



Gym Area Panel



Auto Shop Distribution

Some panels show indications of corrosion.



Corrosion on Panel K2

Specific Issues

Many electric rooms / areas are serving as storage for general supplies and equipment. The NEC does not prohibit storage in electric areas, however, does dictate mandated workspace be retained free of foreign items. There were instances of workspace violations as a result of storage. This creates a hazard to personnel needing to access equipment under normal or emergency condition.

Regarding recessed panels in corridors, while this approach places the panel in the middle of the load concentration, it also causes issues including aesthetics, ability to add circuits to where walls are tiled and access to unauthorized personnel including students.

Recommendations

Restrict access to electric panels by locking panel doors, mark the floor within mixed use rooms/spaces with code required workspace (paint and labeling) and educate staff to eliminate workspace violations.

Eliminate electrical distribution equipment in locations where environmental conditions cause corrosion or replace with equipment that has the appropriate enclosure.

Consideration should be given to replace all existing electrical infrastructure should a complete renovation be considered. All original FPE and circa-1995 Square D equipment should be replaced. Gym, locker room and auto shop panelboards could be maintained and reused, pending the scope of the ultimate project.

POWER / RECEPTACLES

There are minimal receptacles visible in the classrooms, corridors, entrance lobby and other locations in the building. Original devices were installed flush mounted in block tiled walls. Newer devices are surface mounted in classrooms to extend circuits to convenient locations such as the teaching stations utilizing wiremold and surface mounted conduit.



Classroom Power



Hallway Power

Shop areas and science classrooms include cord reels of various vintages for ceiling power connections.



Carpenter's Shop



Science Classroom

The stage area has its own lighting/power equipment in the backstage area, serving a theatrical grid.



Stage Power Connections



Stage Grid

Specific Issues

While power is available to serve school needs, the equipment is aged and likely insufficient for today's classroom power needs.

Recommendations

Replace antiquated cord reels and increase capacity of wiremold and outlets in classrooms to meet school needs.

Eliminate any cord and plug strips with the addition of hard-wired outlets where concentrated loads are installed, to avoid tripping hazards.

EMERGENCY / STANDBY POWER SYSTEMS

The building does not have an emergency power source such as a generator or central inverter system.

Specific Issues

N/A.

Recommendations

Pending the scope of the ultimate project, a generator may be required by code to provide life safety and/or legally required power. Consider adding a generator for these and optional standby loads such as IT systems, freeze protection and kitchen walk-ins/freezers for food storage.

LIGHTING

The school had fluorescent lighting of various vintages throughout. The lighting levels in the corridors and the classrooms appeared to be adequate, however no readings were taken. Occupancy sensors were observed in some classrooms.



Classroom Lighting



Classroom Lighting



Classroom Lighting



Classroom Lighting

Exterior lighting is controlled via timeclock.



Exterior Lighting Controls

Specific Issues

Older less efficient light fixtures may not deliver illumination to the workspace efficiently.

Occupancy sensors were observed that are assumed to automatically energize lighting when motion is detected. Current code requires vacancy sensing which requires manual ON operation to further increase savings.

Recommendations

All interior lighting should be replaced with new energy efficient LED dimmable fixtures for multi-level control with vacancy sensors programmed for manual ON operation. Automatic lighting controls should be provided throughout to dim fixtures in the day lighting zone.

Common corridors and circulation areas should be automatically controlled ON/OFF via time of day and occupancy.

Exterior lighting should also be replaced with LED and be controlled via photo sensing, time of day and for motion. The fixtures will turn ON to 100 percent when ambient lighting is under the minimum threshold. After a time delay with no motion detected, the illumination level will drop to 30 percent. Motion detected will drive fixture output to 100 percent. Fixture will turn OFF after a programmed time of day.

EMERGENCY LIGHTING

Emergency lighting and exit signs are provided and powered by batteries that monitor the normal power source to turn on during a loss of power. Many normal panels serving the battery-operated lighting are labeled as the emergency monitoring circuit.



Emergency Battery Head



Hallway Emergency Lighting

Functional exit signs were observed in many locations.

Specific Issues

A thorough life safety analysis was not performed, and it was not observed which fixtures in corridors, classrooms, bathrooms or exterior areas of the facility operate in an emergency condition (loss of normal power). It is assumed that the emergency connected fixtures are wired in a code compliant manner and that there is periodic testing done to ensure all are operational; this should be confirmed by facilities.

Recommendations

Perform a building pull the plug test (open the normal source main breaker) and observe adequate illumination throughout the egress path after dark, where needed add light fixtures to illuminate the egress path to code minimum requirements. Additionally, review and confirm full exit sign coverage of egress paths.

Replace all emergency lighting as part of the recommended building lighting upgrade.

FIRE ALARM SYSTEMS ASSESSMENT

FIRE ALARM SYSTEM

The existing Fire Alarm System is an Edwards EST 3 fire alarm control panel (FACP) located in the reception area off of the specialist's office near the auditorium. A secondary FACP is located on the lower level outside the boiler room.



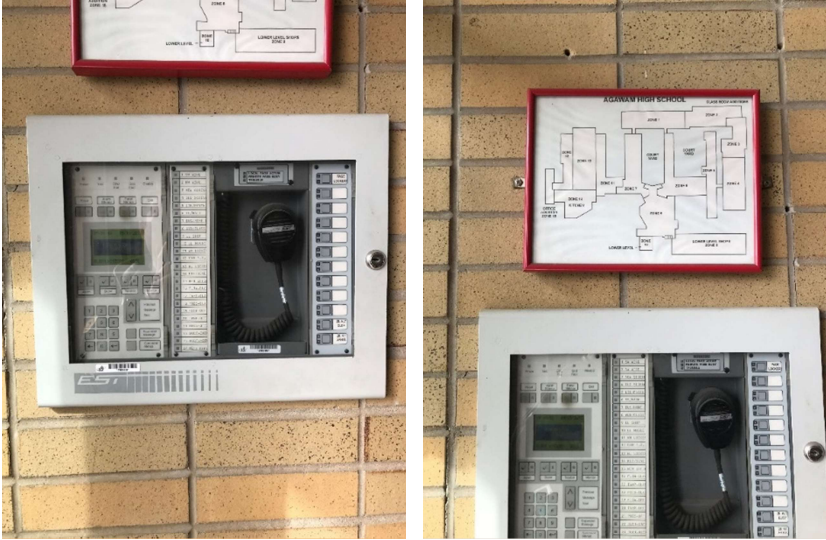
Main FACP



Secondary FACP



There is a remote annunciator panel with an adjacent zoning diagram located adjacent to the main entrance doors near the auditorium.



Remote Annunciator Panel and Zoning Diagram

The building is provided with fire detection throughout. The detection is primarily via smoke detectors with heat detectors provided where smoke detectors would be prone to spurious alarm signals, such as the kitchen and the main mechanical room. Fire Alarm pull stations are provided adjacent to building exits for manual initiation of the system.

Fire alarm notification is provided via combination horn strobe devices located within the main corridors and visible-only devices located within the classrooms and offices.



Building Notification Appliances

Specific Issues

The current fire alarm system was installed in approximately 1995 and is at the end of its useful life. In addition to the system age, the notification appliance coverage does not meet current code requirements as there are locations within the building where additional devices are needed to provide full notification coverage.

Recommendations

It is recommended that a new fire alarm system be installed to comply with the Massachusetts State Building Code and Accessibility Access Board requirements due to the age of the system and the current notification coverage deficiencies. This system replacement would also allow the system to be changed from a horn-type system to a speaker system with voice notification capabilities. This would allow the system to be utilized as a mass notification system for other non-fire emergencies such as weather, hazardous materials, or security.

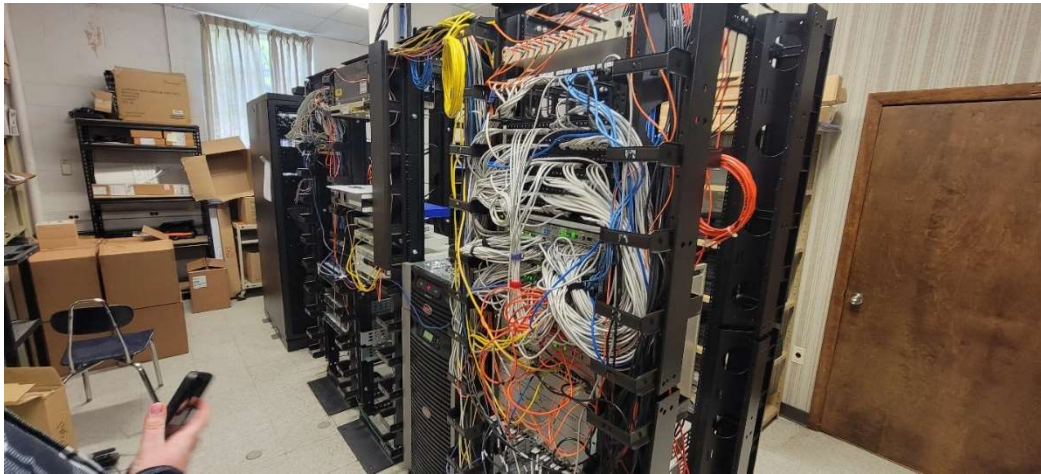
TELECOMMUNICATION SYSTEMS ASSESSMENT

SERVICE PROVIDER UTILITIES

The building is fed by two service providers in three locations. Comcast is the primary provider and Crown Castle is the second service provider. A third service provider connection of limited bandwidth from Comcast serves as a backup connection. The Agawam High School Technology Director indicated that the first Comcast connection is scheduled to be removed, and Crown Castle be the primary connection with the limited Comcast connection remaining as a backup.

TECHNOLOGY SERVER ROOM

The internet service provider connections extend to the Technology Department suite. The Server Room is located between the office and a storage room. The storage room is frequently accessed, and the Server Room is used as a frequent pass-through. The room size is sufficient for its intended use.



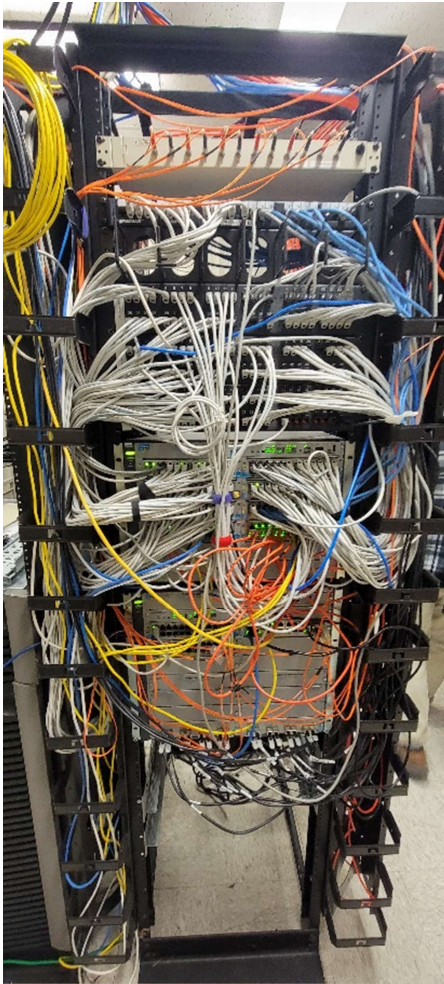
Equipment Racks in Server Room

Issues/Recommendations

- Server Room is used as a pass-through for accessing a storage area creating a security risk with doors being propped open.
- Server Room frequently experiences high temperatures due to no dedicated cooling equipment.

HORIZONTAL BACKBONE CABLING/INFRASTRUCTURE

The cabling infrastructure from the Main Distribution Frame in the Server Room consists of Multimode Fiber and Copper Category cables. These backbone connections extend to the Intermediate Distribution Frames (IDFs). There are 15 IDFs located through the school building. Approximately 6 IDFs are connected via fiber optic cable. 4 IDFs are connected to the MDF via copper category cable (CAT5/CAT5e).



Main Distribution Frame 1

Issues/Recommendations

- Copper category cable is not the industry standard backbone connection from MDF to IDF.
- Many IDFs are connected from IDF to IDF in a “daisy chain” topology. Each IDF should be connected to the MDF with a dedicated fiber connection.
- A daisy chain topology creates a single point of failure. If an IDF fails or is unplugged, without an Uninterruptible Power Supply (UPS), this would create an outage of all IDFs connected to a single IDF.

INTERMEDIATE DISTRIBUTION FRAMES (IDFS)

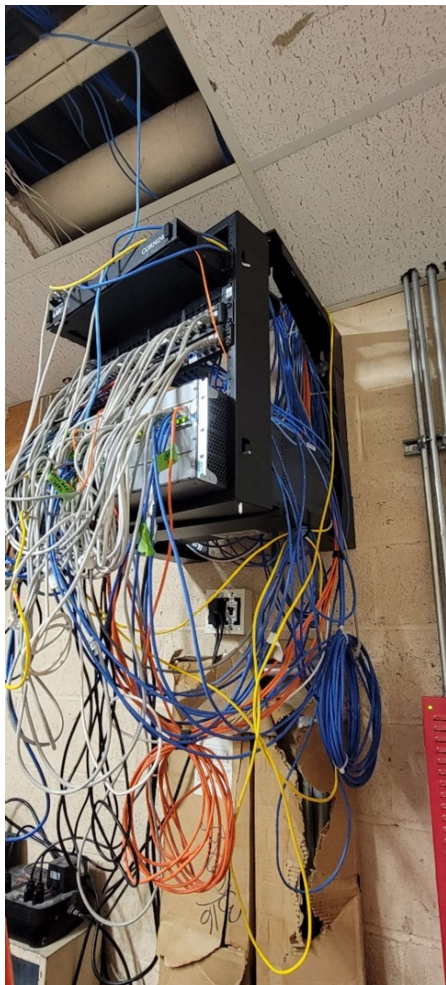
Intermediate Distribution Frames connect back to the Main Distribution Frame to serve network and internet access to smaller areas throughout the school building. These smaller coverage areas are usually limited by copper category cable distance limitations. The location of the IDFs vary from enclosures in hallways, custodian closets, classrooms, HVAC/Mechanical rooms, storage closets to the theater control room.

Existing IDF's have had some updates, and some are new. Most of the IDF's are wall mounted, swing gate equipment racks. There are four IDF locations that are floor mounted, free-standing equipment racks. All IDF's have patch panels for copper CAT5/CAT5e station terminations. These terminations include wireless access points, desktop computers, laptop computer and other wired network devices.

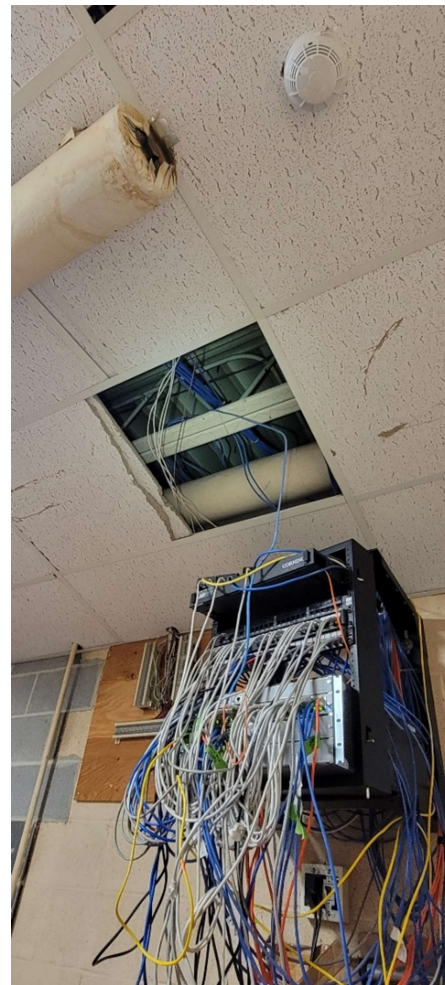
Older station cabling has been updated with the old cables being abandoned in place. Termination patch panels have not been upgraded and do not match the rated category of the cables (e.g., CAT6 cables terminated on CAT5 panels).

Active network equipment in the IDF equipment racks has been updated to accommodate Power over Ethernet (PoE) requirements for Security Cameras and Wireless Access Points. Most IDF's have small Uninterruptible Power Supplies (UPS) that are either rack mounted, placed nearby, or on top of the active network equipment as a shelf.

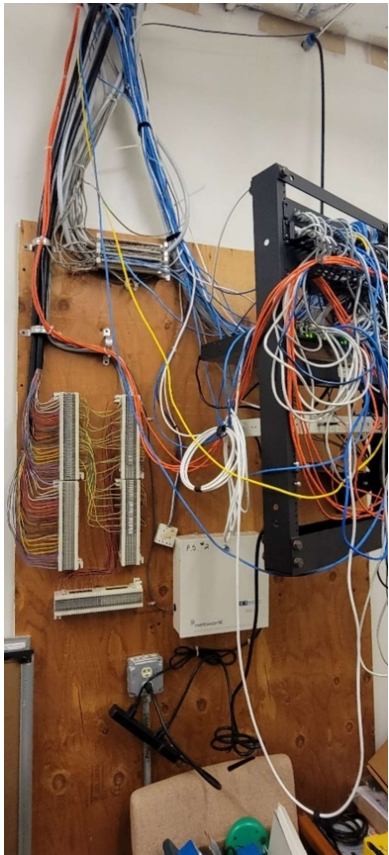
The IDF's have little if any cable management. IDF's are not labeled or identified. Terminations are missing many labels for outlet identification.



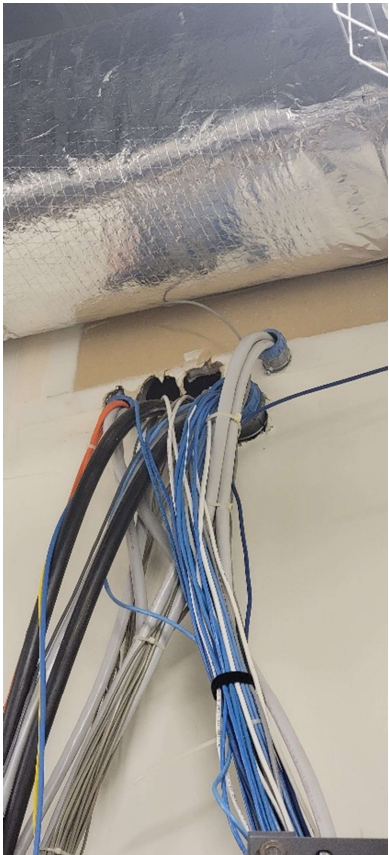
IDF Near Gymnasium (Switch too Large for Rack)



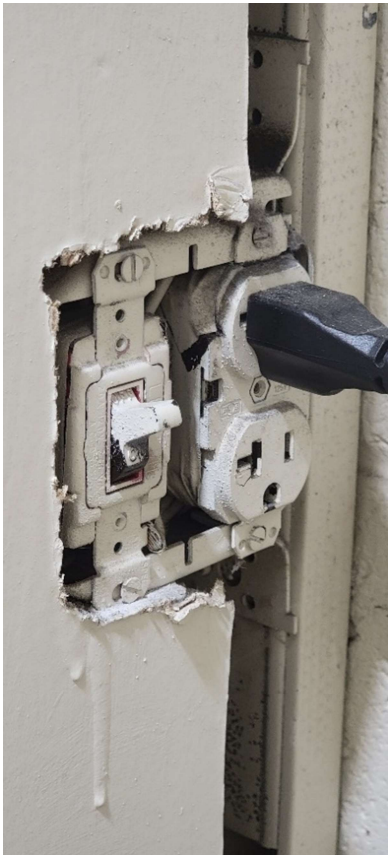
IDF Near Gymnasium (Unsupported Cable in Ceiling)



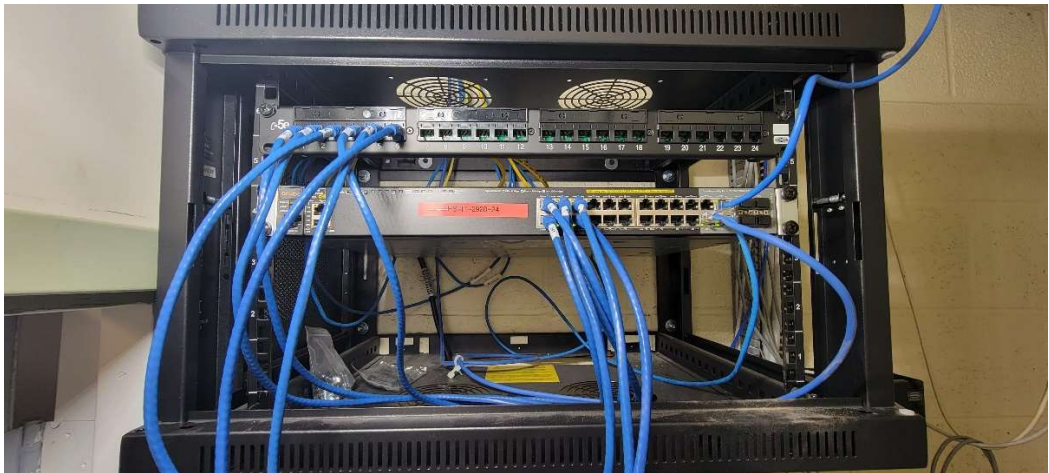
IDF in Mechanical Room Near Guidance Office



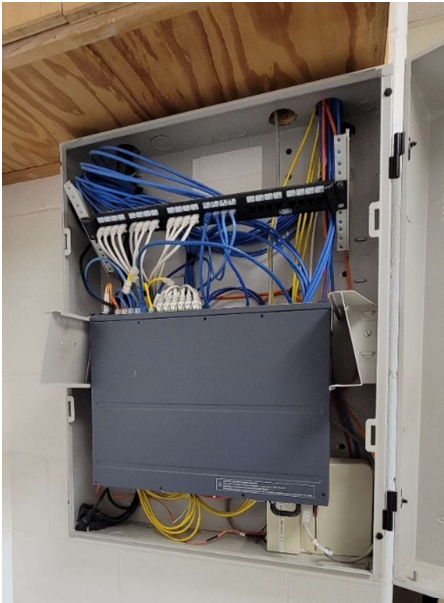
IDF in Mechanical Room (Improper sleeves/wall penetrations)



IDF in Office Storage Closet/Secretary (Power for IDF Plug)



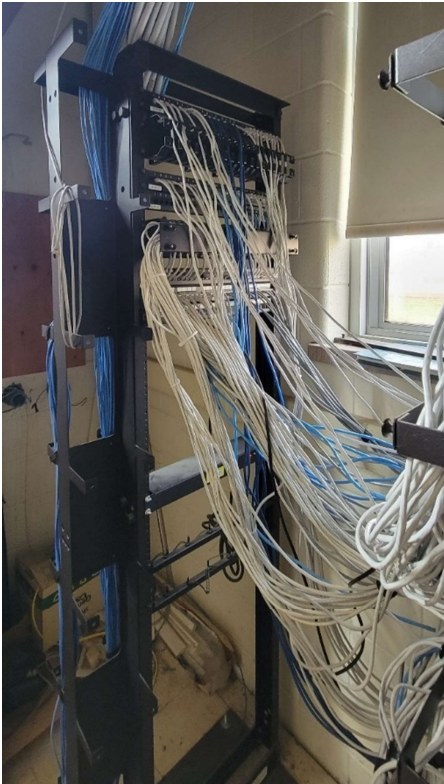
IDF in Office Storage Closet/Secretary



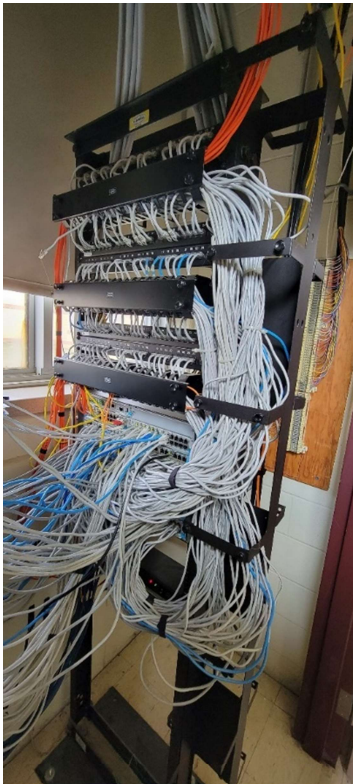
IDF in Hallway Near West/Smith Field Entrance
(Unsecured Cabinet, No UPS)

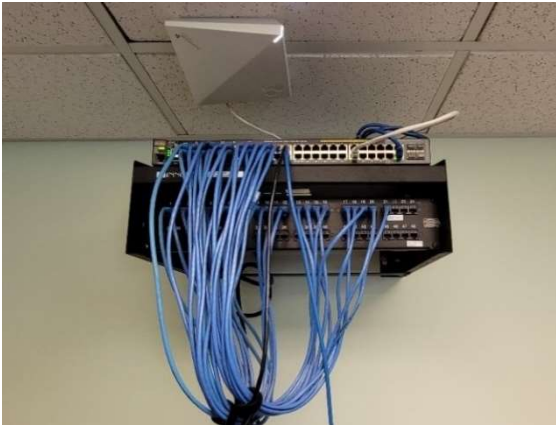


Abandoned Coaxial Cable/Equipment

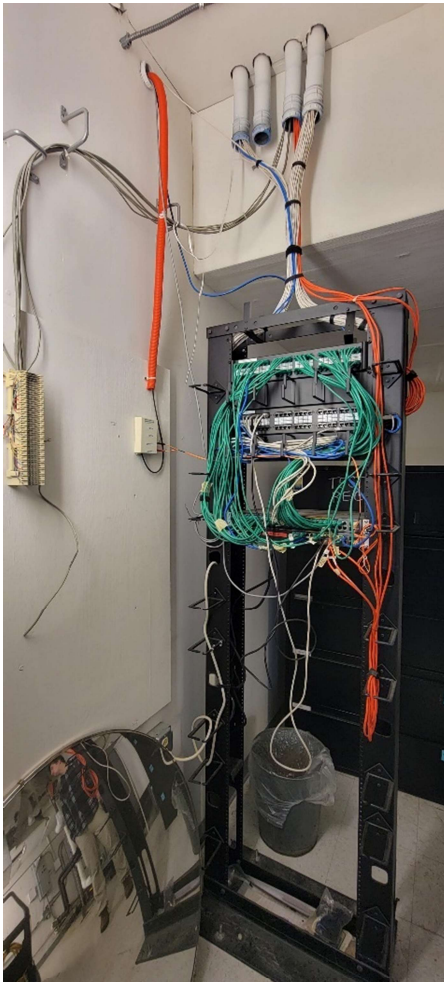


IDF Racks in Science Prep/Storage Room
(Network Equipment Overheats and Shuts Down in Warm Weather)

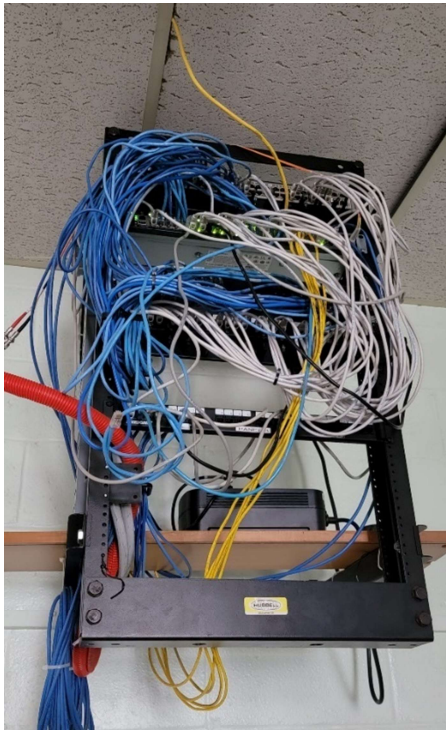




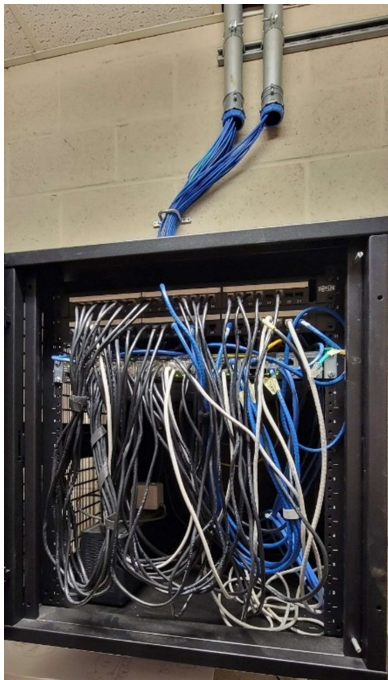
IDF in Computer Room at Far End of Library
(Network switch is not mounted, will fall if cables pulled)



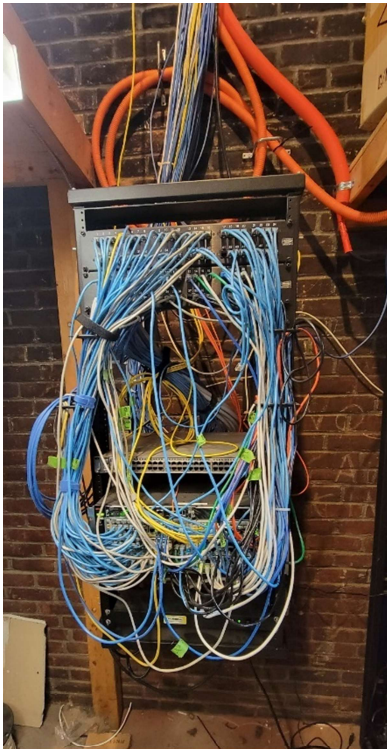
IDF in Mechanical Room in Library



IDF in old Drafting Room (Now Special Ed)
(UPS on makeshift shelf)



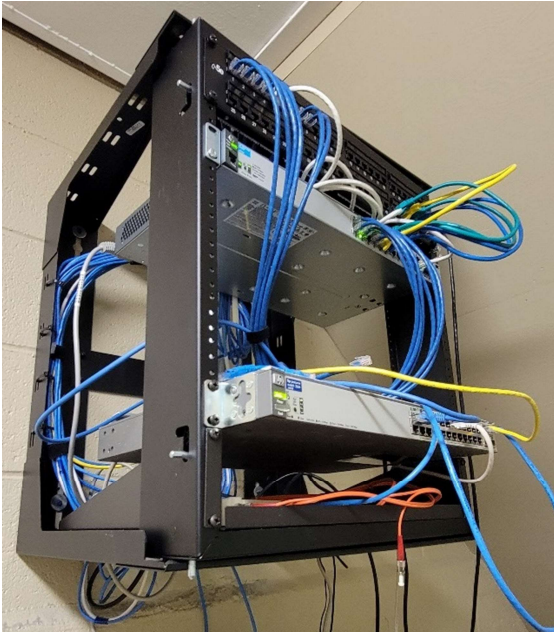
IDF in Storage Closet Near Auditorium



IDF in Basement Storage Between Boiler Room and Boys Room (IDF has connections to Community Cable Access Equipment)



Community Cable Access Equipment Rack



IDF in Basement Across from Auto Shop



IDF in Town Building Room (IDF is a Network Switch above the ceiling resting on T-rail)

Issues/Recommendations

- Cables have been abandoned in place.
- Network equipment is too large for the IDF racks. They are either mounted in the rails and the cabinet cannot be closed. Racks are not weight rated to be left open. Other network switches are resting on old equipment being used as a shelf. Equipment in that case is not secured and can fall if cables are pulled.
- IDF racks are not secured/locked and are susceptible to tampering.
- IDF backbone connections are in a daisy chain configuration. This layout is susceptible to major network outages as if an IDF in the chain is unplugged or fails, all devices downstream lose connection to the network.
- Large UPS devices were ordered but are too large to be mounted in racks. These units are new in boxes, stored in the basement storage room, unused.
- Station cables, patch panels and patch cords do not match in Category level. New outlet station cables (CAT6) are installed and terminated on old patch panels (CAT5). This can create connectivity issues and degraded performance.
- IDFs are installed in spaces that are not climate controlled. Equipment frequently fails or shuts down due to overheating.
- IDFs are not documented or labelled. This makes administration and troubleshooting extremely difficult.
- Station outlets are not documented or labelled. This makes administration and troubleshooting extremely difficult.
- To update or renovate the building, many IDFs would need a new backbone to the MDF. A careful phased approach would be needed with the potential to re-cable IDFs again after other phases of renovation are completed.

HORIZONTAL STATION CABLING AND INFRASTRUCTURE

The station cables from the outlets to the IDF patch panels vary in age and Category. Older cables such as 25-pair have been cut from the IDFs and abandoned in place in accessible ceilings and other areas including the Server Room. The cables do not always match the category of the termination hardware, CAT5, CAT5E and CAT6. This can create connectivity issues and degraded performance.

Cable pathways vary greatly. Some cables are installed from the IDF up to drop ceilings with plastic raceway, metal raceway or conduit from the ceiling to workstation outlets. In some cases, there is no cable pathway, and the cables just drop from the ceiling. In many areas, there is no accessible space above the ceiling. Classrooms have surface mounted raceways mounted on wall and on the ceiling for conveyance of cables. Hallway also have hard ceiling and cables are installed in raceways conduit or in no raceway at all.

Most wired outlets are easily accessible to students. Students can unplug devices to disable them or plug them back in to outlets that are non-functional. The equipment will not connect to the network but have the appearance of being physically connected. Although the majority of access to the network is via wireless access, there are some devices that MUST be a wired connection. Such devices include Security Cameras, e911 devices and phones.

Due to the age of the building, practical and efficient pathways and cabling is difficult. Abandoned cabling takes up what little space is available. New cabling installed in a piecemeal fashion is either run with no protection or pathway or in surface mounted conduit which is expensive and unsightly.

Connectivity from the School Building to the Stadium Press Box, Field House and Ticket/Concessions is via multiple point to point wireless antennas.

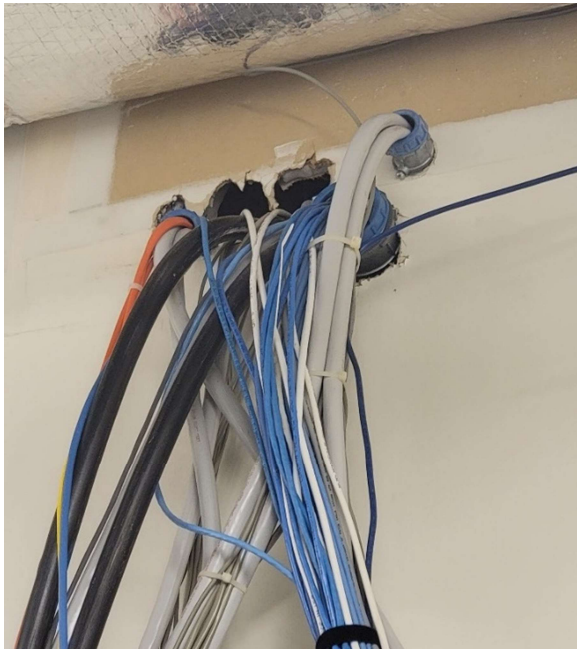
Connectivity from the School Building to the multi-media digital signage on Mill Street is via a proprietary long range antenna system.



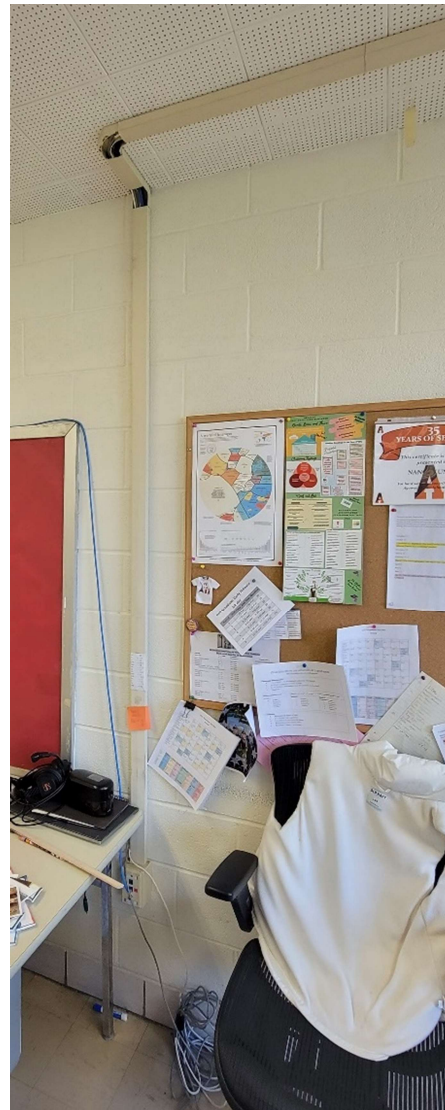
Camera Cables in Conduit (Data cables in surface mounted raceway and exposed)



Abandoned Coaxial Cables
(Old Security Cameras)



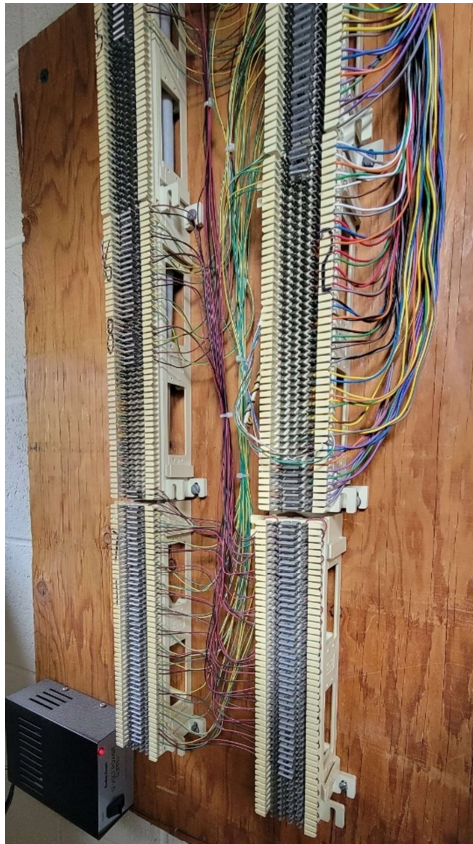
Cables in Mechanical Room near Guidance Offices
(Wall penetrations not properly sealed. Old cables)



Surface Mounted Raceway
(Cables on floor and draped over bulletin board)



Exposed Cables in Hard Ceiling Hallway



Existing Twisted Pair Cabling in Science Prep/Storage Room
(IT Staff could not identify use of this cabling. Note that power supply is injecting 12v DC to termination blocks)



Exterior Mounted Point to Point Wireless Antennas to Stadium Press Box, Field House

Issues/Recommendations

- Numerous updates over the years have created a chaotic system that is not documented or labeled. What space is available to install new cabling is occupied by abandoned legacy cables.
- Removing abandoned cable would be disruptive and potentially cause outages due to the lack of documentation or potential damage to operational cabling and equipment.
- Students can easily disable equipment by unplugging devices from data outlets.
- Cable pathway options are limited in classrooms and hallways with hard ceilings.
- Wireless access points are plugged into workstation height outlets with cables exposed up along walls and ceiling. Some outlets are plugged in the same way and resting on desks or shelves.
- Wireless access points are subject to damage in large open areas such as the gymnasium and building exterior.

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Agawam High School PDP / BoD

Agawam, MA

DATE: June 27, 2023
PROJECT NO.: 31194.00

PREPARED FOR:

FLANSBURGH

PREPARED BY:

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HVAC SYSTEMS DESCRIPTION

MECHANICAL OVERVIEW

This project includes the replacement or renovation of the Agawam High School in Agawam, MA. Multiple options are under consideration including a building code only upgrade, partial building replacement and a full building replacement. The total project area is approximately 213,900 square feet for all options.

EXISTING SYSTEMS

The existing conditions are documented in the Agawam High School Existing Conditions Report dated May 22, 2023.

HVAC DESIGN CRITERIA

CODES AND STANDARDS

- MA Building Code (780 CMR), 9th Edition (2018 International Building Code w/amendments)
- MA Mechanical Code (2018 International Mechanical Code)
- MA Energy Code (2021 International Energy Conservation Code w/amendments)
- ASHRAE Standard 55 (2013) - Thermal environmental Conditions for Human Occupancy
- ASHRAE Standard 62.1 - 2020 Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 90.1 - 2019 - Energy Standard for Buildings except Low Rise Residential Buildings

OUTDOOR DESIGN CONDITIONS

- Summer: 91.2° F dry bulb, 72.4° F coincident wet bulb
 - ASHRAE 0.4 percent, Westfield-Barnes data
- Winter: 0 deg. F
 - ASHRAE 99.6 percent, Westfield-Barnes data

INDOOR DESIGN CONDITIONS

- Occupied Areas (including conditioned Electrical & Tel/Data Rooms):
 - Winter: 70 deg. F +/- 2 deg. F, no humidification control
 - Summer: 75 deg. F +/- 2 deg. F, 55% RH + 5 percent
- Mechanical Spaces:
 - 60 deg. F to 85 deg. F
- Internal Heat Gain Assumptions
 - Population Density: Based on furniture count, minimum based on IMC 2018
 - Lighting Levels: per ASHRAE 90.1-2022

- Miscellaneous Equipment: Based on equipment plan and ASHRAE Fundamentals 2021 data

CAMPUS HVAC LOADS

The estimated cooling and heating load for the school campus is 575 tons and 4,750 MBH, respectively based on the current building plans (198,000 GSF and 158,000 USF)

CENTRAL SYSTEMS - FULL OR PARTIAL BUILDING REPLACEMENT

For the full or partial building replacement options, the following central HVAC cooling/heating systems will be considered.

GROUND SOURCE HEAT PUMP OPTION

The campus will be served by a combination of air handling units and 4-pipe fan coil units. Chilled water and hot water will be provided by a new central plant consisting of 6-pipe water source heat pumps that will produce chilled water and hot water. The source water will be from a ground source well-field located adjacent to the building. The system will consist of the following:

- 210 closed loop wells; 300' deep (2.75 tons/well); spaced 20' on center.
- Three (3) 200-ton water source heat pumps (Carrier Aqua-Snap or equal).
- Four (4) 30 HP base-mounted condenser water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- Three (3) 40 HP base-mounted chilled water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- Three (3) 10 HP base-mounted hot water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- MER ventilation/exhaust system.
- Expansion tank, air separator and chemical shot feeder for each system.
- 300 kW supplemental electric boiler.

The ground source system will be provided with 30 percent by volume glycol solution for freeze protection.

AIR SOURCE HEAT PUMP OPTION

The campus will be served by a combination of air handling units and four 4-pipe fan coil units. Chilled water and hot water will be provided by a new central plant consisting of 6-pipe water source heat pumps. The source water will be from a ground source well field located adjacent to the building. The system will consist of the following:

- Three (3) 200-ton air source heat pumps (Technical Systems or equal).
- Three (3) 40 HP base-mounted chilled water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- Three (3) 10 HP base-mounted hot water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- MER ventilation/exhaust system.
- Expansion tank, air separator and chemical shot feeder for each system.

CENTRAL SYSTEMS - CODE MINIMUM UPGRADE OPTION

The campus will be served by air-cooled chillers and natural gas fired boilers. The system will consist of the following:

- Three (3) 200-ton air-cooled chillers with integrated free cooling (Trane Ascend or equal).
- Three (3) 40 HP base-mounted chilled water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- Three (3) 2,000 MBH high efficiency condensing boilers (Aerco Benchmark or equal).
- Three (3) 10 HP base-mounted hot water circulating pumps with VFDs. Pumps are sized at 100 percent capacity with N+1 redundancy.
- MER ventilation/exhaust system.
- Expansion tank, air separator and chemical shot feeder for each system.
- 300 kW supplemental electric boiler.

The chilled water system will be provided with 30 percent by volume glycol solution for freeze protection.

AIR SYSTEMS - ALL OPTIONS

CLASSROOM & LABS

Heating, cooling and ventilation for classrooms, labs and office areas will be provided by vertical 4-pipe fan coil units located in each room. Ventilation air will be supplied to each unit via a direct connection to a roof-mounted intake vent. Alternatively, if ceiling plenum space permits, ventilation will be provided by multiple, 100 percent OA dedicated roof-mounted air handling units. The air handling units shall be comprised of 2-inch double-wall foam insulation, supply fans, exhaust fan, MERV 8 and MERV 13 filters, enthalpy energy recovery wheel, hot water and chiller water coils. Fan coil units will be controlled by a remote wall-mounted thermostat. Units will have packaged controls that are BACnet compatible, so they can be monitored and controlled by BAS.

Heating in the corridors will be provided by hot water finned tube radiation located below the windows. Cooling and ventilation will be provided by ceiling-mounted, horizontal-type, fan coil units located approximately 30-feet on center. Alternatively, if the ceiling plenum space is sufficient, 2-pipe chilled water fan coil units with ducted distribution will be provided.

HEALTH & PHYSICAL EDUCATION WING

The Fitness & Training, Practice Court and Gymnasium will each be served by a rooftop air handling unit system capable of providing heating, cooling and ventilation. The units will be sized at 7,000 CFM, 7,000 CFM and 20,000 CFM, respectively. Each of the wings adjacent to the larger gym spaces will be served by 5,000 CFM air handling units. The rooftop air handling units will be comprised supply fans, exhaust fans, MERV 8 and MERV 13 filters, energy recovery wheel, airside economizer, chilled water and hot water coils. The unit controls will be provided by the automatic temperature controls contractor for full monitoring and control capability at the BAS.

Supply distribution will utilize medium pressure galvanized steel ductwork to variable air volume boxes with terminal heating coils to diffusers located in the ceiling. Return/exhaust air will be plenum return. Wall-mounted thermostats provide temperature control for each zone.

AUDITORIUM

The Auditorium will be served by dedicated, 15,000 CFM, all air, VAV air handling unit providing cooling, heating and ventilation. The unit will have supply fans, return fans, sound attenuators, pre and final filters, energy recovery wheel, airside economizer, chilled and hot water coils and a hot water reheat coil for dehumidification mode.

Supply distribution will utilize medium pressure galvanized steel ductwork to variable air volume boxes with terminal heating coils to diffusers located in the ceiling. Return/exhaust air will be plenum return. Wall-mounted thermostats provide temperature control for each zone.

CAFETERIA & FOOD SERVICE AREAS

The Cafeteria will be served by dedicated, 10,000 CFM, all air, VAV air handling unit providing cooling, heating and ventilation. The unit will have supply fans, return fans, pre and final filters, energy recovery wheel, airside economizer, chilled water and hot water coils.

The food service back-of-house areas will be served by dedicated, 5,000 CFM, all air, VAV air handling unit providing cooling, heating and ventilation. The unit will have supply fans, return fans, pre and final filters, energy recovery wheel, airside economizer, chilled water and hot water coils.

Unit will be roof mounted. Supply distribution will utilize medium pressure galvanized steel ductwork to variable air volume boxes with terminal heating coils to diffusers located in the ceiling. Each zone will be provided with individual VAVs. Wall-mounted thermostats provide temperature control for each zone. Return air will be ducted back to the air handling unit via low pressure ductwork. Unit controls will be provided by the automatic temperature controls contractor for full monitoring and control capability at the BAS.

The kitchen exhaust hoods will be served by a 5,000 CFM, 100 percent OA makeup air unit mounted on the roof. The unit will have a supply fan, pre and final filters and hot water coil. Unit controls will be provided by the automatic temperature controls contractor for full monitoring and control capability at the BAS.

LOWER LEVEL SPACES

Wood Shop

This area will be served by a 2,000 CFM, 100 percent OA makeup air unit mounted located within the space, suspended from the ceiling. The unit will have a supply fan, return fan, pre and final filters, hot water coil and chilled water coil. Unit controls will be provided by the automatic temperature controls contractor for full monitoring and control capability at the BAS. Outside air intakes and exhaust louvers will be located on the perimeter wall.

Music Rooms

The Music Rooms will be served by dedicated, 5,000 CFM, all air, VAV air handling unit providing cooling, heating, and ventilation. The unit will have supply fans, return fans, sound attenuators, pre and final filters, energy recovery wheel, airside economizer, chilled and hot water coils and a hot water reheat coil for dehumidification mode.

Supply distribution will utilize medium pressure galvanized steel ductwork to variable air volume boxes with terminal heating coils to diffusers located in the ceiling. Return/exhaust air will be plenum return. Wall-mounted thermostats provide temperature control for each zone.

Shop Areas

The Shop Rooms will be served by dedicated, 10,000 CFM, all air, VAV air handling unit providing cooling, heating, and ventilation. The unit will have supply fans, return fans, sound attenuators, pre and final filters, energy recovery wheel, airside economizer, chilled and hot water coils and a hot water reheat coil for dehumidification mode.

Supply distribution will utilize medium pressure galvanized steel ductwork to variable air volume boxes with terminal heating coils to diffusers located in the ceiling. Return/exhaust air will be plenum return. Wall mounted thermostats provide temperature control for each zone.

Exhaust Systems

Various exhaust systems will be required in the new building. Each system will be selected to perform its required function and where feasible, common functions will be combined to manifolded systems.

Spaces will be exhausted to comply with requirements of ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality and meet LEED Minimum IAQ pre-requisite.

The kitchen will be served by a new kitchen grease exhaust system.

Science Classrooms and Prep rooms will contain fume hoods. N+1 redundancy will be provided.

The woodshop will have a dust collection system for wood sawdust collection.

Art rooms will have a dedicated exhaust system to meet code requirements.

Telecom, Electrical and Elevator Machine Rooms

MDF and IDF rooms will be cooled via DX split air conditioning systems. N+1 capacity will be provided for MDF.

BUILDING AUTOMATION SYSTEM

A new Building Automation System (BAS) will be provided consisting of direct digital controls.

COMMISSIONING

The project shall be commissioned according to requirements in the specifications and LEED for Schools.

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ELECTRICAL SYSTEMS DESCRIPTION

BUILDING OVERVIEW

This project includes the replacement or renovation of the Agawam High School in Agawam, MA. Multiple options are under consideration including a building code only upgrade, partial building replacement and a full building replacement. The total project area is approximately 213,900 square feet for all options.

EXISTING SYSTEMS

The existing conditions are documented in the Agawam High School Existing Conditions Report dated May 22, 2023.

ELECTRICAL DESIGN CRITERIA

CODE AND STANDARDS

- MA Building Code (780 CMR); 9th Edition, (2018 International Building Code w/amendments)
- Massachusetts Electrical Code (2023 National Electrical Code (NFPA 70) with amendments)
- MA Energy Code (2021 International Energy Conservation Code w/amendments)
- ASHRAE Standard 90.1 - 2019 Energy Standard for Buildings except Low Rise Residential Buildings

ELECTRICAL POWER CRITERIA

Equipment loads will be summarized by load groups. The loads will be multiplied by the appropriate demand factors and with spare capacity added, to determine the overall electrical load of each cluster. Below are the load groups that will be utilized.

Lighting Loads

The lighting levels, associated energy usage, and fixture requirements will be designed to achieve and exceed the MA energy code 20 percent below ANSI/ASHRAE/IESNA Standard 90.1 and LEED project goal.

Receptacle Loads

The electrical distribution system will be designed based on NEC allocated loads for general receptacles and specific loads for equipment such as ranges, microwaves and refrigerators.

Mechanical Motor and Equipment Loads

Motor break horsepower will be used to size distribution equipment. In addition, where fans and pumps are served by variable frequency drives (VFD), the load will be calculated using the affinity laws, where brake horsepower (hp) varies with the cube of fan speed. In VFD applications, a projected operation speed will be applied to the electrical load based on the HVAC system safety factor to arrive at a realistic operational load.

Miscellaneous Loads

Miscellaneous loads include the following:

- Additional mechanical loads, elevators, security equipment, BAS panels, telecommunications equipment, fire alarm panel, and plumbing equipment.

The elevator brake horsepower will be used for load calculations. The NFPA 70 elevator demand factors will be applied as permitted.

ELECTRICAL SYSTEMS - FULL OR PARTIAL BUILDING REPLACEMENT

For the full or partial building replacement options, the following central Electrical Systems will support the HVAC cooling/heating systems considered.

GROUND SOURCE HEAT PUMP OPTION

The building will be served by Ground Source Heat Pumps with an electric boiler backup. The following are the estimated electrical loads for this option along with the associated switchboard size.

Estimated Load Summary	
Lighting (including Theater)	471 kVA
Receptacles	303 kVA
Mechanical	1,895 kVA
Miscellaneous	195 kVA
Total Electrical Load	2,865 kVA

The switchboard main breaker will be 4,000 amperes with a trip plug rating of 3,600 amperes. The PV breaker will be 400A and located at the opposite end of the switchboard. Therefore, the switchboard bus rating will be 5,000A due to NEC sizing requirements required by the use of PV.
 $(3600A + 400A) \times 1.2 = 4,800$ amps.

AIR SOURCE HEAT PUMP OPTION

The building will be served by Air Source Heat Pumps. The following are the estimated electrical loads for this option along with the associated switchboard size.

Estimated Load Summary	
Lighting (including Theater)	471 kVA
Receptacles	303 kVA
Mechanical	1,392 kVA
Miscellaneous	195 kVA
Total Electrical Load	2,361 kVA

The switchboard main breaker will be 4,000 amperes with a trip plug rating of 3,000 amperes. The PV breaker will be 400A and located at the opposite end of the switchboard. Therefore, the switchboard bus rating will be 4,500A due to NEC sizing requirements required by the use of PV.
 $(3000A + 400A) \times 1.2 = 4,080$ amps.

CENTRAL SYSTEMS - CODE MINIMUM UPGRADE OPTION

The campus will be served by air-cooled chillers and natural gas fired boilers with a backup electric boiler. The following are the estimated electrical loads for this option along with the associated switchboard size.

Estimated Load Summary	
Lighting (including Theater)	471 kVA
Receptacles	303 kVA
Mechanical	1,811 kVA
Miscellaneous	195 kVA
Total Electrical Load	2,781 kVA

The switchboard main breaker will be 4,000 amperes with a trip plug rating of 3,600 amperes. The PV breaker will be 400A and located at the opposite end of the switchboard. Therefore, the switchboard bus rating will be 5,000A due to NEC sizing requirements required by the use of PV.
 $(3600A + 400A) \times 1.2 = 4,800$ amps.

ELECTRICAL SYSTEMS - ALL OPTIONS

UTILITY INTERFACE

Site Distribution Interface

The existing building is served from overhead lines in Cooper Street via underground primary ductbank to a utility-owned exterior pad-mounted transformer adjacent to the building. The primary will be reworked and extended to a new utility-owned pad-mounted transformer.

NORMAL POWER

Switchboards will have a fixed insulated case, 100% rated main breaker with electronic trip unit and fixed-mounted molded case feeder breakers with electronic trip units. The switchboards will contain a surge suppression device (TVSS) as well as owner metering on the main and each feeder. The switchboard will be equipped with arc reduction maintenance switch to reduce the arc flash hazard at the switchboard. The switchboard bus will be aluminum bussing fully rated for the prospective available fault currents. The Switchboard will be 480Y/277 volts, 3 phase, 4 wire, 60 Hz, 65,000 AIC. See options above for ampacity of switchboard.

The switchboard feeder breakers will all have electronic trip units with the capability of power monitoring and electrical demand readings. Individual feeders will be arranged to segregate load types such as lighting, plug load and mechanical systems to comply with ASHRAE Section 8.4.3.1.

The main switchboard will have provisions to accept a roof-mounted photovoltaic (PV) system. The provisions will consist of a dedicated breaker as well as oversized bussing in the switchboard due to NEC sizing requirements.

SOLAR PHOTOVOLTAICS

The building will have provisions to accept a Photovoltaic (PV) system. By utilizing using federal and state incentive money, the design should be able to accommodate a roof mounted and ground canopy mounted PV design.

At least 40% of the roof that is not skylight, mechanical, green roof, or shaded must be set aside for future PV.

The Structural Design needs to carry 5 psf dead load for future PV (anchored to roof).

At a minimum, the design needs to include conduit from the main switchboard to the roof for future PV. For concept design we have assumed a 225 kW PV system that will be tied to the switchboard with a 400A breaker.

The design will include a 2'x4' future battery area outside on grade per the building code. The system will have a concrete pad with empty conduit from the exterior pad to the main electrical room. The pad will be located at grade, at least 10' from all windows and doors.

DISTRIBUTION SYSTEMS

Panelboards

Panelboards will contain bolt-on breakers and be door-in-door construction. The panelboard bus will be aluminum and fully rated for the prospective available fault currents. Breakers larger than 250 amps will have electronic trip units.

Transformers

Transformers will meet the efficiency requirements defined by DOE 2016. Transformers will have 220 deg C rated insulation with a temperature rise of 80 deg C. Transformer will be UL listed and meet requirements of latest NEMA and ANSI standards.

Windings shall be Aluminum.

Vibration Isolation

All transformers will be provided with vibration isolation devices. Devices will be spring rubber hangers (Mason Type HS or equal) for trapeze mounting or super W pads for floor mounted Dry Type Transformer.

EMERGENCY AND STANDBY POWER

Standby power generating capacity will be provided on-site so that if utility power is lost, critical functions may be powered until normal power is restored.

The generator will distribute power from segregated circuit breakers. The circuit breakers will serve emergency power and optional standby power transfer switches. Cables will be routed through concrete encased duct banks from the generator to the building.

The emergency power will serve the building's emergency lighting, fire alarm system and other systems essential for safety to human life. Emergency distribution for the building will be located in a 2-hour dedicated emergency electrical room adjacent to the main electrical room. The emergency distribution shall be fed from a dedicated automatic transfer switch. Overcurrent devices will be identified with manufacturer, type, rating and settings to provide a selectively coordinated system.

The generator is rated at 400kW (500 kVA) with a 480Y/277 volt, 3 phase, 4 wire output. Fuel source will be diesel via a storage tank located underneath the enclosure which will provide a minimum of 48 hours of generator run time. Generator will be EPA Tier 3 type for emissions with a stack extending to above adjacent roof elevations (1.5X the height of the nearest building).

This includes:

- Full HVAC for the Kitchen and Cafeteria.
- Fully functioning Kitchen for meal preparation and distribution.
- An 800A triple switch will be used to provide load bank and temporary generator connection.

Automatic Transfer Switches

The automatic transfer switches will be open transition.

Four Pole ATS with switched neutral.

The transfer switch withstand ratings will be selected with consideration given to the upstream overcurrent protective device clearing times. Therefore, the minimum size switch will be 400A for maximum withstand ratings of 65,000A.

Electric Vehicle Chargers

Per the building code and based on Group E occupancy, at least 10% of new parking spaces will need to be EV-ready. Depending on the building design option selected, there are approximately 400 parking spaces. Therefore, 40 parking space (10% of total) need to have branch circuits brought to each of the spaces with infrastructure to support the 40 spaces.

Spaces provided with Electric Vehicle Supply Equipment (EVSE) will have Tesla NACS connectors instead of J1772 connectors. Wiring will be 40A circuits to support 6.6kW charger stations.

To support the 40 EV ready parking spaces, a 300 kVA transformer with 208Y/120 volt secondary will be needed. A separate Utility pad mounted transformer and associated distribution panel system will be provided in the parking lot to support this load. The panel will include a 1200A service entrance rated panel that serves (4) 250A 42 poles. Each panel will serve (10) single charging stations or (5) dual charger stations. Each single charger will be fed from a 40A-2P breaker via 2#6&1#10 ground in a 1" conduit. Each dual charger will be fed from a (2) 40A-2P breakers via 4#6&1#10 ground in a 1" conduit.

The project anticipates installing charger stations similar to Charge Point CT4021 and taking advantage of the Eversource provided incentives for EV charging to offset construction costs.

Electrical Branch Circuit Wiring

Distribution will be conduit and wire to remote electrical closets. Feeders 125A and larger will be aluminum, feeders 100A and smaller as well as connections to transformers and mechanical equipment shall be copper.

Feeders will be run in electrical metallic tubing (EMT). Unless specified otherwise, EMT will be used in interior dry spaces in block walls and for exposed work not subject to abuse. EMT shall have set screw fittings. Areas of physical abuse (loading dock) will be Galvanized Rigid Steel conduit. All conduits turning up through the slab shall be fiberglass reinforced (FRE).

Flexible Metal Conduit (FMC or Greenfield) shall be allowed for final connection to recessed lighting fixtures, equipment subject to vibration (dry locations), or equipment requiring flexible connection for adjustment or alignment (dry locations). Length shall not exceed 6 feet.

Branch circuits shall be a combination of EMT and metal clad cable (MC). Exposed branch circuits in the Gym and Theater shall be EMT. All other branch circuits shall be metal clad cable in gypsum partitions and above hung ceilings to panelboard.

VFD rated cables shall be used for all motors fed from a variable frequency drive.

All lighting and power circuits will be provided with dedicated neutrals.

The minimum conduit size shall be 3/4 inch.

Electrical Receptacles

Each power receptacle will be labeled with a printed, permanent adhesive label.

All receptacles will be tamper resistant.

Each classroom shall have three (3) dedicated circuits serving general outlets as well as AV outlets and equipment. Each circuit shall have an associated controlled receptacle relay that is integrated with the lighting control system.

Each enclosed office shall have a dedicated circuit serving the outlets. Each office will have three (3) double duplex receptacles spaced around the room with 50 percent of those being switched per ASHRAE.

Receptacles in conference rooms will be provided as required by the program. At a minimum, one (1) floor box under conference room table and four (4), duplex general purpose receptacles on a shared 20A branch circuit will be provided. In addition, a duplex receptacle on a dedicated 20A branch circuit will be provided for AV equipment.

Copy rooms will be provided with a dedicated 20A branch circuit receptacle for each copy machine.

Larger copy machines will be provided with special purpose outlets as dictated by programming.

Science Labs

- Each science lab will have a gas shut off valve outside of the room with an interface to electrical to shunt trip all of the circuits within the room.
- Laboratory benches will be equipped with aluminum surface mounted multi-outlet assemblies with 120 volt, 20 ampere duplex receptacles located every 24 inches or as required by program. Receptacle outlets in multi-outlet assemblies on lab benches shall be circuited with maximum of four (4) outlets per 20A circuit. Adjacent receptacles will alternate circuiting. Receptacles on opposite sides of island lab benches will be fed from separate circuits to facilitate identification if the laboratory is subdivided or enlarged in the future.
- Laboratory equipment areas will be equipped with individual receptacles for specific pieces of equipment as required by program. Receptacles in multi-outlet assemblies in laboratory equipment areas will be circuited maximum of two (2) outlets per 20A circuit.

- Receptacle outlets under counters for refrigerators will be circuited a maximum of two (2) outlets per 20A circuit. Special purpose receptacles will be provided as required by the program. Special purpose receptacles will be circuited a maximum of two (2) receptacles per circuit where loads permit or where loads are undefined. Dedicated circuits will be provided where required by load.
- Fume hoods will have two 120 volt, 20 ampere branch circuits. One circuit will be for the light within the hood and the other circuit will be for the receptacle(s) within the hood.

Corridors will have one duplex receptacle every 40 linear feet. Receptacle outlets in corridors shall be circuited maximum of six (6) outlets per 20A circuit.

Kitchenette/Breakroom countertops will be provided with small appliance receptacles on 48-inch centers circuited with maximum two (2) per 20A branch circuit.

- A receptacle on a dedicated 20A branch circuit will be provided for a refrigerator.
- A receptacle on a dedicated 20A branch circuit will be provided for a microwave.
- A GFCI receptacle on a dedicated 20A branch circuit will be provided for each vending machine.
- Countertop under-cabinet task lighting with integral control circuited to countertop branch circuit.

Floor boxes and poke through units with duplex receptacles will be provided at teaching stations and open office or classroom areas.

Storage rooms will be provided a minimum one (1) duplex receptacle near door. Storage rooms greater than 1000 sf shall be provided with one additional receptacle per 1000 sf.

Mechanical and Service rooms will be provided with one general purpose duplex receptacle per 1,000 sf. Receptacles shall be located within 25 feet of each piece of mechanical equipment..

Receptacles with integral 5 mA ground fault protection will be provided in the following areas as required by code or program:

- Restrooms/Locker Rooms
- Elevator pits
- Elevator machine rooms
- Kitchen
- Roof and exterior outlets.
- Wet locations.
- Where located within 6 foot radius of water supply, such as sinks.

MDF/IDF Rooms

- A minimum of two dedicated 120 VAC, 20 Amp circuits, terminated in quad type outlets, located on the walls, spaced approximately 8'-0" on center around the room will be provided. The number of circuits and locations will be coordinated with the Telecommunications & Networking Services (TNS) Engineer.
- Additionally, two (2) dedicated 120 VAC, 20 Amp circuits will be provided in such a manner to distribute electrical power to the 19-inch equipment racks. Each equipment rack will have at least one 120 VAC duplex outlet securely mounted on the bottom of the wire tray above it.

- Telecommunications Rooms will be provided with a 24 inch copper ground bus.

Dedicated Circuits

- A dedicated circuit will be provided to fire alarm equipment.
- Dedicated circuits will also be provided to Building Automation System.
- Audio/Visual cabinets
- Security System power supplies.

Electric heat trace shall be provided for piping as required for freeze protection. Electric heat trace shall be braided tinned copper and protected by ground fault protection not exceeding 30mA

Grounding and Lightning Protection

The building grounding electrode system will consist of all code required grounding electrodes bonded together including metal underground water pipes, metal frame of building or structure, concrete encased electrodes, ground ring, and ground rods.

The Tri-pose consisting of 4/0 AWG bare copper ground conductor.

The building will be equipped with a lightning protection system. The system will include air terminals, bonding of roof mounted metal equipment and structures, and down conductors terminating at ground rods with connection to the grounding electrode system and electrical surge and transient suppression for low voltage and power systems.

The ground rods will be copper clad steel rods 3/4 inch diameter x 10 foot long.

Ground rods will be located as a minimum one at each lightning protection down conductor, three at the service entrance location spaced at least one rod length from each other and at least the same distance from other grounding electrodes and at no more than 60 foot intervals along the building perimeter.

Concrete encased electrodes, re-bar in foundations and slabs, will be connected to the grounding system.

A minimum of one test well will be located at the service entrance location.

The building main electrical room will be provided with a connection to the grounding electrode system for bonding the neutral conductor at the transformer secondary overcurrent protective device.

A separate connection to the grounding electrode system will be extended to ground buses located in the main communication and intermediate distributed communication rooms.

All underground connections and connections to structural steel will be welded connections. Above ground exposed connections will be bolted connections.

All feeders and branch circuits will have an insulated equipment grounding conductor.

REQUIRED ELECTRICAL STUDIES

The project specification will include a short circuit, coordination and arc fault study performed by the contractor.

Lighting

Classroom lighting fixtures will consist of pendant mounted indirect LED luminaries with integral fixture dimming drives. The fixtures will be pre-wired for automatic dimming control where natural daylight is available and also for multi-level switching.

Office lighting fixtures will consist of pendant mounted indirect LED luminaries with integral fixture dimming drives. Offices on the perimeter with windows will have daylight dimming controls similar to classrooms.

Gymnasium lighting will be comprised of direct LED high bay fixtures. The fixtures will be provided with clear lens and protective wire guards. Daylight dimming will be provided within 15 feet of skylights or glazing. Daylight dimming controls will be similar in operation to classrooms.

Stage theatrical lights with a dimming system will be provided for performances. House lighting will be dimmable LED and controlled by the theatrical dimming system.

Corridor lighting will be comprised of recessed acrylic LED fixtures with integral fixture dimming drivers. Corridor lighting will be on automatic timed control and only "ON" during occupied hours.

Cafeteria lighting will be pendant direct/indirect LED fixtures with integral fixture dimming drivers.

Kitchen and Served lighting will consist of recessed 1 foot x 4 foot high output LED lensed and gasketed fixtures with aluminum frame doors.

Media Center lighting will consist of indirect LED fixtures with integral fixture dimming drivers.

Back of house lighting will be LED strip lights with wire guard.

Lighting Controls

The lighting controls will be provided from a combination of vacancy sensors, occupancy sensors and daylight sensors utilizing a digital lighting control system. The lighting control system will be a building-wide interconnected digital lighting control system for all spaces using Sensor Switch nLight, Watt Stopper DLM, or Crestron.

The system will have HVAC integration via BACnet so that the BAS can monitor rooms for occupancy and set back temperature setpoints accordingly.

Stairway luminaires will utilize fixture-mount sensors with dimming driver or a sensor per landing, daylight harvest if windows are installed.

Controls for each space type are the following:

Private Office

- Wall station with on/off and raise/lower function

- Vacancy sensors
- Photo sensor
- Relay pack for 0-10 V control
- Slave pack for HVAC interface
- Plug load relay

Classrooms

- Wall station with on/off and raise/lower function
- Occupancy sensors
- Photo sensor
- Relay pack for 0-10 V control
- Slave pack for HVAC interface
- Plug load relay

Open Office

- Wall station with on/off function
- Occupancy sensors
- Photo sensor
- Relay pack for 0-10 V control
- Slave pack for HVAC interface
- Plug load relay

Multi-Occupant Restroom

- Wall station with on/off and raise/lower function.
- Occupancy sensors
- Relay pack for 0-10 V control
- Slave pack for HVAC interface

Private Restroom

- Wall station with on/off and raise/lower dual tech vacancy sensor.
- Relay pack for 0-10 V control
- Slave pack for HVAC interface

Circulation Areas

- Wall station with on/off and raise/lower function
- Occupancy sensors

- Relay pack for 0-10 V control
- Emergency power relay packs for 0-10 V control

Back-of-House Rooms

- Wall station with on/off function
- Occupancy sensors
- Relay pack for switch control

Electrical, MDF, IDF and Mechanical Rooms

- Wall station with on/off function
- Relay pack for switch control

LOW VOLTAGE SYSTEMS

A system of raceways, pull boxes, cable trays and other necessary items will be required to support construction activities allowing the system to be installed after each building's structure and walls have been completed as defined by programming. Raceway systems include, conduit sleeves, outlet boxes, and cable tray.

Refer to the Telecommunications, Security and AV sections for information on these systems.

TESTING REQUIREMENTS

The Electrical Contractor will provide testing of the following systems with the Owner and Owner's representative present:

- Lighting and power panels for correct phase balance.
- Emergency generator.
- Emergency lighting system.
- Lighting control system (interior and exterior).

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SYSTEMS DESCRIPTION

BUILDING OVERVIEW

This project includes the replacement or renovation of the Agawam High School in Agawam, MA. Multiple options are under consideration including a building code only upgrade, partial building replacement and a full building replacement. The total project area is approximately 213,900 square feet for all options. This fire alarm section of the Basis of Design document is intended to describe the fire / emergency alarm and signaling systems necessary to satisfy minimum fire protection code requirements and stakeholder objectives for the proposed construction.

Construction may be phased and must be executed in accordance with an approved NFPA 241 construction safety plan. Temporary fire alarm protection and interim cut-over sequences from the existing system to the new system are anticipated. Fire alarm protection for occupied areas outside the work area must be maintained throughout the construction duration. Work area fire alarm protection must be provided for each phase per the approved NFPA 241 construction safety plan.

The building is not classified, per the applicable codes, as a high-rise building.

FIRE ALARM FIRE SAFETY SYSTEMS DESIGN CRITERIA

APPLICABLE CONSTRUCTION CODES AND REGULATIONS

The project location is North Eastham, MA; and is subject to the requirements of the laws, regulations, ordinances, codes and referenced design standards as adopted and amended by the regulatory entities in authority.

Fire Protection / Prevention Laws and Regulations

The following state / municipal laws, regulations, and / or ordinances contain provisions applicable to the design of fire safety systems:

- Massachusetts General Laws (MGL), Chapter 148 "Fire Prevention."

Construction Codes

The project is subject to the requirements of the following construction codes:

- Building: Massachusetts State Building Code, 780 CMR 9th Edition (amends International Building Code (IBC) 2015).
- Fire: Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00 (amends NFPA 1 - 2015).
- Accessibility: Architectural Access Board 521 CMR.
- Elevator: Safety Code for Elevators and Escalators, 524 CRM 35 (amends ASME/A17.1 Safety Code for Elevators and Escalators 2004).
- Mechanical: 2015 International Mechanical Code (IMC).
- Electrical: Massachusetts Electrical Code, 527 CRM (amends the National Electric Code (NEC) 2017).

National Fire Protection Association (NFPA) Standards

Fire safety system design will comply with the applicable NFPA standard(s), as referenced by the construction codes:

- NFPA 72 - 2013, National Fire Alarm and Signaling Code.

SUPPLEMENTAL REQUIREMENTS

Supplemental requirements include Owner construction standards, insurance underwriter requirements, and similar directives that are in addition to minimum construction code mandates. A preliminary listing of known such requirements follows.

Owner / Agency Construction Standards

Comply with the following:

- No supplemental owner / agency requirements as of the date of this Basis of Design narrative.

Insurance Underwriter

Comply with the following:

- No supplemental insurance underwriter requirements as of the date of this Basis of Design narrative.

SYSTEM PERFORMANCE CRITERIA

Fire Alarm and Signaling

- Comply with NFPA 72.

Fire Emergency Voice / Alarm Communication Systems

- Comply with NFPA 72

Emergency Responder Radio Coverage

- Comply with NFPA 72

FIRE ALARM SYSTEMS DESCRIPTIONS

FIRE ALARM AND DETECTION SYSTEMS

A protected premises fire alarm system, designed in accordance with NFPA 72, will be provided.¹ The system architecture will be addressable, multiplex signal type.

¹ Fire alarm system required for Group E occupant load more than 100 [780 CMR §907.2.3].

Multiple control units will be networked via peer-to-peer communications back-bone with primary command and control in an approved location.

Alarm, trouble and supervisory signals will be transmitted to a remote supervising station via Digital Alarm Communicator Transmitter or Digital Alarm Radio Transmitter.

A manual fire alarm pull station will be provided in a normally staff-occupied location as approved by the local fire official.

Application specific smoke detection and control / relay modules will be provided to execute auxiliary fire safety functions. Anticipated functions include elevator recall, HVAC system detection and control, smoke damper control and door release.

Each fire alarm control unit, power extender, supervising station transmitter, and similar components will be protected by local smoke detection.

Dedicated fire alarm control units listed for releasing service will supervise and control detection, notification and output circuits associated with fire suppression systems such as pre-action sprinkler and clean agent extinguishing systems. These dedicated control units will be supervised by the protected premises fire alarm system.

Carbon Monoxide Detection

Carbon monoxide detection and alarms will be provided² where fossil-fuel burning appliances (stoves, fireplaces, etc.) or equipment (gas-fired boilers, water heaters, etc.) are present.

Emergency Voice / Alarm Communication System

Occupant notification will be via an in-building fire emergency voice / alarm communication system³. Coordinated emergency voice evacuation messaging (pre-recorded and manual page capable) will be transmitted via the network backbone and processed by distributed digital tone generators and amplifiers. Audible notification appliances will be speaker-type; visual appliances will be synchronized strobe-type.

Emergency Responder Radio Coverage

Emergency responder radio coverage will be required throughout the building⁴. Where the delivered signal strength to the site is not sufficient for coverage within the building, a two-way radio communications enhancement system (bi-directional amplifier system) will be provided to facilitate radio communications between emergency responders throughout the building.

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² Carbon monoxide detection required for Group E [780 CMR §915.1.1].

³ Emergency voice / alarm communication system required for Group E occupant load more than 100 [780 CMR §907.2.3].

⁴ Emergency responder radio coverage required for all new buildings [780 CMR §916.1].

COMMUNICATIONS INFRASTRUCTURE SYSTEM DESCRIPTION

COMMUNICATIONS OVERVIEW

This project includes the replacement or renovation of the Agawam High School in Agawam, MA. Multiple options are under consideration including a building code only upgrade, partial building replacement and a full building replacement. The total project area is approximately 213,900 square feet for all options.

COMMUNICATIONS INFRASTRUCTURE SYSTEM DESIGN CRITERIA

CODE MINIMUM

The design of this facility shall include, but is not limited to, a review of the following Codes, Standards and Regulations to be observed in the design of the telecommunications cabling system and supporting facilities. In the event of conflicts, the more stringent provisions shall apply.

- National Electrical Code (NEC).
- American National Standards Institute (ANSI).
- Electronic Industries Association/Telecommunications Industry Association (EIA/TIA).
- Building Industry Consulting Service International (BICSI).
- Institute of Electrical & Electronics Engineers (IEEE).
- Underwriters Laboratories (UL)
- National Fire Protection Association (NFPA).
- Federal Communications Commission (FCC).
- American Society of Testing Materials (ASTM).

PRIMARY DESIGN STANDARDS

In addition to the referenced design directions, the latest edition of the following documents will form the essential design criteria for the telecommunications infrastructure.

- ANSI/TIA Standard 568 Commercial Building Telecommunications Cabling Standard
- ANSI/TIA Standard 569 Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/TIA Standard 606 Administrative Standard for the Telecommunications Infrastructure of Commercial Buildings
- ANSI Standard J-607 Commercial Building Grounding and Bonding Requirements for Telecommunications
- ANSI/TIA Standard 758 Customer-owned Outside Plant Telecommunications Cabling
- ANSI/TIA Standard 862 Building Automation Systems Cabling Standard for Commercial Buildings

COMMUNICATIONS INFRASTRUCTURE DESIGN CONCEPTS

The technology infrastructure consists of the structured cabling system, jacks, termination, racks, patch panels, patch cords, and accessories to provide a complete and operational structured cabling system.

BACKBONE DISTRIBUTION

Backbone cabling will be provided to the communications room. The backbone cabling will consist of fiber and copper services as required.

Backbone cabling within the building will be fiber optic and copper cabling.

Cable construction and lightning protection for outside cables will comply with applicable codes.

STATION CABLING, MATERIALS AND STANDARD CONFIGURATIONS

The structure cabling system will consist of Category 6A station cable and accessories.

An extended application warranty is to be provided for the entire cabling system.

WIRELESS LOCATION CABLING

Wireless access point locations will be cabled with two runs of station cable. Where building design conditions allow, slack loops will be provided to allow for the adjustment/tuning of the final access point location. Wireless access point cabling locations will comply with the TIA-TSB-162-A design guidelines and the specific nature of the construction materials and design. The objective is to provide uniform high-capacity wireless coverage throughout the occupiable spaces. Limited exterior/outdoor wireless coverage will be provided in areas where the school program requires it.

PATCH CABLES, STATION, AND CLOSET

Patch cords for the closet and outlet ends of the communications infrastructure will be provided by the installing contractor.

WIRELESS OUTLET TERMINATIONS

Wireless access point cables are to terminate in dedicated, color identified, patch panels.

CABLING APPROACH FOR SPECIFIC AREAS AND SYSTEMS

Cabling outlets will be provided at appropriate locations in the back-of-house, common areas, and in the specific spaces listed below:

- Classrooms
- Offices and conference spaces
- Common areas including the gym, as required to support wired connectivity requirements.
- Cafeteria, outlets will be provided at point of sale, AV, and office/support spaces. Cabling for wireless access points will be provided
- Circulation and Other Support Spaces

BMS, Elevator Control Rooms, and Main Equipment Locations

Jacks will be provided to connect the BMS, Fire Alarm Control Panel, and similar systems to the network. Jacks will also be provided at elevator control room interface locations to support car-communications.

Security and AV Systems Connections

Jacks will be provided to support network connectivity for the AV and security systems. These locations will likely include duress system locations, access control system points, monitors, displays, projectors, and similar network connected devices. The locations that require this connectivity will be identified during the detailed design phase of the project.

ELEVATOR LOBBY EMERGENCY CALL SYSTEM

Elevator lobby emergency call stations and the supporting main equipment will be coordinated with the elevator lobby layouts and finishes.

The call system main answering position will be coordinated with campus security to ensure that there is 24 X 7 monitoring to comply with system requirements and applicable codes.

TELECOMMUNICATION GROUNDING SYSTEM

A uniform telecommunications grounding and bonding system shall be provided in accordance with EIA/TIA-607, Grounding and Bonding Requirements for Telecommunications in Commercial Buildings. This system shall be designed in conjunction with the electrical power grounding system.

The telecommunications grounding backbone shall consist of solid copper busbars and copper conductors interconnected with the building grounding system at the service entrance equipment.

All Bonding conductors shall be #6 AWG copper conductors, green in color or marked appropriately, and installed in continuous lengths.

The telecommunications ground busbars shall be a minimum of 1/4-inch thick, solid copper bar, electro tin plated, and insulated from their supports.

The main telecommunications grounding busbars and conductors will be provided by Division 26 and the telecommunications grounding within the communications rooms will be by Division 27.

Mass Notification System and Public Address

A comprehensive public-address system will be installed through the school, providing coverage in each enclosed space within the school as well as at outdoor locations where students and faculty gather and/or are designated as evacuation assembly points. Additional announcement coverage outside of the buildings will be provided by exterior speakers connected to the same system.

Connections will be made to the AV systems from the fire alarm system to allow page override in the event of a fire alarm announcement.

Connections will be made to AV audio systems within the school, at the athletic fields, and to other audio systems serving outdoor spaces.

Mass notification functionality will be provided separately but delivered in an integrated manner to leverage the investment in the public-address system.

Two Way Radio Repeater System

A new two-way radio repeater system, or expansion to the existing system, will be installed to provide uniform capability of communications via the school two-way radio system throughout the interior and exterior portions of the school.

This two-way radio repeater system is not related to the emergency first responders radio system which is specified in the fire protection portion of the project.

Telephone System

The telephone system will be integrated with the:

- Overall district communications system
- Public address and mass notification systems
- School two-way radio system

MASTER CLOCK SYSTEM

A master clock system will be provided with clocks in all classrooms, offices, common and group spaces. Clocks within the gymnasium will be larger and equipped with protective screens. The clock system will be equipped with GPS input and will automatically provide time correction and synchronization. The system will be centrally powered with simple power wiring going to each clock, connecting in series to multiple clocks. This approach avoids the cost of having traditional power receptacles at each clock location, and the operational complications of periodic battery replacement.

CELLULAR SIGNAL ENHANCEMENT SYSTEM, (“DAS”)

The requirement for cellular signal enhancement system capabilities will be designed to provide comprehensive cellular coverage throughout the buildings and exterior spaces. The coverage areas will be coordinated with outside emergency pathways, mustering locations, and the general campus to support communications connectively when outside the school buildings.

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3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

PLUMBING AND FIRE PROTECTION - RW HALL

ROBT. W. HALL CONSULTING ENGINEERS, INC

540 MEADOW STREET EXTENSION
AGAWAM, MASSACHUSETTS 01001-0002
(413) 789-0960 • (413) 798-3295

May 25, 2023

Agawam High School
760 Cooper Street
Agawam, MA 01001

Existing Conditions Building Observation Report

General Building Overview

The following report is an evaluation of the Plumbing and Fire Protection systems for the Agawam High School located at 760 Cooper Street, Agawam, MA. This assessment is based upon visual site inspections and review of existing documentation on the building.

FIRE PROTECTION

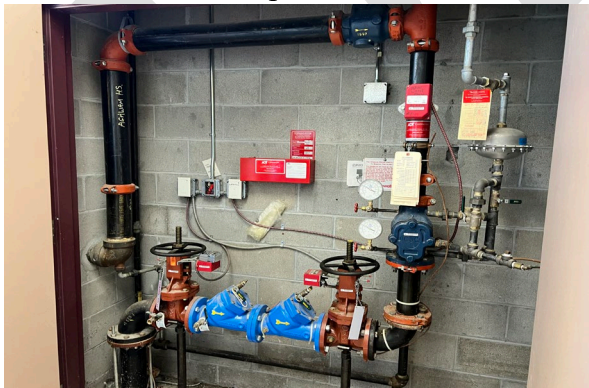
General

Any major renovations or new construction will require a fully sprinklered building in accordance with NFPA 13-2019 and the Massachusetts State Building Code.

Existing Conditions – Building North

A partial Fire Protection sprinkler system is installed in the north portion of the building. The areas with sprinkler coverage include classrooms, corridors, science prep/storage room, janitor closet, and toilet rooms.

The sprinkler room has a 4” incoming fire service through the floor, 3” Watts #709 double check backflow preventer w/ OS&Y gate valves, and a 3” riser with an alarm check valve. A Siamese Fire Department connection, electric bell, and drain for this partial sprinkler system is located at the north exterior wall of the sprinkler closet.



There appears to be a free-standing post indicator valve for the fire service north of the building near the sprinkler closet location.



Existing Conditions – Building South

A partial Fire Protection sprinkler system is installed in the south portion of the building. The areas with sprinkler coverage include office spaces with hallways, partial cafeteria, mechanical, dishwashing, and maintenance.

The interior located sprinkler room has a 6” incoming fire service through the floor, 4” Watts #709 double check backflow preventer w/ OS&Y gate valves, and a 3” riser with an alarm check valve. A Siamese Fire Department connection, electric bell, and drain for this partial sprinkler system is located at the southeast exterior wall near the secretary office.

Recommendations/Considerations

Any major renovations or new construction will require a fully sprinklered building in accordance with NFPA 13-2019, the Massachusetts State Building Code, the City of Agawam, and any other governing code requirements. Modifications to the existing partial sprinkler systems may include complete demolition. A hydrant water fire flow test will need to be performed to determine the municipal water system supply characteristics. Based on the flow test results a new fire service to the building may be required as dictated by the hydraulic calculations during the design phase of the Fire Protection system.

PLUMBING

Piping General: All waste, vent, and water piping is at the end of its useful life.

Sanitary: The above-grade sanitary system was observed where exposed and most areas had some repairs. The system appeared to be in fair to poor condition. The below-grade sanitary system could not be observed. The grease waste system in the kitchen is below-grade and could not be observed but did

include a grease trap for the pot sink. The science classroom acid waste system although mostly below-grade did drain separately and exits the building to dilution tank(s).

Domestic Water: The building is served by a 4" incoming water service. The water service is located in the kitchen toilet room. Potable water is then distributed to plumbing fixtures throughout the building.

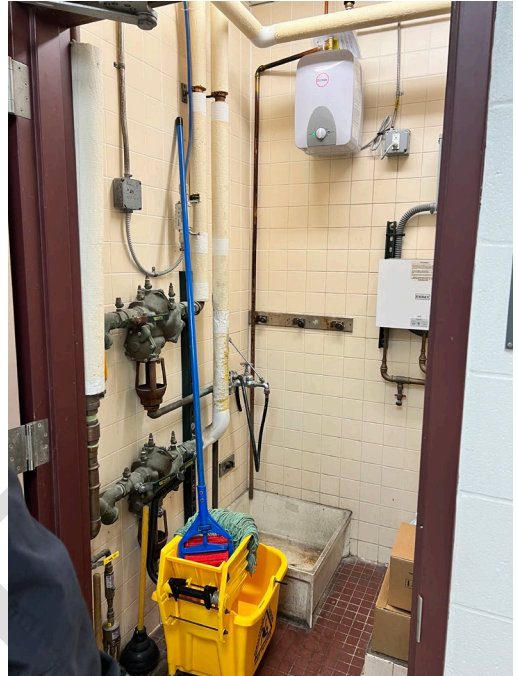


Hot Water: Domestic hot water is provided to the building by multiple hot water sources.

Main Mechanical Room: The kitchen and locker rooms are served by a two gas-fired water heaters within the main mechanical room off the Boy's locker room corridor. The domestic water heater is a PVI Model 25L100A-GCL with 250,000 BTUH input and date of install in 2017. Unit appeared to be in good condition based on visual observation.

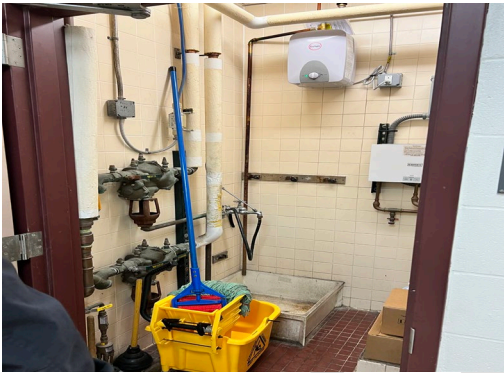


Toilet Rooms, Science Classrooms, and Administration Offices throughout school building: Point-of-Use electric water heaters supply these areas with domestic hot water. The water heaters are a mixture of tank-type 30, 40, and 50 gallon, and instantaneous.

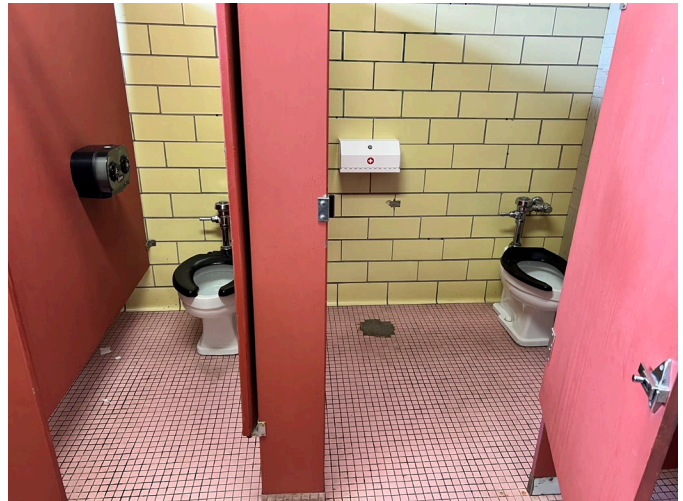
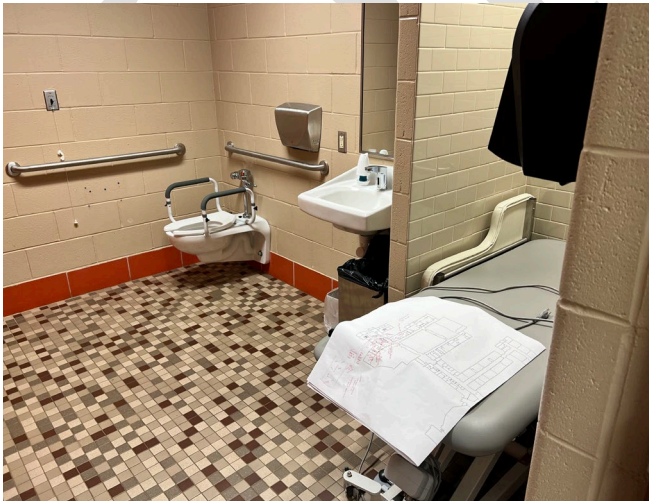


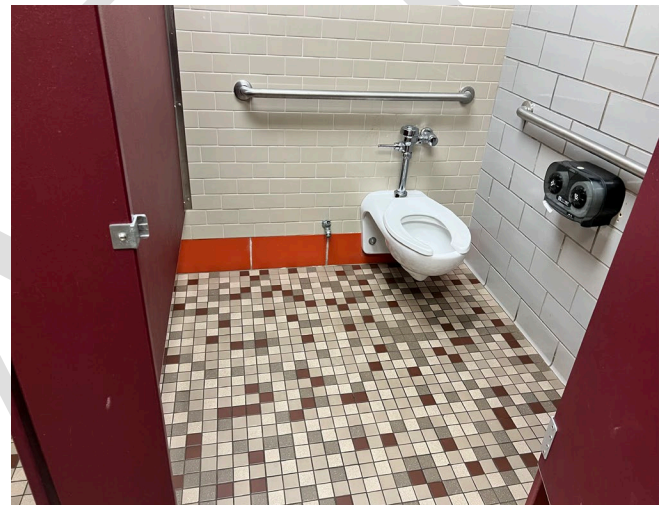


The science classrooms fixtures appeared to be supplied with protected water.

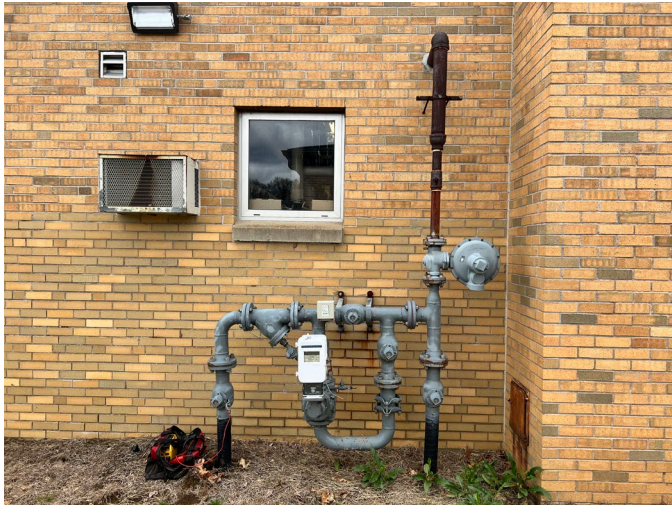


Fixtures: Most of the toilet room and janitor's closet fixtures were from the original construction of the building. The locker rooms, toilet rooms in girls locker room corridor, and random fixture replacement throughout the building has occurred; these fixtures include some that are considered high efficiency.





Natural Gas: The building is served by a high-pressure natural gas service located in the front of the building outside the main mechanical room. A low pressure 4" main serves main mechanical room boilers and water heaters and lower level mechanical room boilers. A high pressure underground gas supply rises near the docking area and appears to supply lower level mechanical room. The science classroom have gas turrets at stations throughout. Approximately 60 gas turrets throughout science wing classrooms. The total gas load connected to the system is 20,757 CFH split up between three boilers, two domestic water heaters, and gas turret valves



Kitchen: All kitchen equipment is electric. The pot sink drains to a point-of-use grease trap. The dishwasher does not drain as required. The floor sinks, drains, and other fixtures appear to drain to standard sanitary. The grease system is not an independent system. There is no exterior grease interceptor on site.

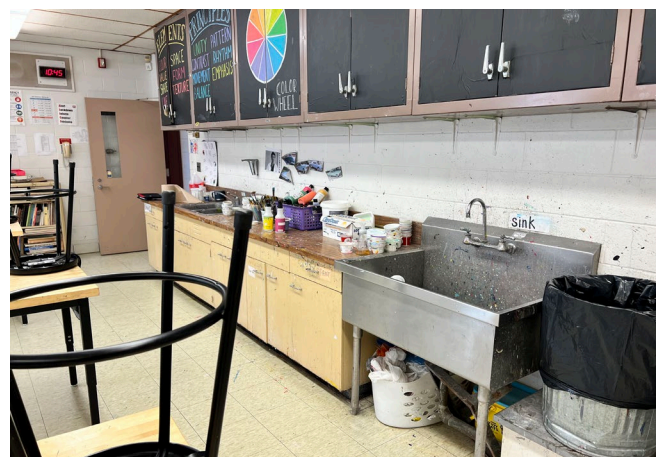


Science Classrooms: The science classrooms contain teacher desks and multiple work stations. The layouts differ in each classroom. The plumbing supplies are typical and include sinks, gas turrets, and fume hoods. Some fume hoods are still in use but most are used for storage. The sinks at the teacher's desk and in the casework have hot and cold water supplies. All stations have gas turrets.

Each classroom – (3) sinks, (4) turrets (3 double and 1 single), and an emergency shower face/eyewash station.



Art Classrooms: The art rooms have sinks. The sinks appear to drain without plaster traps. The utility sink in one art room has a plaster trap.



Recommendations/Considerations

Given the current use of the building, as well as the recommendations herein, the overall state of the plumbing system could be considered poor to fair condition. Code updates, repairs and modifications are required at this time.

All waste, vent, and water piping replacement should be considered, due to the age of the building. The piping is original to the building. The underground waste should be scoped and investigated for condition of pipe. The water piping has lead content and should be replaced. Some piping appears to have asbestos insulation. Both piping systems are at the end of useful life. Different areas of the building have been renovated over the years but in general even these areas are near the end of piping being in good/adequate condition for re-use.

About 80% of the fixtures throughout the building are from original construction and not as efficient as new would be. The locker rooms and associated areas were renovated in 2018 with some high-efficiency fixtures.

The locker room and associated area are supplied by gas-fired water heaters that were installed approx. 10 years ago. These are at the end of standard life expectancy.

Point-of-use storage type electric water heaters are located throughout the building to supply toilet rooms, science wings, etc. Storage of the water in these limited use areas is not efficient, and is storing the water at below 140 degrees, it can produce legionella and be harmful for use.

The science classrooms where fume hoods and gas/water science tables are used has a monitoring system that is not to code compliant.

The acid waste is leaving the building to a dilution tank. This is not code compliant. Current code requires a neutralizing tank.

The building is supplied with a natural gas service from Eversource. Gas piping appears in good condition. Gas service and meter is located outside the mechanical room. Another supply riser is located near a docking area at the back side of the building facing the Library.

Other Recommendations/Considerations

If there will be modifications to the building, plumbing systems would need to be new in the area of renovation.

ROBT. W. HALL CONSULTING ENGINEERS, INC

**540 MEADOW STREET EXTENSION
AGAWAM, MASSACHUSETTS 01001-0002
(413) 789-0960 • (413) 798-3295**

Reference:

Agawam High School
760 Cooper St., Agawam, MA 01001

Fire Protection

General

- Any major renovations or new construction will require a fully sprinklered building according to NFPA 13-2019.

Building – South

- There is a partial Fire Protection sprinkler system installed in the south portion of the building.
- The areas with sprinkler coverage include office spaces with hallways, partial cafeteria, mechanical, dishwashing, and maintenance.
- The interior located sprinkler room has a 6” incoming fire service through the floor, 4” Watts #709 double check backflow preventer w/ OS&Y gate valves, and a 3” riser with an alarm check valve.
- A Siamese Fire Department connection, electric bell, and drain is located at the southeast exterior wall near the secretary office.

Building – North

- There is a partial Fire Protection sprinkler system installed in the north of the building.
- The areas with sprinkler coverage include classrooms, corridors, science prep/storage room, janitor closet, and toilet rooms.
- The sprinkler room has a 4” incoming fire service through the floor, 3” Watts #709 double check backflow preventer w/ OS&Y gate valves, and a 3” riser with an alarm check valve.
- A Siamese Fire Department connection, electric bell, and drain is located at the north exterior wall of the sprinkler closet.
- There appears to be a free-standing post indicator valve for the fire service north of the building near the sprinkler closet location.

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**540 MEADOW STREET EXTENSION
AGAWAM, MASSACHUSETTS 01001-0002
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Plumbing

- All waste, vent, and water piping replacement should be considered, due to the age of the building. The piping is original to the building.
- The underground waste should be scoped and investigated for condition of pipe.
- The water piping has lead content and should be replaced. Some piping appears to have asbestos insulation.
- Both piping systems are at the end of useful life.
- Different areas of the building have been renovated over the years but in general even these areas are near the end of piping being in good/adequate condition for re-use.
- About 80% of the fixtures throughout the building are from original construction and not as efficient as new would be. The locker rooms and associated areas were renovated in 2018 with some high-efficiency fixtures.
- The locker room and associated area are supplied by gas-fired water heaters that were installed approx. 10 years ago. These are at the end of standard life expectancy.
- Point-of-use storage type electric water heaters are located throughout the building to supply toilet rooms, science wings, etc. Storage of the water in these limited use areas is not efficient, and is storing the water at below 140 degrees, it can produce legionella and be harmful for use.
- The science classrooms where fume hoods and gas/water science tables are used has a monitoring system that is not to code compliant.
- The acid waste is leaving the building to a dilution tank. This is not code compliant. Current code requires a neutralizing tank.
- The building is supplied with a natural gas service from Eversource. Gas piping appears on good condition. Gas service and meter is located outside the mechanical room. Another supply riser is located near a docking area at the back side of the building facing the Library.

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

SECURITY - PAMELA PERINI



Confidential Security Existing Conditions Report
Agawam High School

Provided by:

Pamela Perini Consulting, LLC

Pamela Perini, PSP

Date:

May 3, 2023

Confidential

Introduction

Pamela Perini Consulting, LLC (herein referred to as PPC) is an independent security consulting firm located in Waltham, MA, and Providence, RI. PPC provides a number of security consulting services that include risk, vulnerability and security assessments; security master planning; security program assessment, development, evaluation and creation; security plans/drawings and specifications for construction, constructability assessments; peer reviews; service and maintenance contract assessments, creation and bid; and overall security programs, planning, implementation and oversight. PPC and its principal, Pamela Perini holds a number of security credentials that are necessary for multiple security consulting functions.

Pamela Perini, PSP

Principal Security Consultant

DATE: 05/2023

Credentials, Certifications, Training, etc.

1. Certified Physical Security Professional (PSP), ASIS International **
2. Certified Crime Prevention Through Environmental Design (CPTED), Facilities Management International
3. PREPaRE WS1: Crisis Prevention & Preparedness: Comprehensive School Safety Planning, Northeast Homeland Security Regional Advisory Council/NASP (National Association of School Psychologists)
4. SANS Isaca/Audit Serve; IT Auditing for Disaster Recovery & Business Continuity Planning
5. OSHA10 Construction, OSHA Training Institute
6. Certification Commonwealth of Massachusetts MCPPO Program, Cyber Threats to Local Government
7. Rhode Island School Safety Committee, Annual School Safety & Security Conference 2019
8. Infrastructure Protection (Master Certification), Texas A&M University Engineering Extension, National Emergency Response and Recovery Center
9. AMTRAK Passenger Train Emergency Response Certification

FEMA Certifications

- | | |
|------------------|---|
| 1. FEMA AWR-136 | Essentials of Community Cybersecurity |
| 2. FEMA AWR-175 | Information Security for Everyone |
| 3. FEMA AWR-375 | Risk Management for After School Activities & Interscholastic Athletics |
| 4. FEMA ISC-100 | Introduction to Incident Command |
| 5. FEMA IS-120.c | Introduction to Exercises |
| 6. FEMA IS-700 | National Incident Management System (NIMS) |
| 7. FEMA IS-906 | Workplace Security Awareness |
| 8. FEMA IS-907 | Active Shooter |
| 9. FEMA MGT-384 | Community Preparedness for Cyber Incidents |

Confidential

10. FEMA AWR-213	Critical Infrastructure Security & Resilience
11. FEMA MGT-310	Jurisdictional Threat & Hazard Identification and Risk Assessment
12. FEMA MGT-414	Advanced Critical Infrastructure Protection
13. FEMA MGT-315	Critical Asset Risk Management
14. FEMA AWR-383	Cybersecurity Risk Awareness for Officials and Senior Management

*** The Physical Security Professional (PSP) ASIS credential is subject to The Department of Homeland Security's Safety Act. The SAFETY Act Designation gives ASIS board-certified professionals and their customer's immediate protection from lawsuits involving ASIS certification and the ASIS certification process that arise out of an act of terrorism. Not only does it limit the types of liability claims that can be brought against a certificant, but it also entitles the certificant to immediate dismissal of those specific types of claims.*

PPC has been engaged by Flansburg Architects as their security consultant for the Agawam High School (MSBA) Project in Agawam, Massachusetts. PPC has developed this security existing conditions report, to identify the systems, functions and operations associated with the school's security program that are to be assessed and potentially included in the project, or to conclude that the systems are not functioning or worthy of their consideration moving forward from a certified Security professional opinion.

Security Narrative

This document is provided as a **CONFIDENTIAL** informational outline for the existing conditions and design considerations of the Electronic Security Systems and function for the new Agawam High School project. The existing school is being independently assessed for the security needs of students, teachers, faculty, staff and visitors of the existing building during normal school hours and after-school hours, during after-school programs and during non-Agawam School programs such as athletic tournaments, recitals and shows that may have out-of-school and out-of-town participants and visitors. This view and standpoint will assist in ensuring that the school's security posture will meet the needs of all who enter the school grounds and building.

Creating a safe and secure environment that promotes and supports 21st Century learning is the goal of all PreK-12 school construction projects, and assessing existing conditions is the first step in the process. School safety and security protects students, teachers, faculty, staff, administration and visitors, and must be addressed from the whole facility concept and feasibility through to the facility use, during both school hours and non-school/after-school hours. Cybersecurity is a contributing factor and ensuring the critical infrastructure and supporting information security is protecting the information being shared by the systems is critically important. Additionally, protecting the privacy of children, students, teachers, faculty, staff and visitors is paramount. The school is a learning environment.

The school's perimeter, the site, the building, the interior design and the function of the existing building systems are all taken into consideration when addressing safety, security and the school's security program. Given the current climate, safety and security are of primary importance to every PK-12 construction school project, and a necessary part of all school security programming.

FEMA states that school districts must: prevent, protect, mitigate against, respond to and recover from incidents that may be disruptive to our PK-12 schools and their building/facility occupants. All of these components should be addressed in the development of an overall School Security Program. This process and subsequent program include the review of processes and policies, and providing electronic measures that complement these processes and policies to protect the school from human-caused, technological, and natural disaster threats, hazards, risks and incidents.

All security programs need processes, policies, technology and training to support the Electronic Security System measures that are in use and installed. This use is most important to those stakeholders responsible for the response to incidents; the First Responders. By assessing and applying various security concepts, we are able to review the existing conditions of the site, and lead us to understanding the gaps and needs of the Agawam High School.

The following are the findings and existing conditions reported:

- Building Flow and Security:
 - The building has Secure Vestibule configurations at publicly used entrances.
 - The building layout is choppy, and has been expanded to and added to many times. Although typically favorable for compartmentalization, the aging perimeter doors and windows in various entry point into the school, disallow for a security environment.
 - The "Courtyards" are a safety and security hazard, as they would allow for breach over the roof. The Doors are secured illegally. There is no Egress out of the Courtyards as required by code (I am not the fire code consultant, or an expert, this is simply a consideration point and existing condition.)
 - There was not evidence of any ballistic or bullet resistant glass or glazing.
- Access Control System
 - Kantech
 - There is a limited amount of Card Readers, approximately 6 that I viewed. They are not multi-technology card readers, standard aging Weigand card readers.
 - The Access Control Panels are staggered throughout the site.
 - It is unclear if the perimeter doors are monitored. Ther door contacts, in likelihood and in probability, are connected to the Intrusion Detection System. The perimeter doors are probably not monitored during the day, as the contacts are connected to the Intrusion for night/after school monitoring. If a

door is left ajar, no one will be the wiser.

- Video Intercom
 - Aiphone AX Series, not networked. There are approximately 4 perimeter locations.
 - The System is functioning as designed.
- Intrusion Detection
 - GE Intrusion Detection System.
 - Some, but not all, of the hallway school motion detectors were functioning with the walk test.
 - The GE System is segmented and zoned with keypads. This will cause conflicts of alarms.
 - Then GE Intrusion Detection System, and the installed field devices, door contacts and motion detectors, have reached the end of its useful life.
- Video Management System
 - The current Video Management System is a combination of unnamed existing system and a Verkacuda cloud system.
 - The Verkacuda is a closed loop proprietary system that only speaks to itself, and only utilizes its own components. It does not allow for competition or open architecture. It is plug and play, and easy.
 - The installation was not designed by a Security Consultant, and is inconsistent with standard Security Practices. The Owner is simply swapping out cameras.
 - If the external Video Network goes down during an incident, there is no on-premise system working, but for recording at the camera.
 - If there is a network outage before or during an incident, the system will not notify.
 - If there is a power failure during an incident, the system will not function. But the first responders will be able to go to each individual camera and download the video after the fact.
 - All devices are proprietary to their own system. Most Security Systems provide an open architecture where a field device/camera is selected based on the Security conditions, not based on what the single proprietary company has to offer. Almost ALL Video Management Systems provide the Owner with the ability to select the proper camera and mounting hardware. This proprietary system is very limited for Security options.
 - If the District continues with this installation, they will require additional multiple IT Staff, if that has not already been requested.

- Critical Infrastructure
 - There is currently Multi Mode/mm Fiber to the School
 - The school's existing mm Fiber is a 1GB Line, that will be increased to a 5GB Line in July of 2023.
 - The IDF/MDF "closets" are not closets in many cases. The Switch or piece of equipment is in a hallway. There are approximately 8 IDF/MDF locations, none have access control or are monitored.
 - IDF/MDF Closets are in Rooms, example the Nurses Office closet houses a wall field that has installed an Intrusion Detection Panel, and 2 Access Control Panels. These locations are only accessible through the utilized and used very important School Nurses office, where HIPPA information may be kept.
 - None of the IDF/MDFs are controlled by Access Control, covered by Video Surveillance or monitored.

In part and in whole, there were very limited Security Program considerations with any of the installed equipment and systems at the Agawam High School. The Security Program in any PK-12 School, is a combination of People, Technology, Policies and Operations, all working together to mitigate risks, and provide a safe and effective community and learning environment for the students, faculty, staff, administration and visitors.

The Stakeholders should participate in the development of a whole Security Program, to ensure the District is prepared with Emergency Response Plans for high impact incidents.

###

3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

TRAFFIC - VHB



Memorandum

To: Kent Kovacs
Flansburgh Architects
77 Washington St, 6h Floor
Boston, MA 02114

Date: June 29, 2023

Project #: 16043.00

From: Randall Hart, Principal
Michael A. Santos, PE

Re: Agawam High School
Preliminary Traffic Observations
760 Cooper Street
Agawam, Massachusetts

Introduction

The Town of Agawam is considering potential modifications to Agawam High School located at 760 Cooper Street, in Agawam, Massachusetts. At this feasibility stage of the project, data is being collected to assess the existing school operation regarding the morning drop-off and the afternoon pick-up.

This study involved an assessment of existing transportation conditions within the High School Campus and adjacent streets. The assessment included observations in the field during the morning drop-off and afternoon pick-up by VHB engineers and provides recommendations to consider for future design concepts.

Existing Conditions

An existing conditions evaluation of the Agawam High School was conducted on Thursday June 8, 2023. Observations were conducted while school was in session. The school was operating with a typical schedule during the observation day. However, seniors at Agawam High School were not in session and are not accounted for in the observations. The school day at Agawam High School begins at 7:20 AM and ends at 1:44 PM each day. The school is served by two driveways. One driveway intersects the north side of Cooper Street, approximately 200 feet north of Mill Street. This driveway serves the main loop and the rear parking lot and pick-up loop. The second driveway intersects the north side of Mill Street, approximately 275 feet west of Cooper Street and serves the front parking lot. The front parking lot is also served by a driveway that intersects the west side of the Cooper Street driveway. The driveways operate as unsignalized intersections that allow all turning movements entering and exiting the school. Traffic counts and operational analyses were not conducted as part of this preliminary effort.

Field Observations

To understand the existing traffic flow and circulation at Agawam High School and the adjacent roadways, VHB conducted field observations all transportation activities at the high school during the critical morning drop-off and afternoon pick-up periods on Tuesday, June 14th, 2022. VHB staff were on site during the peak periods and observed operational protocols, vehicle queueing, and adjacent street operations. Key takeaways from the observations are provided in the following sections of this memorandum. Figure 1 shows the existing school circulation, parking and drop-off/pick-up areas surrounding the school for reference. The following describes each of the various parking and drop-off/pick-up areas.

- › **Front Parking Lot:** The front parking lot contains 302 parking spaces inclusive of 6 handicap accessible spaces and serves staff and students. There are 13 reserved spaces along the front edge of the building for staff only. There are also a few designated spaces for cafeteria staff. During the morning drop-off period, the front parking lot is used for bus drop-offs. Buses drop off at the front of the building and exit to Mill Street. During the afternoon pick-up, the front parking lot is used by six buses to pick up students. The front parking lot is also used by special education buses to drop-off and pick-up students.
- › **Main Loop:** The Main Loop contains 25 parking spaces inclusive of 3 handicap accessible spaces. The spaces are designated as reserved for school staff. The main loop is used for parent drop-off in the morning and for some bus pick-up activity in the afternoon. Vehicles travel around the loop in a counterclockwise direction and pick-up/drop-off along the outer curblineline.
- › **Driveway Parking:** There are 15 reserved staff-only parking spaces located along the west side of the driveway that leads to the side and rear of Agawam High School. No additional activity occurs within these spaces.
- › **Rear Parking Lot and Pick-Up Loop:** The rear parking lot consists of three distinct parking areas encompassing approximately 132 parking spaces and accommodates the parent pick-up operations in the afternoon. Vehicular circulation through this area operates as a one-way, counterclockwise loop. The upper portion of the parking lot contains 39 parking spaces along the east side of the southbound portion of the circulatory driveway. The lower portion of the parking lot contains 68 parking spaces in two parking rows and is open to both staff and students. The rear portion of the parking lot contains 11 marked parking spaces inclusive of one handicap accessible space, and can accommodate up to approximately 25 parked vehicles due to the presence of unmarked spaces.

Morning Drop-off Procedure

The morning drop-off activity is busiest between 7:05 and 7:20 AM when most parents and buses arrive at the school. Staff and students start to arrive around 6:45. Staff members park in the various lots around the school. Students primarily park in the front parking lot. Bus drop-offs occur at the front of the building in the front parking lot and parent drop-offs occur within the main loop. Buses start to arrive at the school around 6:50 AM. A total of 16 regular size buses were observed to drop off at the front of the school in the front parking lot. A total of 4 special education buses were observed to drop off at the front of the school.

Generally, the drop-off procedure results in little congestion and queuing along the driveways, Mill Street, and Cooper Street. A maximum queue of 10 vehicles was observed in the morning occurred on Mill Street eastbound at the intersection with the driveway that serves the front parking lot. A maximum queue of approximately 15 vehicles was observed along Cooper Street southbound at its intersection with Mill Street. Queues within the parent drop-off area were mostly contained within the loop, with maximum queues extending to the driveway that serves the front lot. Queues from the school never backed up to Cooper Street. The maximum queues each persisted for only a minute or two and did not have major impacts on traffic flow on Mill Street, Cooper Street, or within the school property. The following describes the chronology of the morning drop-off period. Figure 2 shows the morning drop-off activity and observations.

6:30 AM - 6:50 AM

- Most of the activity on site consisted of teachers and staff arriving and entering the school. They used the front parking lot, the reserved parking spaces in the rear parking lot and in the driveway parking area.
- Students start arriving around 6:40 AM and park in the front lot.
- Approximately four vehicles were observed using the main loop for drop-offs.
- Students were able to enter the school as early as 6:45 AM.
- Four buses arrived, dropped off students, and departed the drop off area in the front parking lot.
- There was no observed pedestrian or bicycle activity.

6:50 AM – 7:00 AM

- Teachers, staff, and students continued to arrive by vehicle prior to the start of the school day and park in all lots.
- Two full size and four special education buses arrived, dropped off students, and departed the drop off area in the front parking lot.
- Approximately 30 vehicles were observed using main loop for drop-offs. Parents were able to pull up, drop off and continue exiting the school premise without major delays or queuing issues.
- Approximately 5 vehicles were observed to drop off students in the front parking lot in front of the building.
- A total of 10 buses arrived, dropped off students, and departed the drop off area in the front parking lot.
- Queues of 5-7 vehicles were observed on Mill Street eastbound at the driveway to the front parking lot caused by left-turning vehicles.
- A handful of parents dropped off students in the library parking lot.
- There was no observed pedestrian or bicycle activity other than students that are being dropped off.

7:00 AM – 7:20 AM

- Teachers, staff, and students continued to arrive by vehicle prior to the start of the school day and park in all lots.
- Approximately 155 vehicles were observed using main loop for drop-offs.
- The queue from the main loop extended to the driveway that serves the front parking lot around 7:17 AM. The maximum queue persisted for only one to two minutes.
- Queues are observed on the Cooper Street southbound approach to Mill Street. The maximum queue is approximately 15 vehicles, backing up into the high school driveway.
- A maximum queue of 10 vehicles was observed on Mill Street eastbound at the driveway to the front parking lot caused by left-turning vehicles.
- The queues persisted only for one two minutes and quickly dissipated.
- A handful of parents dropped off students in the library parking lot.
- There was no observed pedestrian or bicycle activity other than students that are being dropped off.
- School starts at 7:20 AM.

7:20 AM – 7:25 AM

- There is very little activity after 7:20 AM
- Observations ended at 7:25 AM due to no activity.

Afternoon Pick-up Procedure

The afternoon pick-up activity is busiest between 1:45 and 2:00 PM, immediately after school is dismissed. Activity related to afternoon pick-up starts around 1:35 PM and increases in intensity until school is dismissed around 1:45 PM. The designated pick-up area is within the rear parking lot and pick-up loop. Vehicles arrive in the pick-up loop and pull up toward the main loop to wait for dismissal. Maximum queues related to the pick-up loop extend down the main driveway that serves the school but are all contained within the school property. Ten buses pick up students in the main loop and six buses pick up students in the front parking lot. Based on conversations with school staff, the buses that pick up in the front parking lot are destined for the Feeding Hills neighborhood in Agawam. The buses that pick up from the main loop serve all other destinations. All special education buses pick up students from the front parking lot.

Generally, the pick-up procedure results in little congestion and queueing along the driveways, Mill Street, and Cooper Street. Prior to dismissal, the queue waiting to pick up students in the rear parking lot and pick-up loop extended approximately 675 feet (approximately 27 vehicles). Upon dismissal, the queue starts to move and reaches a maximum length of approximately 575 feet (approximately 23 vehicles) extending northward from the stop sign at the end of the driveway on Cooper Street. The longest queues within the front parking lot extend approximately 300 feet westward from the main driveway (approximately 12 vehicles) and approximately 150 northward from Mill Street (approximately 8 vehicles).

Traffic operations on Mill Street are generally free-flowing, with little queuing and delays during the pick-up period. The following describes the chronology of the afternoon pick-up period. Figure 3 shows the afternoon pick-up activity and observations.

1:00 PM – 1:35 PM

- Three vehicles arrived at the pick-up loop.
- Four buses arrived at the main loop.
- Six buses arrived and parked in the western portion of the front parking lot.
- Three special education buses arrived and parked in the designated area in the front parking lot.
- Some parents park their vehicles within the rear parking lot instead of waiting in the queue to pick up students.
- A handful of parents parked in the library parking lot to pick up students.
- There was no observed pedestrian or bicycle activity.
- Traffic flowed freely on Mill Street with no observed delays or queues.

1:35 PM – 1:50 PM

- Approximately 30 vehicles were observed arriving at the pick-up loop.
- Queues were contained within the pick-up loop.
- Two buses arrive at the main loop.
- Students are dismissed at 1:50 PM.

1:50 PM – 2:00 PM

- Vehicles start to pick-up students and depart the pick-up loop.
- Approximately five vehicles were observed arriving at the pick-up loop.
- A maximum queue of seven buses was observed in the main loop and depart around 1:55 PM.
- Buses start to depart both the front parking lot and the main loop at 1:54 PM and are off school property within a few minutes.
- Students walk to personal car, parents waiting in queue, library parking, or main parking lot.
- The student pick-up system is not organized. After a student enters a vehicle, the vehicle then gets out of the queue and travels around the parked vehicles in the queue to leave the school, creating a lot of friction between departing vehicles, waiting vehicles, and students walking to the vehicles.
- The maximum queue in the pick-up loop is approximately 675 feet (27 vehicles).
- The maximum queue along the school driveway is approximately 575 feet (23 vehicles).
- The maximum queue within the front parking lot at the Main Street exit is a handful of vehicles.
- The maximum queue within the front parking lot at the main driveway exit extends to approximately 12 vehicles and wraps around the east side of the parking lot.
- Queues on the Cooper Street approach to Mill Street are approximately 15 vehicles.
- The queues on Cooper Street back up into the school driveway between 1:55 and 2:00 PM.
- By 1:54 PM, all vehicles have picked up students and have either departed the area or are in the queue to exit the school driveway.

2:00 PM – 2:05 PM

- Queues are almost gone by 2:00 PM and are completely gone by 2:05 PM.
- Faculty starts to leave the school after student activity subsides.

Parking

Parking observations were done before and after the morning drop-off and afternoon pick-up time periods. The campus has four general areas of parking that include the rear parking lot, the main loop near the front door, the driveway between the front and back loops and the front parking area. The parking supply is shown on Figure 4. Table 1 shows the parking supply and demand during the observation periods.

Table 1 Parking Supply and Utilization

Parking Location	Number of Spaces	Spaces Occupied at 6:45 AM	Spaces Occupied at 7:30 AM	Spaces Occupied at 12:55 PM	Spaces Occupied at 2:15 PM	Max Occupancy Observed	Max Occupancy Ratio
Front Parking Lot	302	55	143	173	85	173	57%
Main Loop Parking	25	11	18	19	18	19	76%
Driveway Parking	15	6	9	9	5	9	60%
Rear Parking Lot	<u>132</u>	<u>13</u>	<u>71</u>	<u>76</u>	<u>35</u>	<u>76</u>	<u>58%</u>
Total Parking	474	85	241	277	143	277	58%

As shown in Table 1, there are a total of 474 parking spaces at Agawam High School. The peak demand observed occurred before the afternoon pick-up time period. The peak parking demand during the observation period was 277 vehicles or 58 percent of the total parking supply. The front parking lot contains the majority of spaces at the school and also experiences the most parking activity by number of parked vehicles.

Conclusions

VHB conducted observations at Agawam High School on Thursday June 8, 2023 in support of the preparation of the ongoing feasibility study for the school. The observations were conducted during the morning drop-off and afternoon pick-up periods to document existing operations including student drop-off and pick-up activity, bus operations, parking demand, and traffic impacts within the school campus and on the adjacent roadways. The following describes the conclusions of the observations:

- › The morning drop-off activity has the most impacts along Mill Street eastbound and Cooper Street southbound around 7:15 AM.
- › The existing school driveway and drop-off loop accommodates drop-off activity without any queue spillback to Cooper Street or Mill Street.
- › The afternoon pick-up activity has the most impacts in the five-minute period immediately after school is dismissed.
- › Queues related to the afternoon pick-up activity have the most impact within the school property, most notably along the main driveway and within the front parking lot.
- › The afternoon pick-up activity has little impact on Mill Street and some short-term impacts to queues on the Cooper Street approach to Mill Street. The five-minute period after dismissal was the most active and resulted in significant congestion along Cooper Street and within the school property. Consideration should be given to using a traffic detail to control the flow of traffic at the intersection of Mill Street at Cooper Street for the 15 minute period after school dismissal.
- › The on-site parking supply is more than adequate to handle the parking demands of the school, including the seniors that were not in session during the observation period.
- › A total of 16 full size buses and four special education buses were observed to serve the students.
- › Consideration to accommodate up to 20 buses should be considered when assessing the future design of the

school.

- › The future design of the school should consider maintaining separate bus and vehicular drop-off and pick-up areas.
- › The afternoon pick-up process was not well organized and requires vehicles to queue through parking areas, effectively blocking some vehicles from exiting the parking lot. Consideration should be given to providing a dedicated drop-off and pick-up area. The afternoon pick-up activity has greater storage requirements, since parents must wait in a queue prior to dismissal.
- › The future design should consider providing enough capacity to allow for 50 vehicles on campus. Options may include providing a dedicated pick-up lane, designated parking spaces that are separate from the staff/student spaces, or a combination of both. Currently, parents use the pick-up queue, park in the rear parking lot spaces, or use the library while waiting for students to be dismissed.
- › The future design should maintain good pedestrian connectivity throughout the school campus and to the surrounding public roadway network. High visibility crosswalks and signage should be installed where crosswalks are to be retained or installed, consistent with standards in the Manual on Uniform Traffic Control Devices (MUTCD). Pedestrian routes and crossings should be ADA compliant.
- › VHB will continue to work with the Project architect to refine conceptual plans as they are developed.

DRAFT

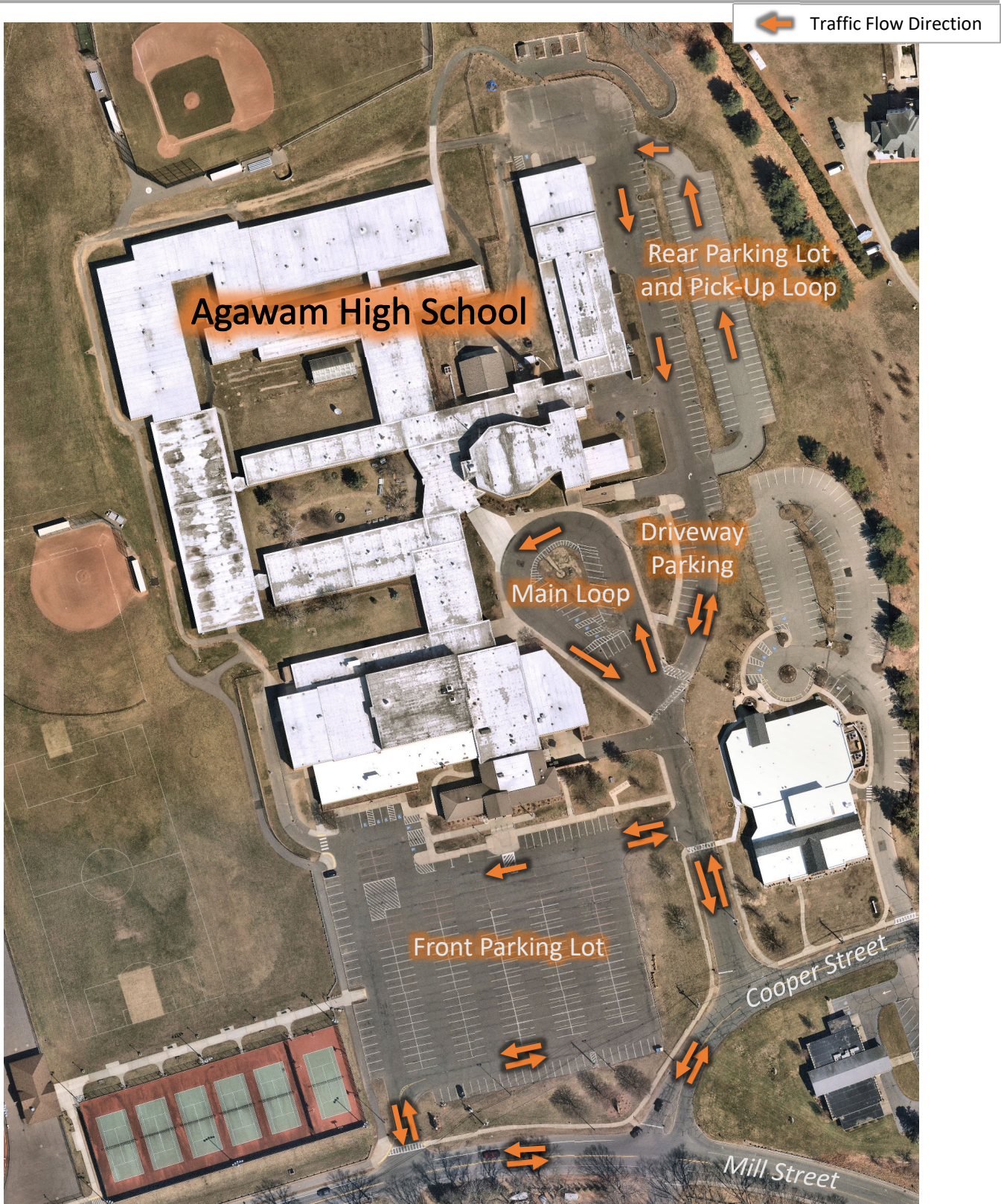


Figure 1
Traffic Circulation and Parking



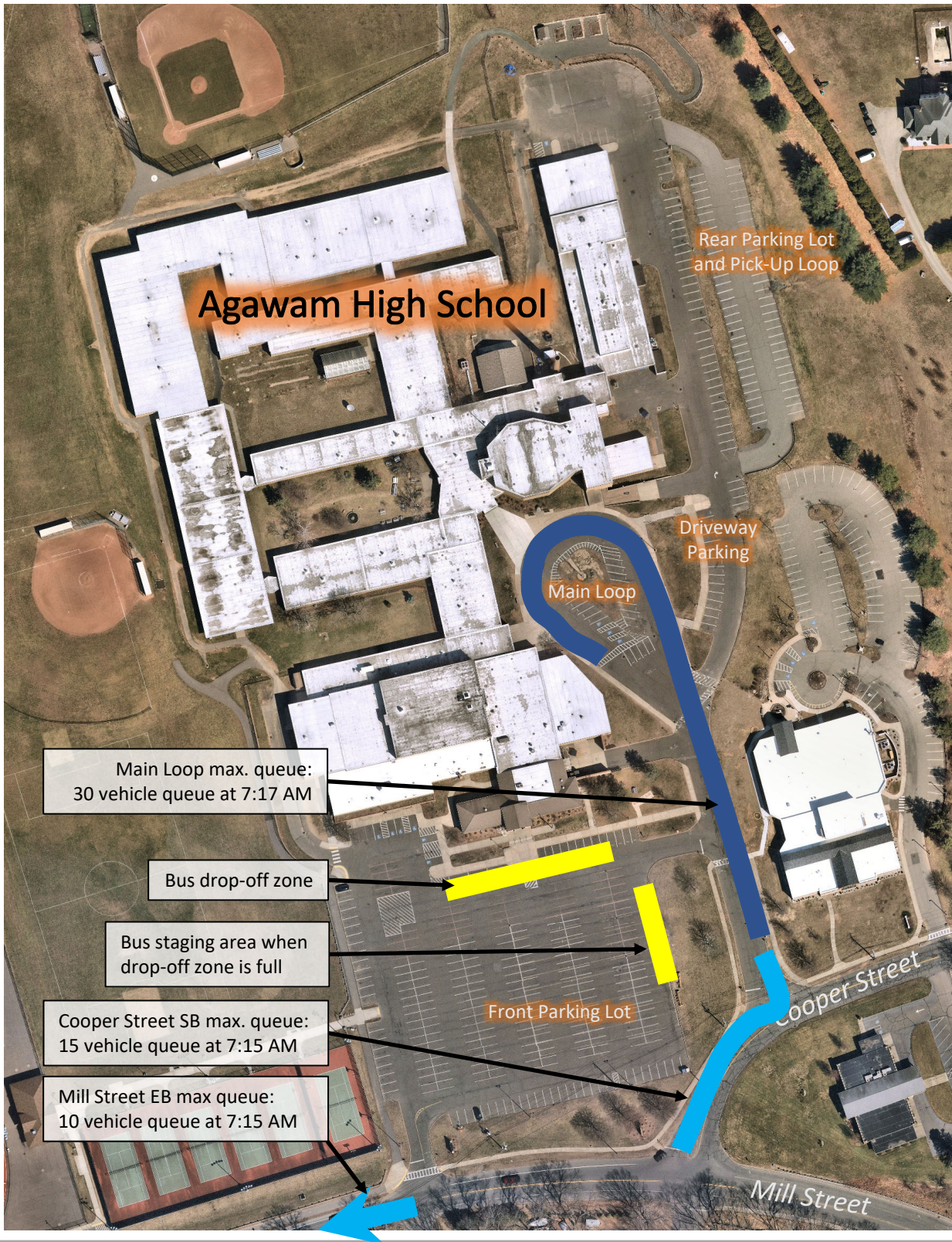


Figure 2
Morning Drop-Off Operations



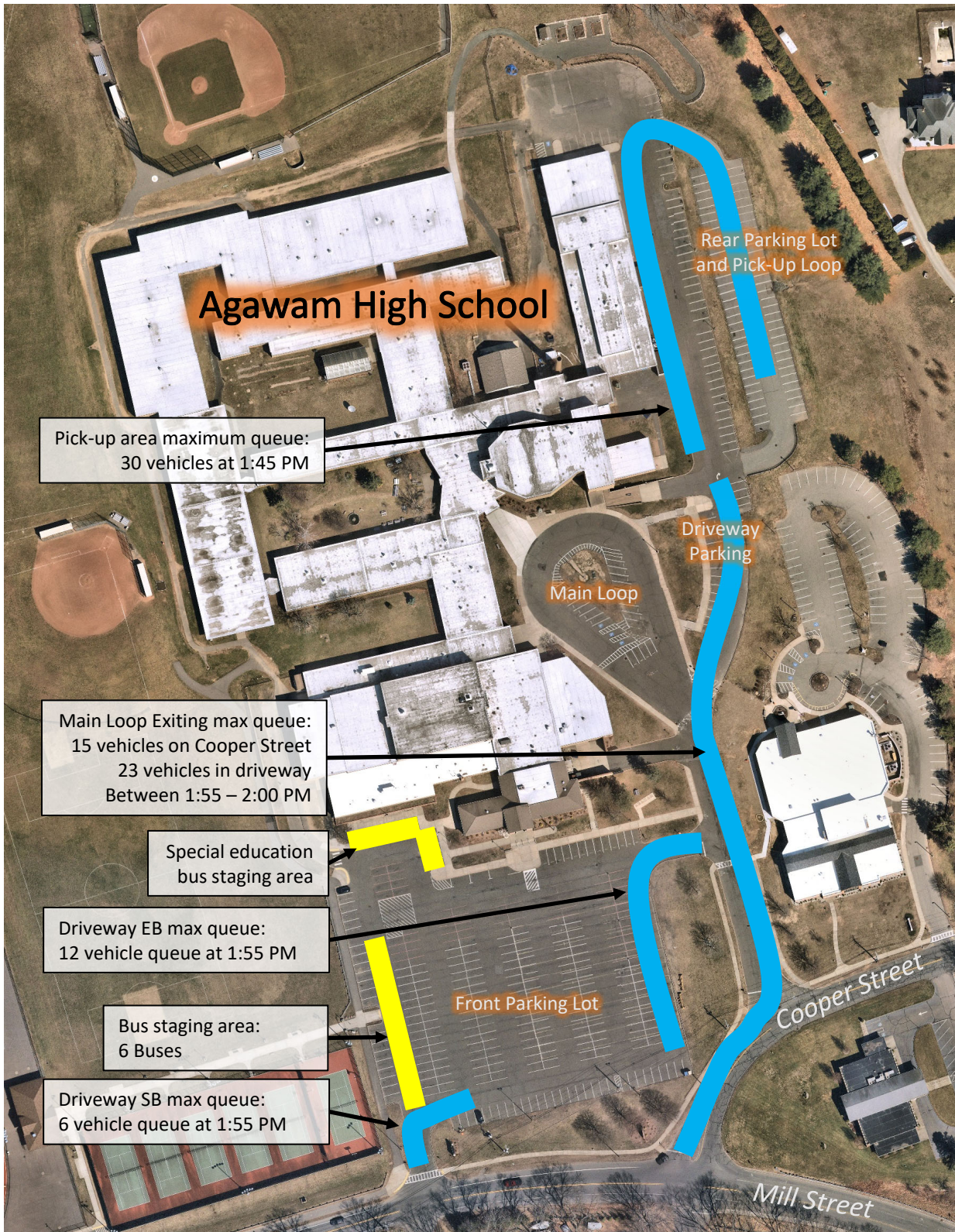


Figure 3
Afternoon Pick-Up Operations



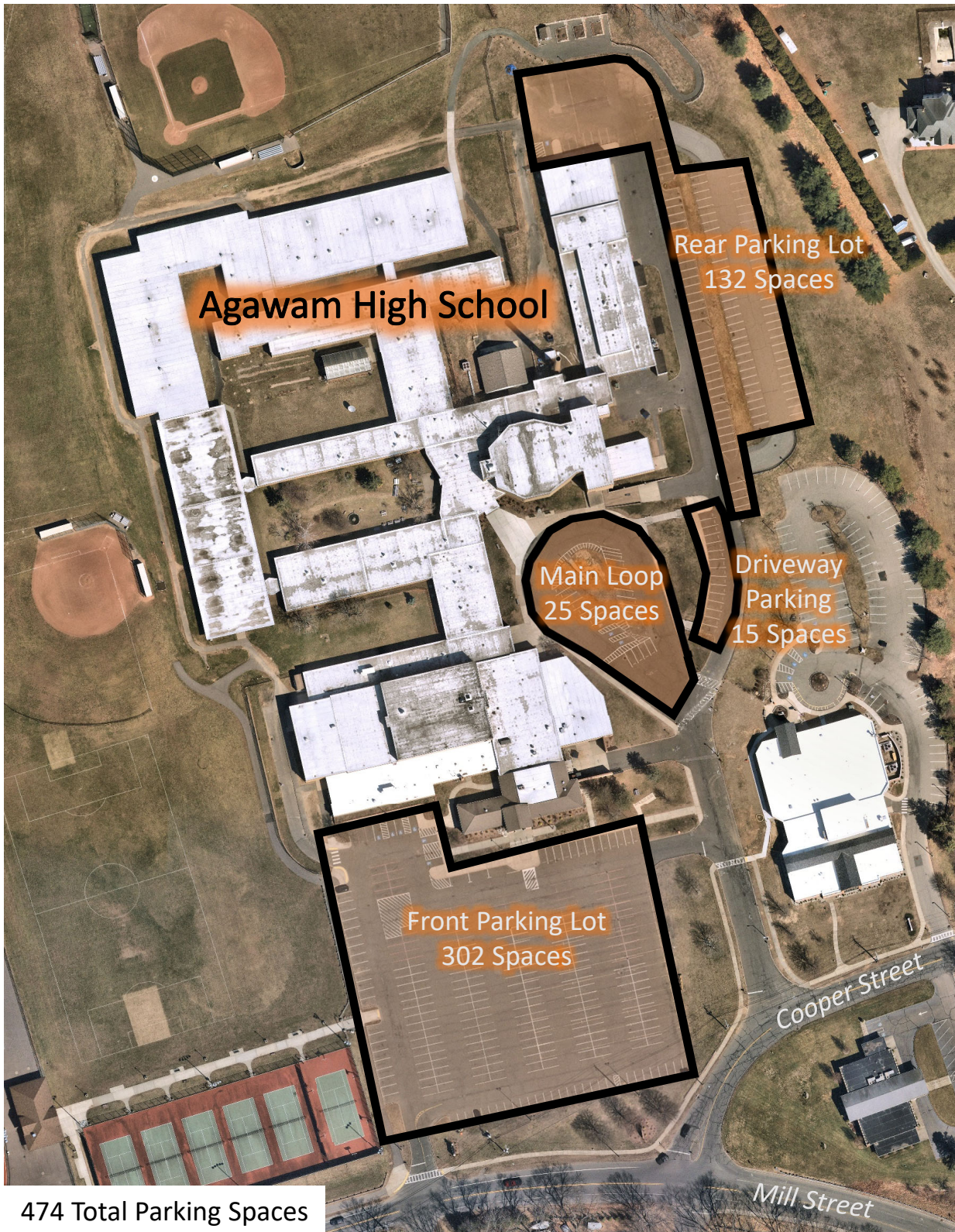


Figure 4
Existing Parking Facilities



3.1.4 Evaluation of Existing Conditions

G. EXISTING CONDITIONS REPORT

KITCHEN - CRABTREE MCGRATH

Executive Summary

The kitchen at the Agawam High School is in poor condition which is expected given its many years of use. The current Food Service program at the High School is a robust program that receives, stores, and produces ready to eat food to students and staff. The finishes and foodservice equipment are original and, in some cases, more than 40 years old. Throughout the many years of use, and through program evolution, the existing facility is not only worn and outdated but also lacks the flexibility to adapt and efficiently serve the district's needs.

General Overview

The Agawam High School Foodservice Program currently serves a population of approximately 1015 students in grades nine to twelve. Some modifications and equipment upgrades have been done throughout the years but this has caused some inefficiencies with regard to equipment placement. Major infrastructure items such as the exhaust hood and sinks have not change since the original installation.

In some cases, the original finishes are of high-quality and have held up well over many years of hard use. The walls are finished in a porcelain tile with a majority of the floor being the traditional quarry tile finish. Both types are in fair condition but many of the other remaining finishes are outdated and no longer appropriate for a foodservice environment. Damaged wall corners and damaged floor tiles are common as seen in Image 1 and 2. Note that vinyl tile is very slippery when wet and is not longer used in kitchen environments.

The ceiling in the kitchen area is a lay in tile that is in fair condition. Tiles are stained and misaligned but overall holding up well. In cases where the tile is intact the finish on it is appropriate for a kitchen environment. The Health Code requires that there be no gaps as this is a cleaning issue for dirt and debris collection. As seen in image 3 there are gaps and this causes grease laden vapors and dust to accumulate in places that cannot be cleaned (Image 5).

This report will reference codes and standards. For the purposes of this report when the health code is referenced, we are citing requirements of the Federal Food Code, 2023 addition, published by the FDA as well as the Merged Massachusetts Food Code 2017 addition.

We will also reference the National Sanitation Foundation (NSF). This is an independent governing body that develops standards for foodservice equipment and facility design. All equipment, in commercial kitchens must be built in accordance to NSF standards as a requirement of the food code



Image 1

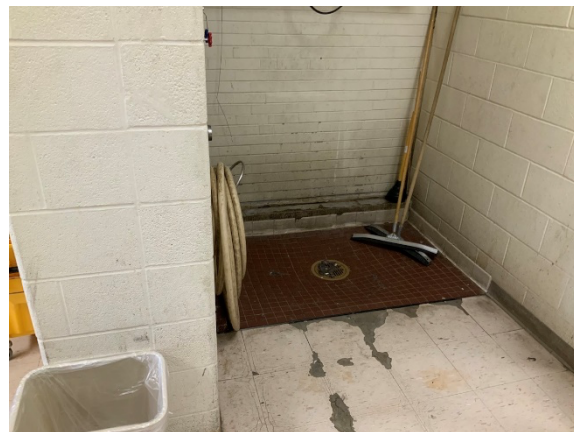


Image 2

Specific Issues

Sneeze Guards and Serving Counters:

The serving counters shown here are outdated. The counters do not meet modern NSF food protection standards for sneeze guards. Modern counters with the latest in food safety features are needed. We suggest replacing the food counter with new sneeze guards and modern hot and cold serving equipment that is capable of maintaining proper holding temperatures and capable of protecting the food that is on display. (Image 3). These counters at one time were moved out from behind the wall which separates the kitchen from the seating area. This was likely done to expand the kitchen size and capacity. With the placement of the counter in the seating area it is not possible to secure the serving counters when not in use. This is not desirable and limits the use of the seating area.

Image 4 is a photo of where the original serving counter were located. This area is now used as additional work space. The wall separating the serving from the kitchen is an impediment that makes replenishment of food between lunch wave more difficult.

Exhaust hood and Cooking Equipment:

The existing exhaust hoods are baffle filter hoods. The lighting levels below the hoods is not sufficient nor code compliant. The health code requires a minimum of 50-foot candles below the hood and for any area that is being used to prepare food.

There are areas of cooking equipment that do not have exhaust hoods above them. This adds heat and grease laden vapor to the space and accumulate within the room making for a very warm and uncomfortable work environment during warm days.

We suggest the hood system be upgraded and be equipped with a modern fire suppression system that is equipped with the latest in life safety features. Additionally, the hood system must be upgraded and be equipped with a modern LED lighting and hood controls. (Image 5).

The food preparation area seen in image 6 is not being utilized effectively. Lighting levels are poor and there is cooking equipment in the far corner that is either being mothballed or being used without the benefit of an exhaust hood above it.

The office area is being comingled with food preparation equipment. These functions should be separated with the office being located within its own space. Refitting the space will allow for a better utilization of the available space.

This concludes this section of the report.



Image 3



Image 4



Image 5



Image 6

H. Proposed Soils Exploration

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

H. PROPOSED SOILS EXPLORATION AND GEOTECHNICAL EVALUATIONS

Lahlaf Geotechnical Consulting, Inc. (LGCI) engaged Northern Drill Service Inc. (NDS) of Northborough, Massachusetts to advance nine (9) soil borings (B-1 and B-9) at the site of the proposed Agawam High School on July 17 and 18, 2023. The borings were advanced with a track-mounted Mobile B-53 ATV Rig drill. The borings were started with (3-1/4" I.D.) hollow stem augers and were continued using drive-and-wash techniques with a 4-inch casing. The borings extended to depths ranging between 22 and 32 feet beneath the ground surface. Upon completion, the boreholes were backfilled with the soil cuttings and the ground surface was restored using asphalt cold patch in paved areas.

The borings indicated 0.7 to 1.5 feet of topsoil or 0.2 to 0.3 feet of asphalt, overlying 4 to 6 feet of existing fill, overlying natural sand. The existing fill was loose to medium dense and contained traces of asphalt and organic soil. Coal ash was observed in one (1) sample of fill in one (1) boring. The natural sand, which extended to the termination depths of the borings, was mostly medium dense.

The subsurface conditions observed in the borings are suitable to support shallow foundations after the topsoil, asphalt, and existing fill are entirely removed from within the proposed building footprint(s) and replaced with Structural Fill. The proposed slab may be designed as a slab-on-grade supported on Structural Fill placed directly on the natural sand. AN under-slab drainage system is not required for building designed without a basement.

In proposed paved areas, we recommend removing the top 18 inches of asphalt and/or soil, compacting the existing fill, and restoring the grades with Ordinary Fill placed and compacted to the bottom of the proposed subbase layer.

The portion of the existing fill free of organic soil may be used as Ordinary Fill below the subbase layer of paved areas and in landscaped areas. Due to the poorly graded nature of the existing fill, compaction will require additional efforts and wetting to achieve the required relative compaction.

I. Phase I ESA

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

I. PHASE I ENVIRONMENTAL SITE ASSESSMENT

The Phase I Environmental Site Assessment will be conducted by the end of August 2023.

J. Hazardous Materials Assessment

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

J. HAZARDOUS MATERIAL ASSESSMENT

Hazardous material assessment will be done by the end of August, 2023.

K. Existing Materials

Preliminary Design Program
Agawam High School

3.1.4 Evaluation of Existing Conditions

K. EXISTING MATERIALS

The Agawam Public School provided the following documents:

1955 Drawings - Plans, Sections, Elevations, Details, Framing, Electric

1995 Drawings - Plans, Reflected Ceiling Plans, Sections, Elevations, Details, HVAC, Electric

2001 Drawings - Plans, Reflected Ceiling Plans, Sections, Elevations, Details, HVAC, Electric

2015 Drawings - Existing Site Plans, Plans for new Athletic Fields

3.1.5 Site Development Requirements

- A. Site Development Narrative
- B. Existing Site Plan

A. Site Development Narrative

Preliminary Design Program
Agawam High School

3.1.5 Site Development Requirements

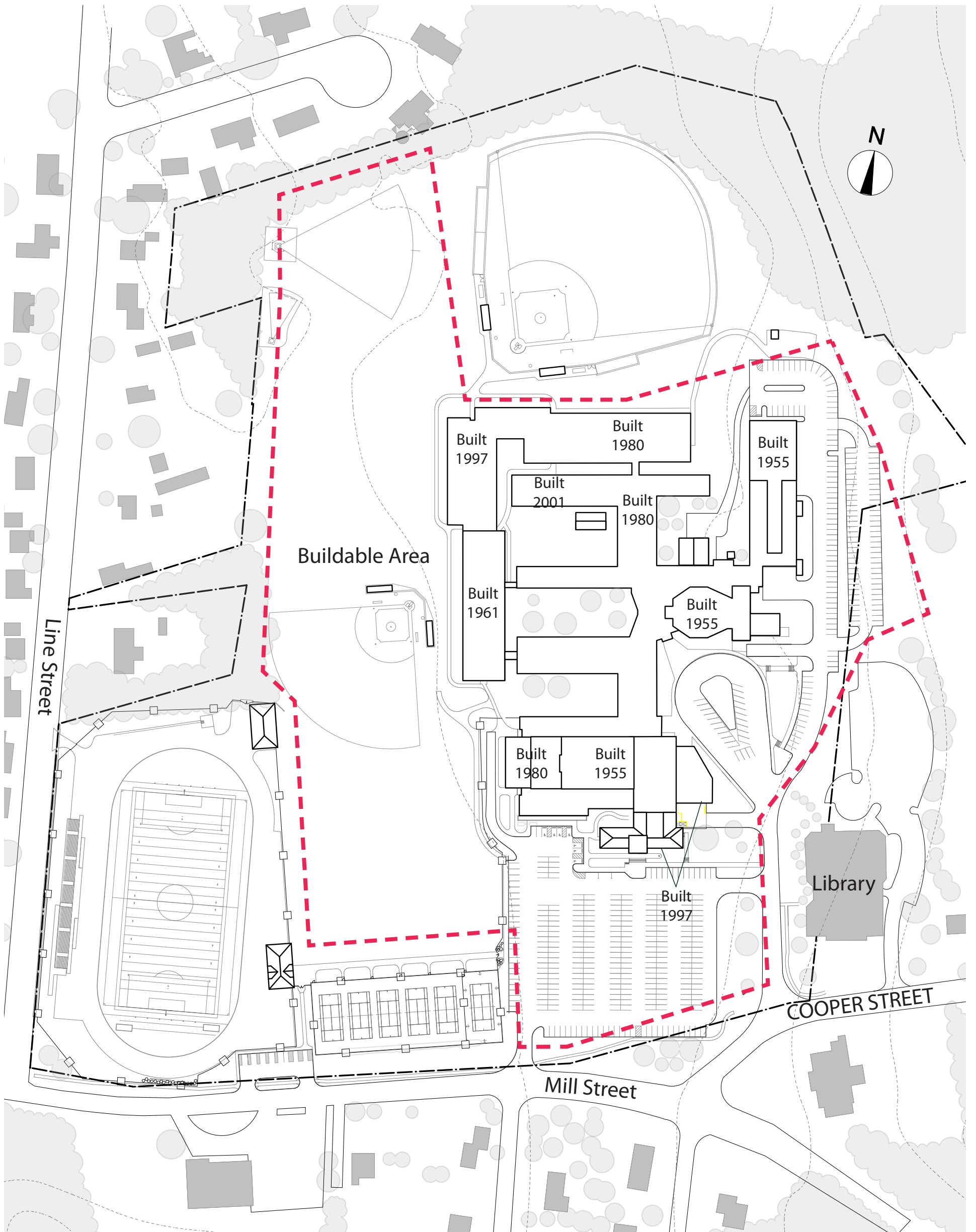
1 . SITE DEVELOPMENT NARRATIVE

The Agawam High School enjoys a large campus surrounded by municipal and residential uses and a swath of northern deciduous woodland. The topography is moderately flat, with steeper slopes found at the northeast corner of the property descending into the woodland. Access into and out of the site offers connectivity between the school, new athletic facilities, the neighboring library, and residential abutters; however, various ADA accessibility non-compliance issues were identified that will require evaluation during the project's development. The unique design of the school building creates several central courtyards that maintain the potential for further development fostering sustainable gardening lessons and outdoor learning opportunities. Recent investments into the campus have generated beautiful and functional amenities for students and the wider community, including a new track and field and football complex, a new baseball field, and a new outdoor classroom offering infrastructure for gardening lessons as well as furnishings for learning amidst the woodland and wetland ecosystems. A variety of mature deciduous trees were noted throughout the property, primarily within the courtyard spaces. While numerous site furnishings recently added as a part of the new athletic and outdoor classroom amenities are in excellent condition, various other site furnishings throughout the campus have weathered and aged over time.

B. Existing Site Plans

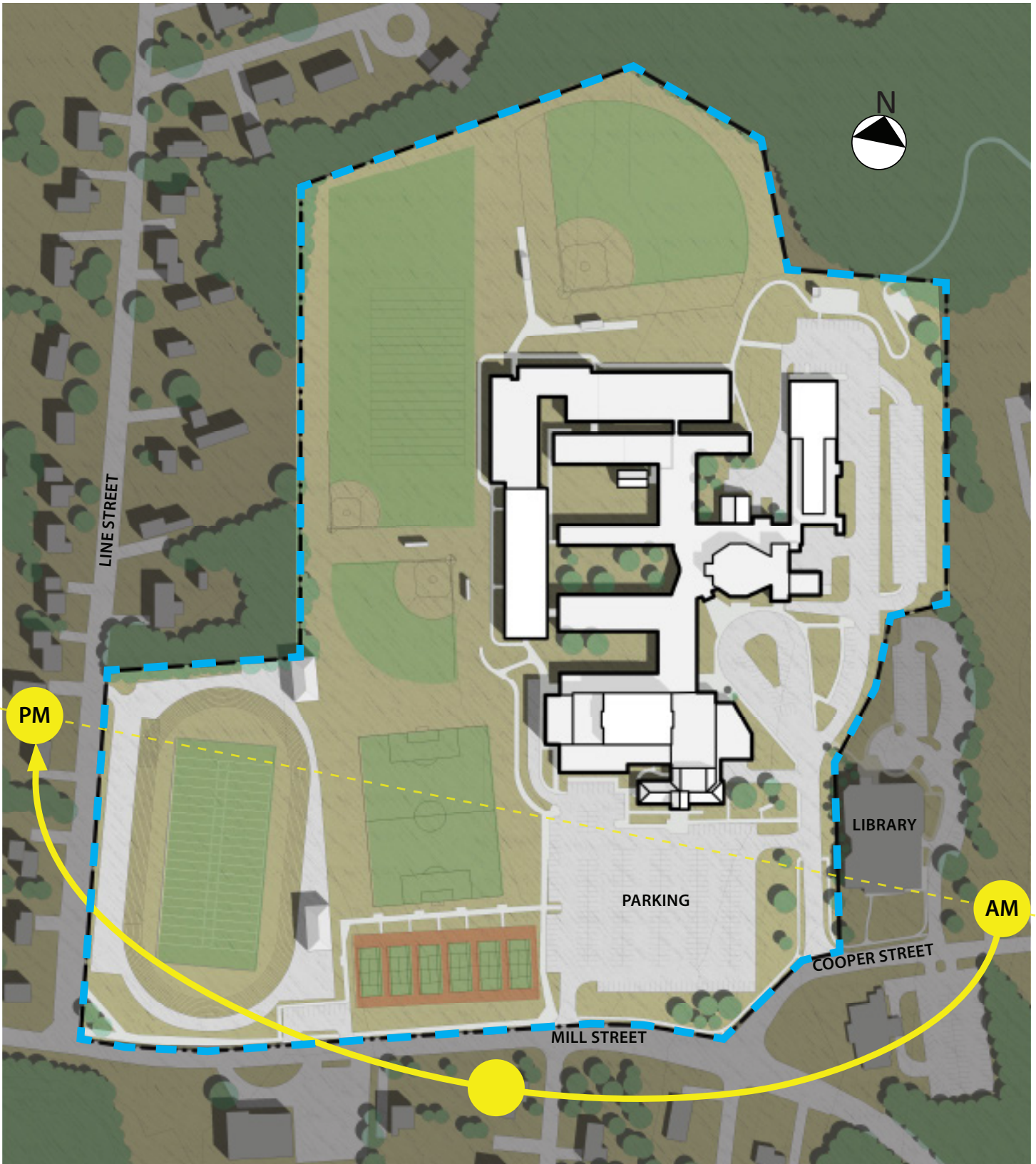
Preliminary Design Program
Agawam High School

AGAWAM HIGH SCHOOL SITE PLAN



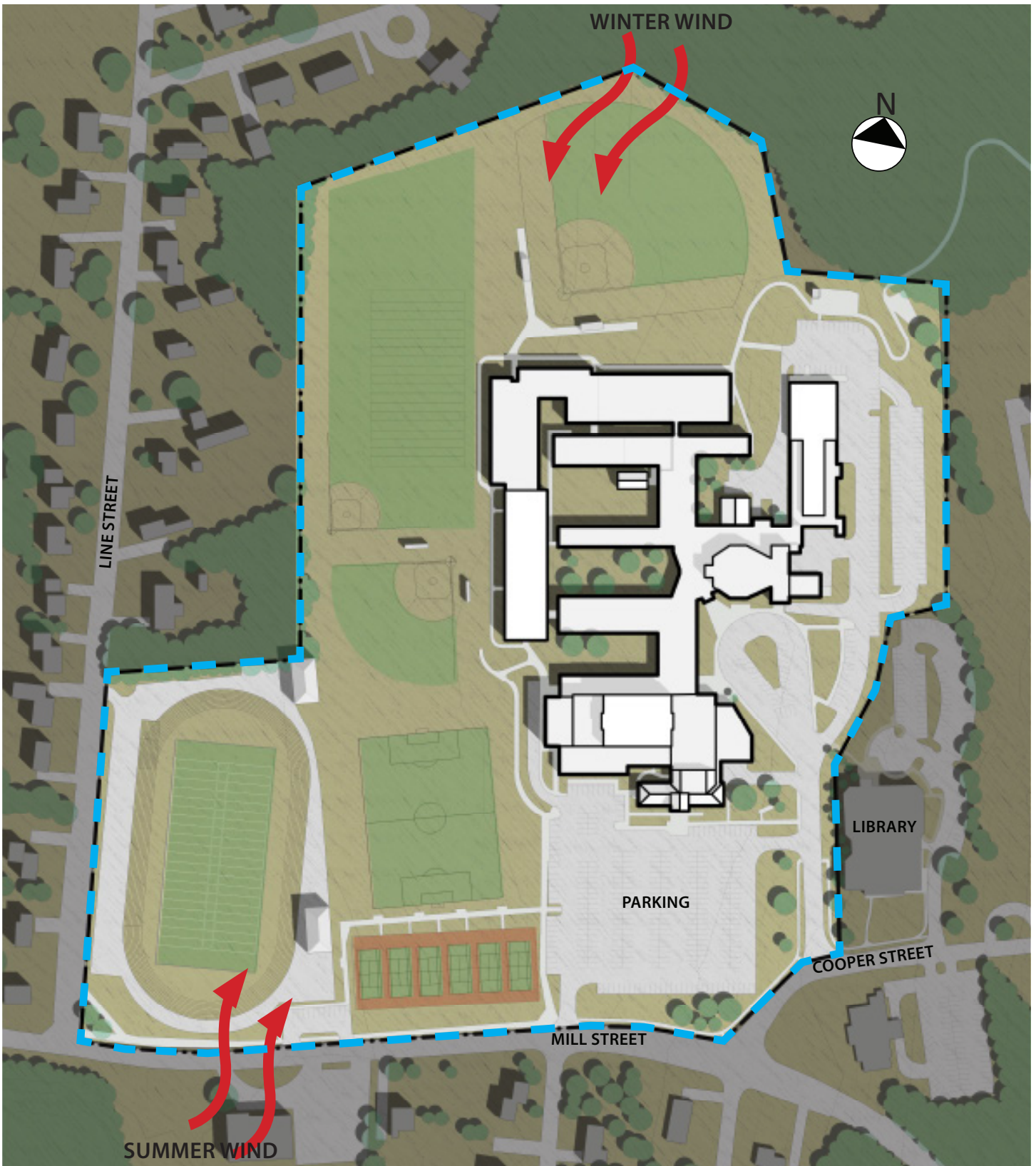
3.1.5 Site Development Requirements

SOLAR ORIENTATION



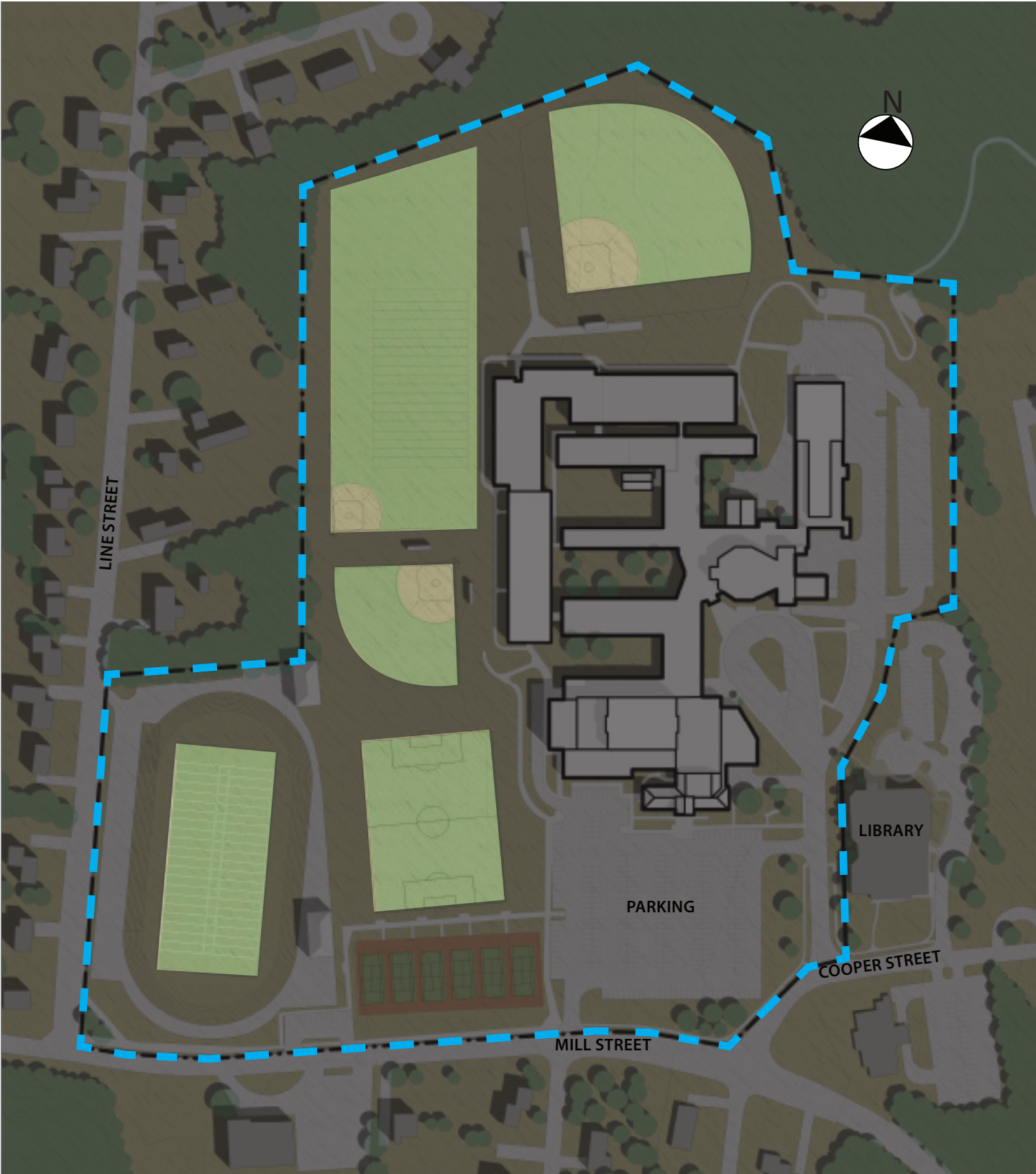
3.1.5 Site Development Requirements

PREVAILING WINDS



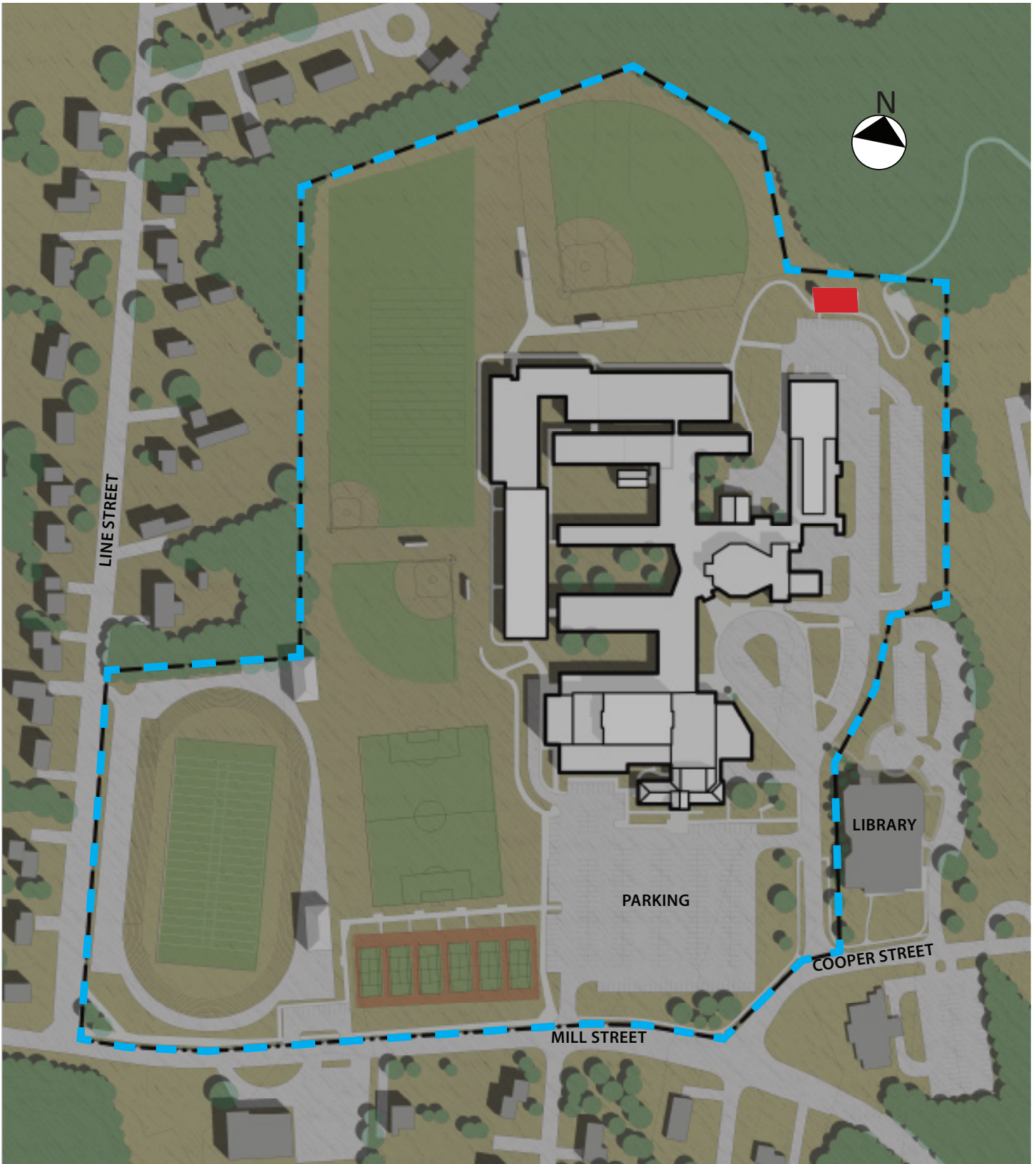
3.1.5 Site Development Requirements

ATHLETIC FIELDS



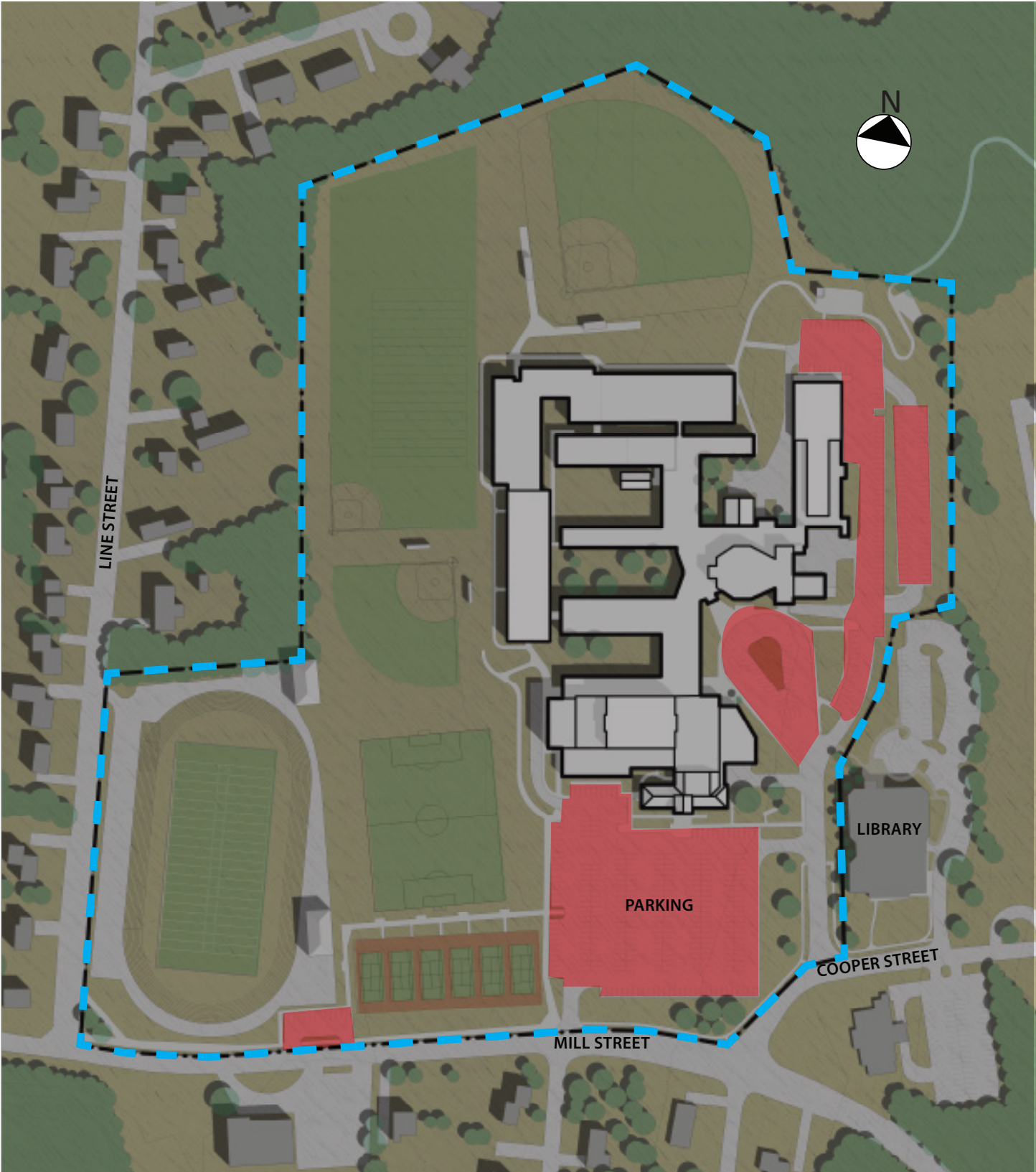
3.1.5 Site Development Requirements

GARDEN



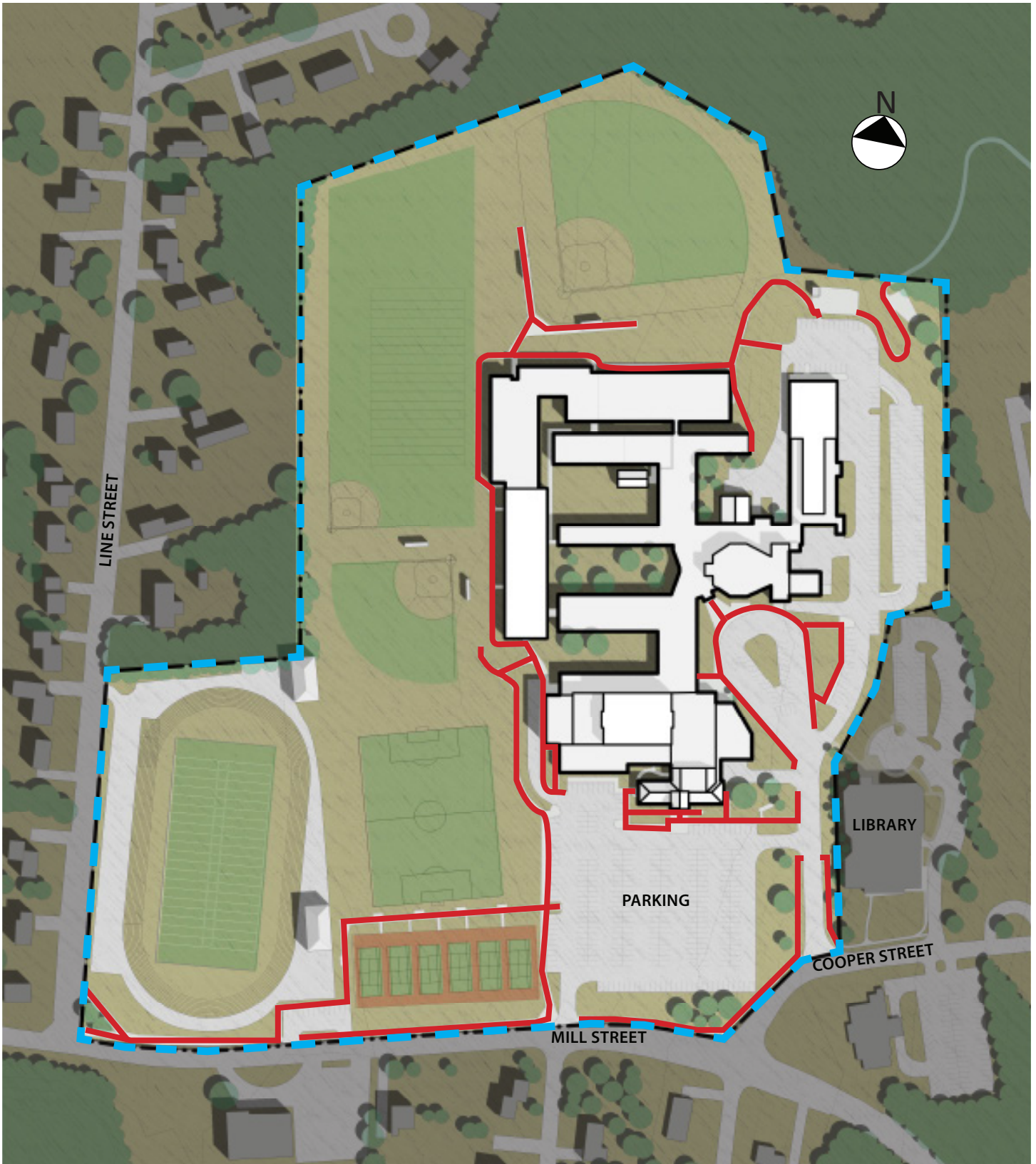
3.1.5 Site Development Requirements

PARKING



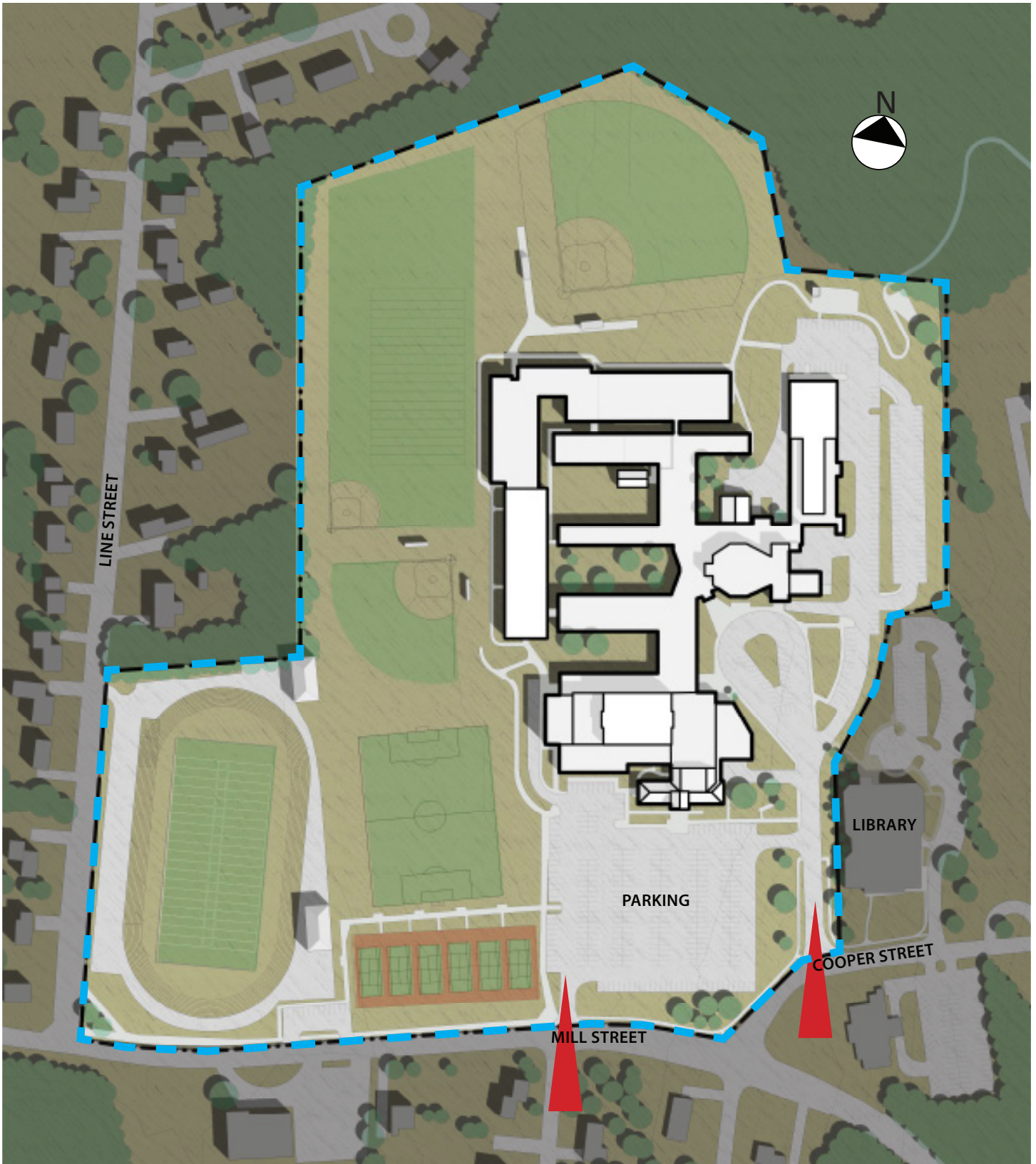
3.1.5 Site Development Requirements

PEDESTRIAN ACCESS



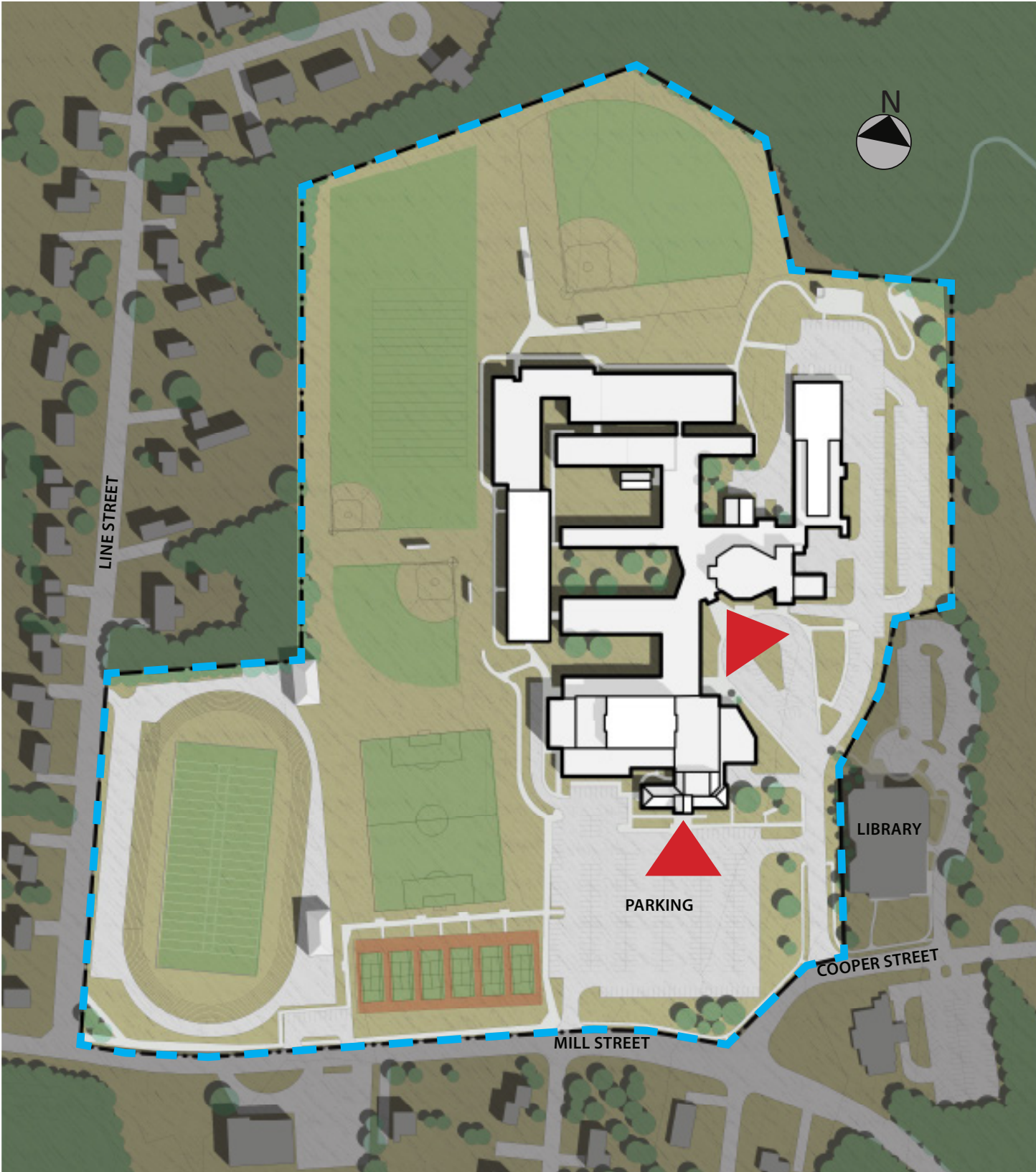
3.1.5 Site Development Requirements

VEHICULAR ACCESS



3.1.5 Site Development Requirements

ENTRIES



3.1.6 Preliminary Evaluation of Alternatives

- A. Analysis of School District Student School Assignment Practices
- B. Tuition Agreements with Adjacent School Districts
- C. Rental or Acquisition of Existing Buildings
- D. Base Repair Option
- E. Renovation/Addition Options
- F. New Construction Options
- G. Three Design Alternatives for Further Development

A. Analysis of School District Student School Assignment Practices

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

A. ANALYSIS OF SCHOOL DISTRICT STUDENT ASSIGNMENT PRACTICES AND AVAILABLE SPACE IN THE OTHER SCHOOLS IN DISTRICT

The Agawam School District consists of eight school buildings. Each school has its own location throughout the Town of Agawam. Early childhood Center (Pre-K) Phelps, Granger, Clark and Robinson Park Elementary Schools (Grades K-4) Doering Middle School (Grades 5-6) 1921 Agawam Junior High (Grades 7-8) 1973 and Agawam High School (Grades 9-12) 1955. There is no additional identified space available in other schools based on the current and projected enrollment.

B. Tuition Agreements with Adjacent School Districts

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

B. TUITION AGREEMENTS WITH ADJACENT SCHOOL DISTRICT

Agawam Public Schools does not have tuition agreements with other districts. Students are able to attend choice districts or charter schools. The issues outlined in the Statement of Interest could not be addressed or mitigated by initiating tuition agreements with other districts.

C. Rental or Acquisition of Existing Buildings

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

C. RENTAL OR ACQUISITION OF EXISTING BUILDINGS

As part of the site analysis process, the Town analyzed other available sites and buildings for the Agawam High School student population. There are no school or commercial buildings currently for rent or sale that could house the Agawam High School in the district.

D. Base Repair Option

Preliminary Design Program
Agawam High School

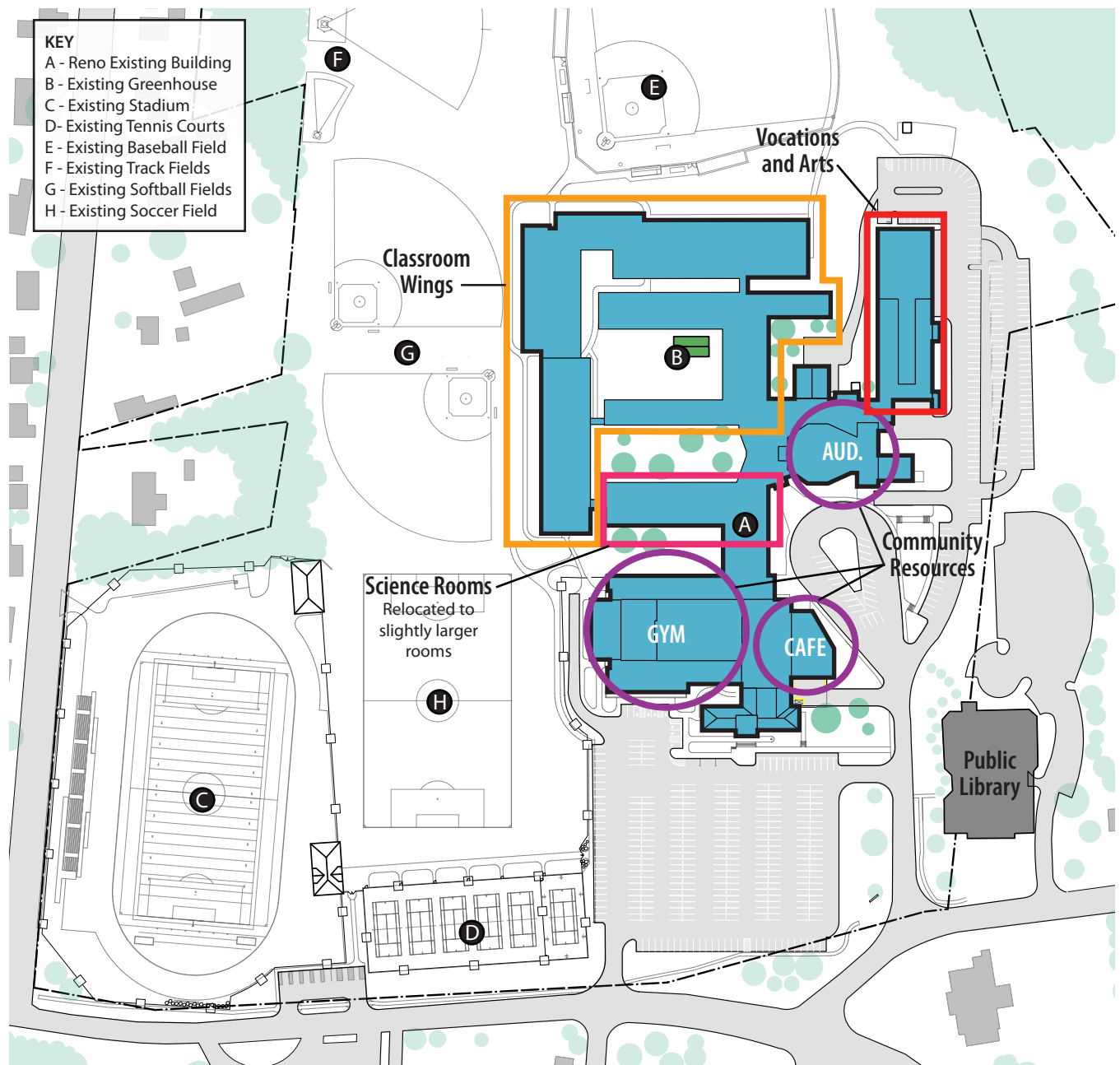
3.1.6 Preliminary Evaluation of Alternatives

D. BASE REPAIR OPTION

Building: This option involves extensive renovations to the existing one-story building providing upgrades to circulation, accessibility and building systems. Renovations do not involve moving partitions or building additions. Circulation improvements do little to help with supervision and internal traffic in the still “disjointed” arrangement of multiple building additions over the last seventy years. Classes and labs remain undersized significantly and achieving the goals and priorities developed from the educational visioning is not achievable.

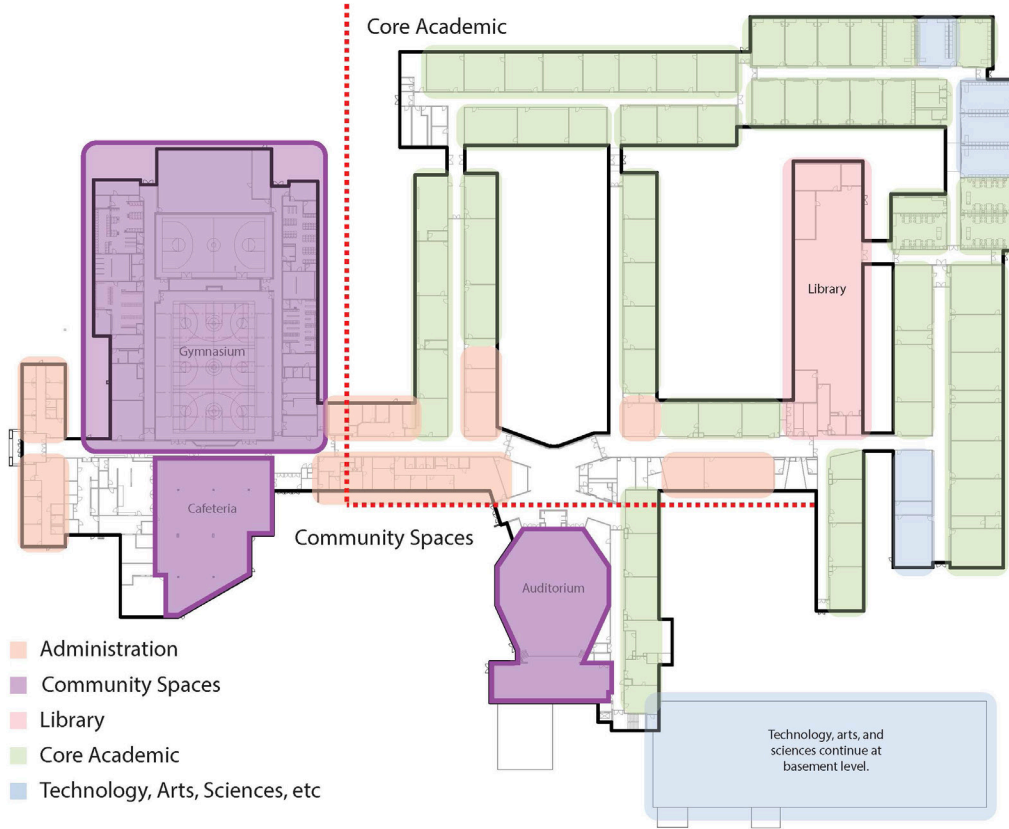
Site: Improvements to the site will address non-compliant slopes in walkways, addition of properly sized accessible parking spaces, minimal site utility and storm water improvements, updated exterior lighting for safety.

Phasing: This would be a multi-phased construction project requiring a significant number of modular classrooms. The gymnasium and auditorium program would be displaced up to 14 months during the construction.

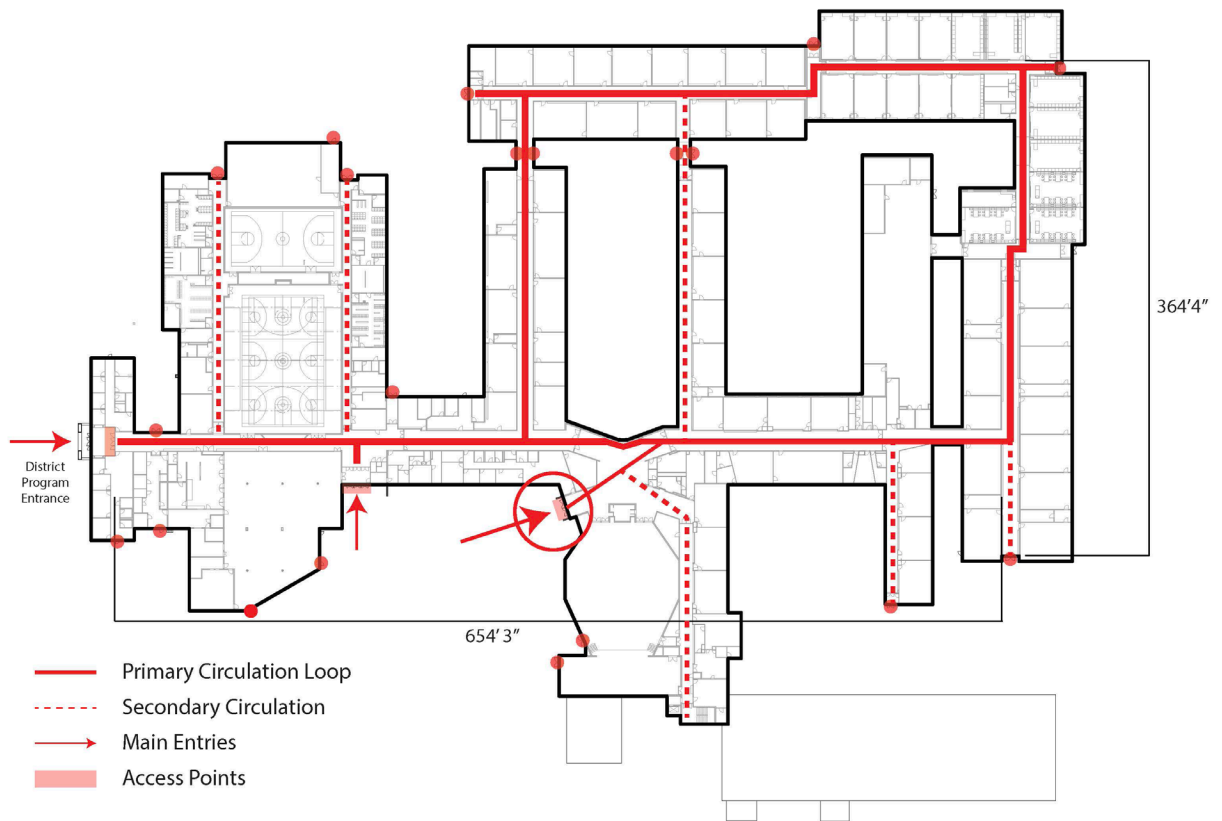


3.1.6 Preliminary Evaluation of Alternatives

Building Diagrams- Programmatic Breakdown

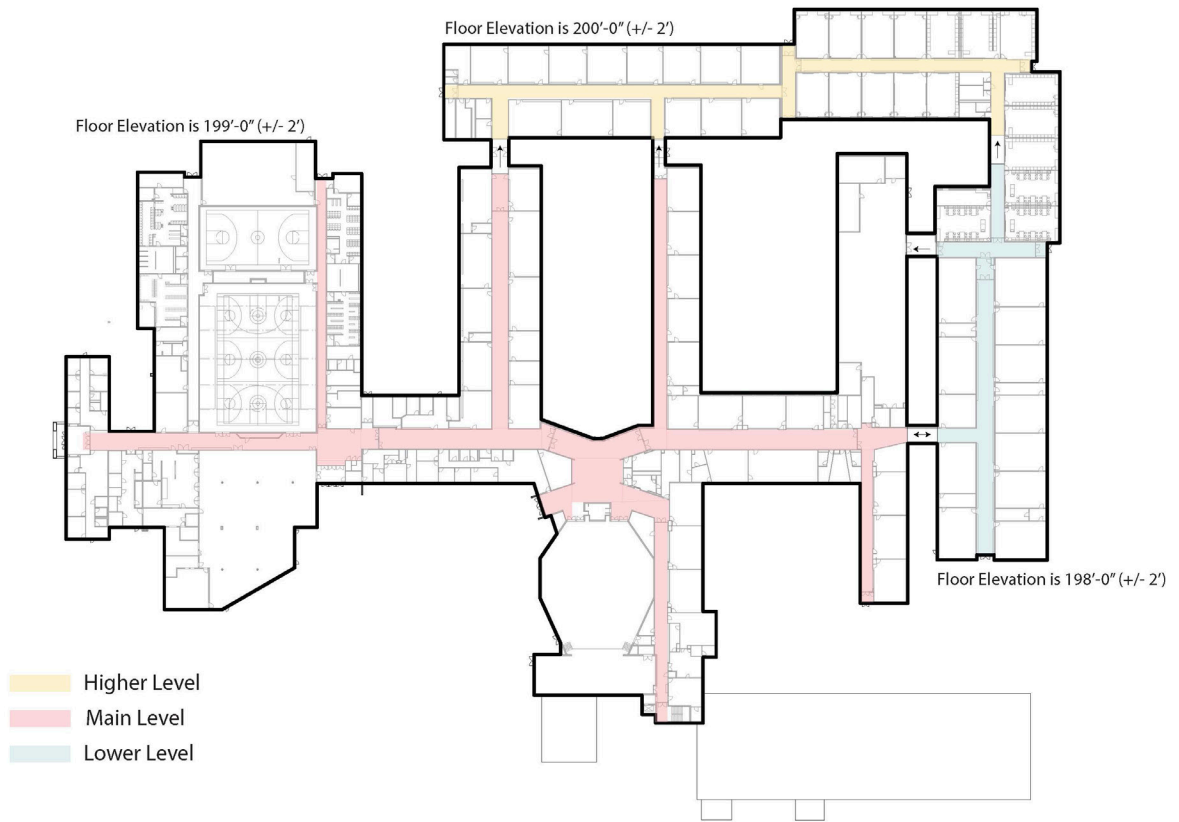


Building Diagrams- Circulation



3.1.6 Preliminary Evaluation of Alternatives

Building Diagrams- Multiple Level Changes



Building Diagrams- Natural Light



E. Renovation/Addition Options

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

E. RENOVATION/ADDITION ALTERNATIVES

Four Renovation/Addition alternatives were evaluated at Agawam High School site. The following describe the siting, conceptual planning, and initial construction phasing.

2 Series - about 25% renovation with 75% addition



3 Series - about 50% renovation with 50% addition

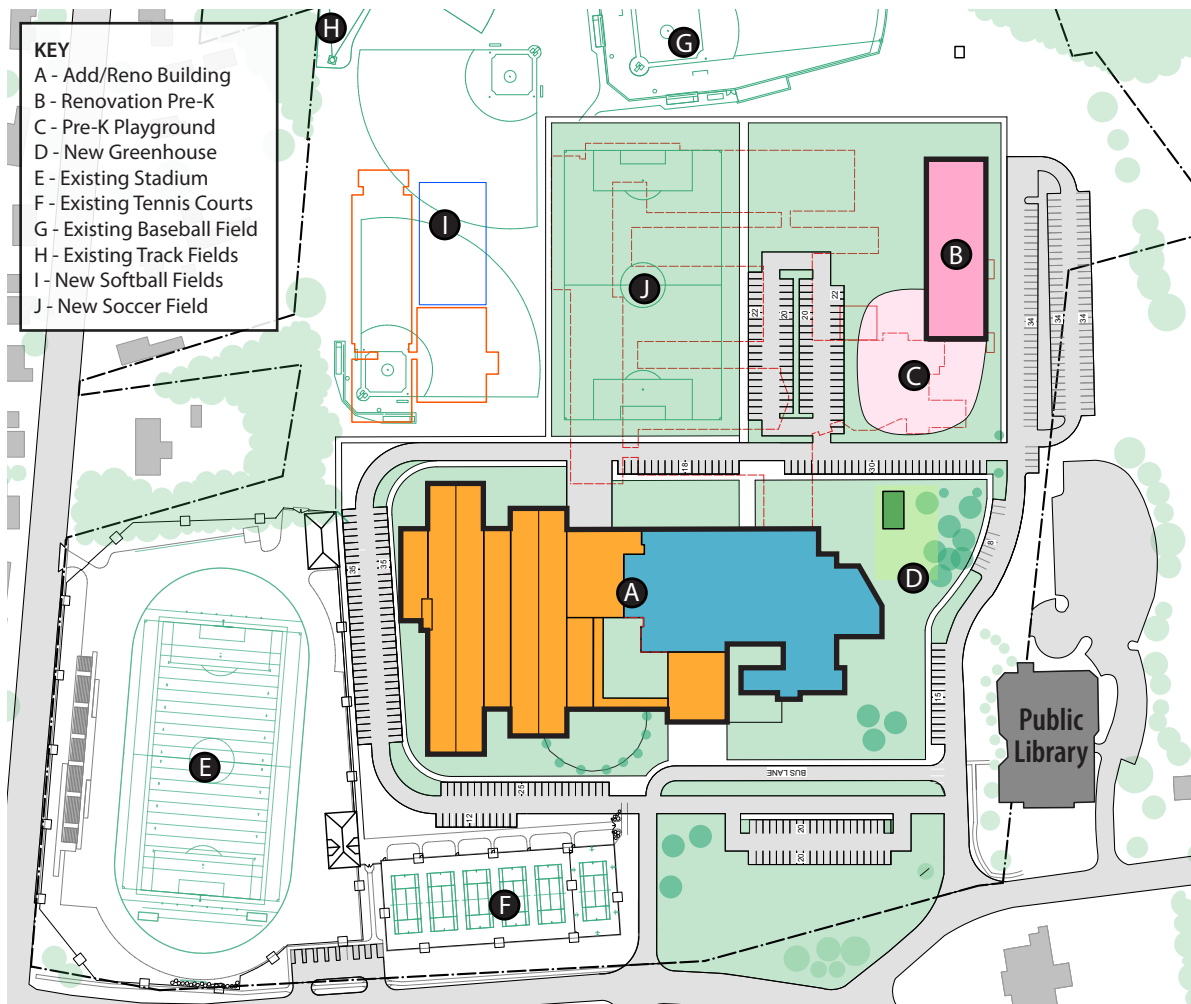


3.1.6 Preliminary Evaluation of Alternatives

E. RENOVATION/ADDITION ALTERNATIVES

2 SERIES

Option 2A - Grades 9-12 (955 Enrollment)



Building

This solution locates a new two-story addition to the west of the existing gymnasium wing. The addition accommodates a new cafeteria, auditorium, and academic spaces. The existing 1955 wing will be renovated to for vocational / technical programs, offices, and the gymnasium. This strategy satisfies program needs and aligns with the district's educational vision. The new cafeteria with service area located to the north would be located near the renovated gymnasium. Academic wings are located to the east near the tennis courts and athletic fields.

Site

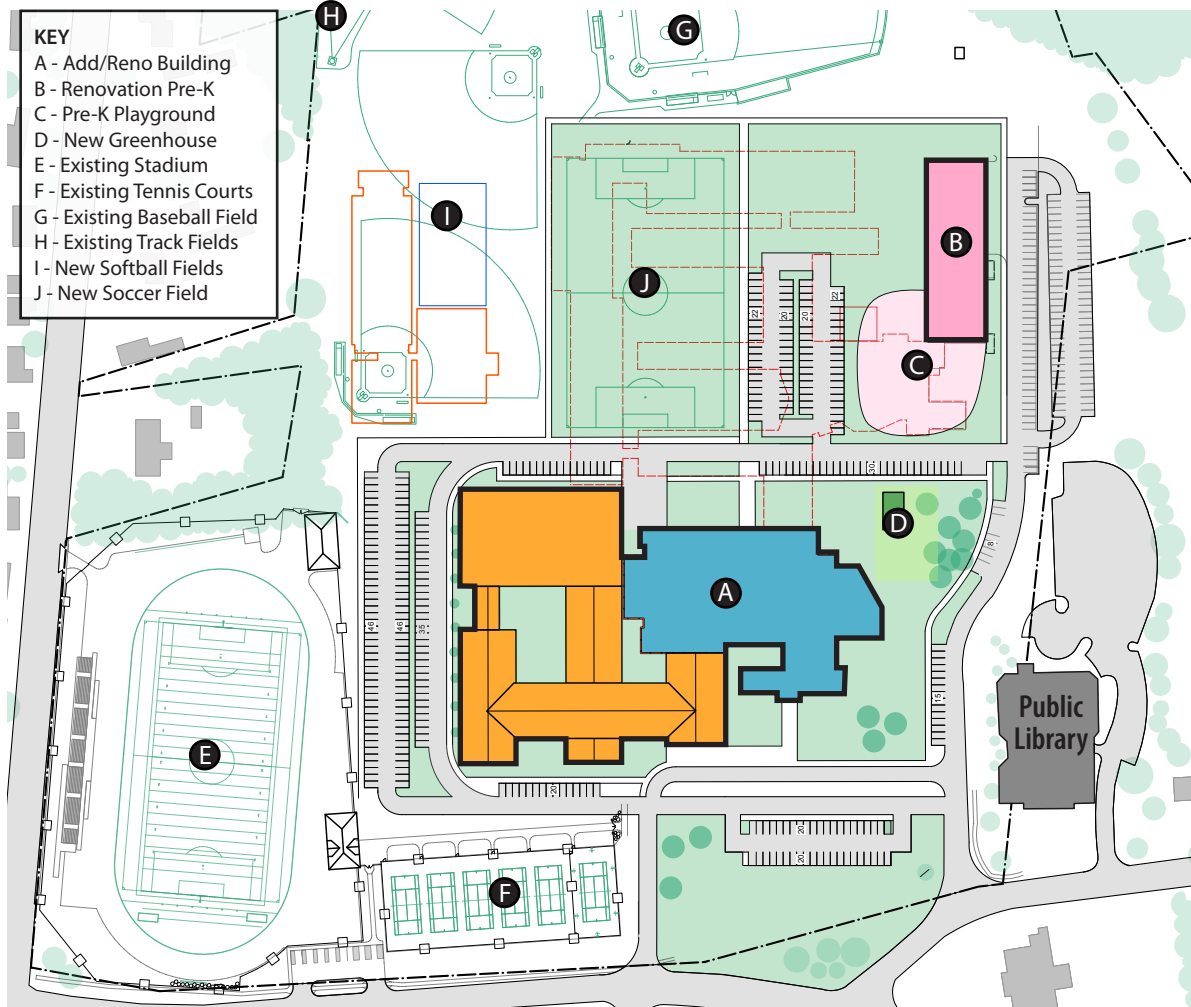
The building is organized east to west creating a new public face along Mill Street and Cooper Street. Overall relief on the site is achieved by replacing most of the sprawling existing one-story high school. The former vocational wing of the high school will be renovated into the Pre-K. Locating the Pre-K on the northern portion of the site minimizes conflicts with high school traffic.

Phasing

This would be a multi-phased construction project requiring modular classrooms. The gymnasium will be displaced while the existing space is being renovated.

3.1.6 Preliminary Evaluation of Alternatives

Option 2B - Grades 9-12 (955 Enrollment)



Building

This solution locates a new two-story addition to the west of the existing gymnasium wing. The addition accommodates a new cafeteria, gymnasium, and academic spaces. The existing 1955 wing will be renovated to for vocational / technical programs, the auditorium, music programs and art. Extensive structural modifications will be made to transform the existing gymnasium into an auditorium. This strategy satisfies program needs and aligns with the district's educational vision. The new gymnasium has improved access to the fields when compared to option 2A. Academic wings take advantage of internal courtyards for natural light and outdoor learning spaces.

Site

The building is organized east to west creating a new public face along Mill Street and Cooper Street. Overall relief on the site is achieved by replacing most of the sprawling existing one-story high school. The former vocational wing of the high school will be renovated into the Pre-K. Locating the Pre-K on the northern portion of the site minimizes conflicts with high school traffic.

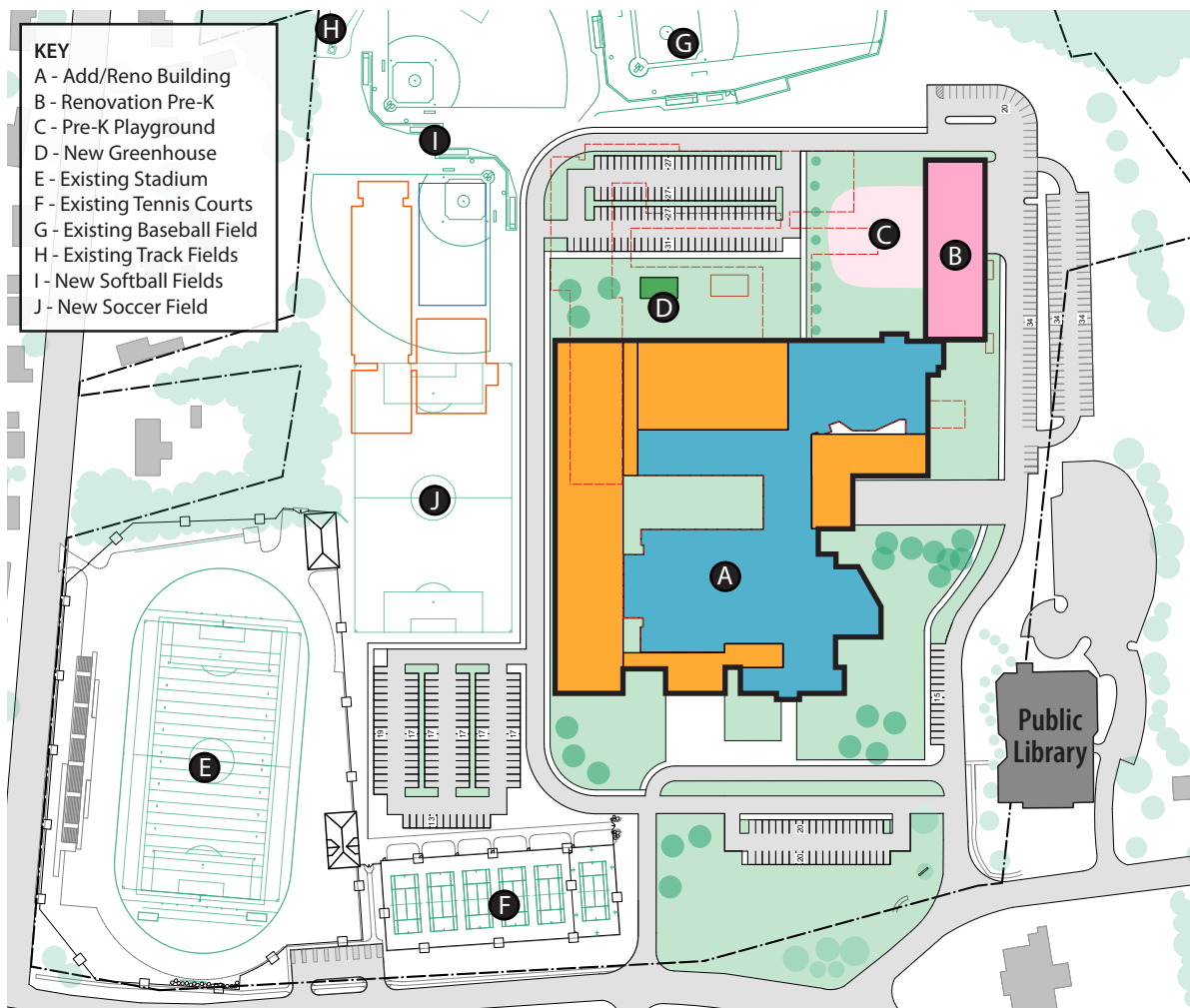
Phasing

This would be a multi-phased construction project requiring modular classrooms. Auditorium related programs will be displaced off site while the existing space is being renovated.

3.1.6 Preliminary Evaluation of Alternatives

3 SERIES

Option 3A - Grades 9-12 (955 Enrollment)



Building

This solution locates a new two-story addition to the west and north of the existing 1955 gymnasium wing and academic wing. The addition accommodates academic spaces, art, and the music programs. The existing 1955 wings will be renovated for vocational / technical programs, the auditorium, gymnasium, and the cafeteria. A smaller addition adjacent to the existing auditorium will accommodate a new service area with receiving, kitchen and mechanical spaces. Extensive structural modifications will be made to renovate the existing gymnasium and auditorium spaces. This option meets program space needs and limited aspects of district's educational vision.

Site

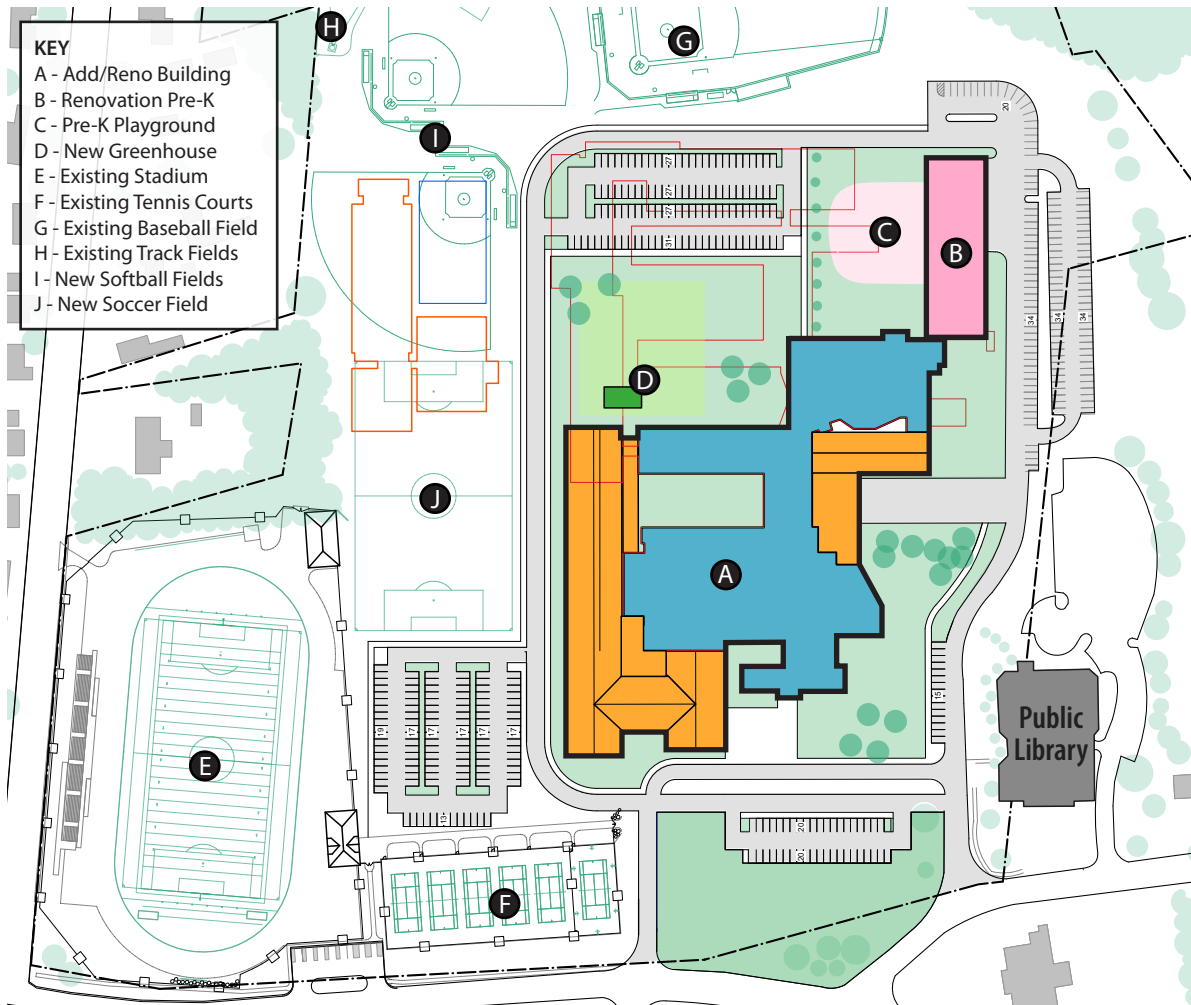
The building is centrally located and more compact than the current by removing more of the existing one-story wings. A vehicular loop drive is established surrounding the school. The Pre-K is now incorporated into vehicular loop and near the high school making this solution for Pre-K less desirable.

Phasing

This would be a multi-phased construction project requiring modular classrooms. The auditorium and gymnasium related programs will be displaced off site while the existing space is being renovated.

3.1.6 Preliminary Evaluation of Alternatives

Option 3B - Grades 9-12 (955 Enrollment)



Building

This solution locates a new two-story addition to the west and north of the existing 1955 gymnasium wing and academic wing. The addition accommodates academic spaces, art, and the music programs. The existing 1955 wings will be renovated for vocational / technical programs, the auditorium, gymnasium, and the cafeteria. A smaller addition adjacent to the existing auditorium will accommodate a new service area with receiving, kitchen and mechanical spaces. Extensive structural modifications will be made to renovate the existing gymnasium and auditorium spaces. This option meets program space needs and limited aspects of district's educational vision.

Site

The building is centrally located and more compact than the current by removing more of the existing one-story wings. A vehicular loop drive is established surrounding the school. The Pre-K is now incorporated into vehicular loop and near the high school making this solution for Pre-K less desirable.

Phasing

This would be a multi-phased construction project requiring modular classrooms. The auditorium and gymnasium related programs will be displaced off site while the existing space is being renovated.

F. New Construction Options

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

F. NEW CONSTRUCTION ALTERNATIVES

Three new construction alternatives were evaluated during the PDP phase of the Agawam High School Project. The following describe the siting, conceptual planning, and initial construction phasing.

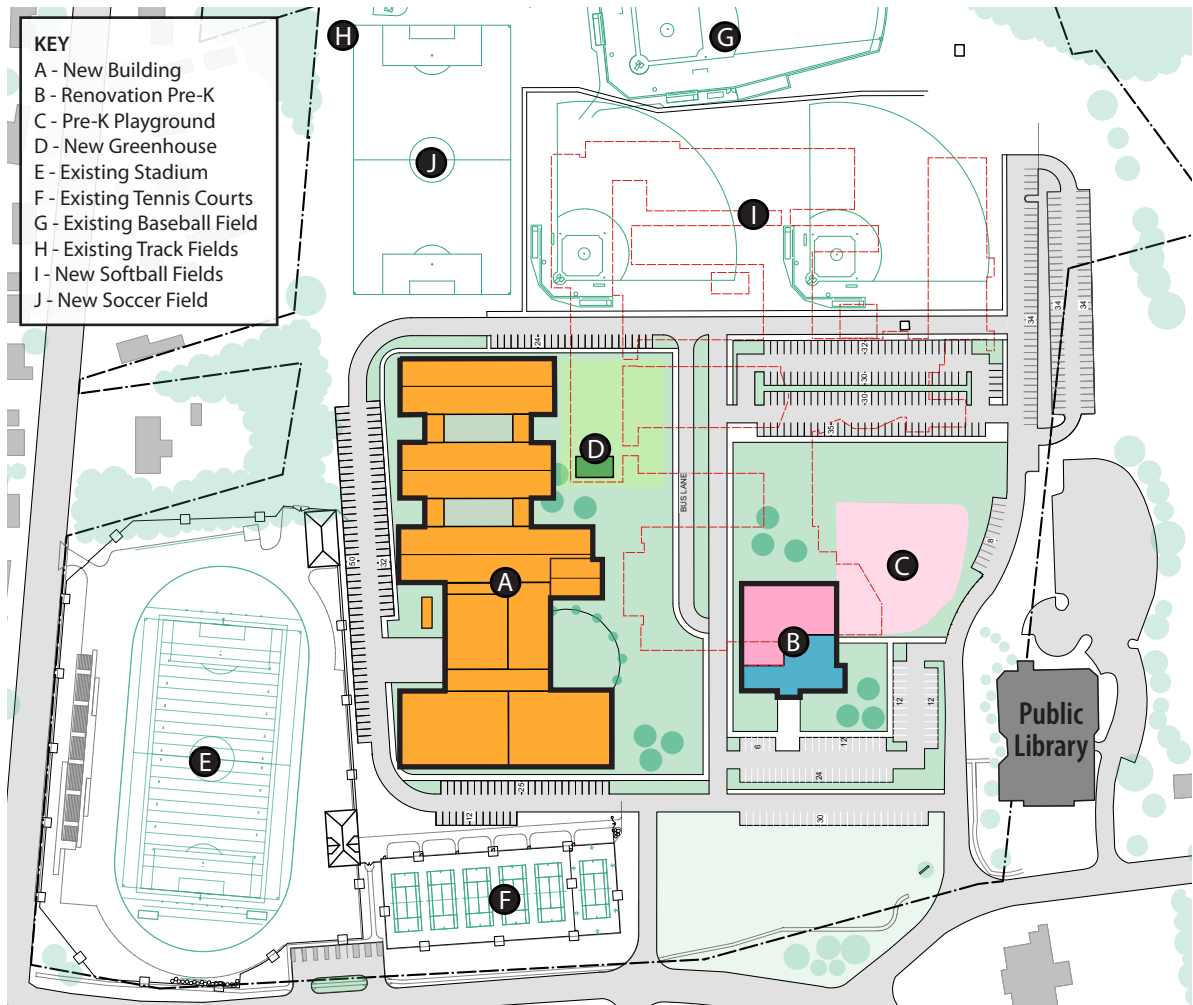
1 SERIES - 100% NEW CONSTRUCTION



3.1.6 Preliminary Evaluation of Alternatives

F. NEW CONSTRUCTION ALTERNATIVES

Option 1A - Grades 9-12 (955 Enrollment)



Building

This new construction two-story solution satisfies program needs and aligns with the district’s educational vision. The community wing consisting of the gymnasium, cafeteria and auditorium allow for improved supervision and use by the school and community. Academic wings are located to the north with connections to various outdoor learning spaces. This compact solution allows for clear internal circulation, showcases programs, and provides natural light from perimeter, internal courtyard, and the main entry plaza.

Site

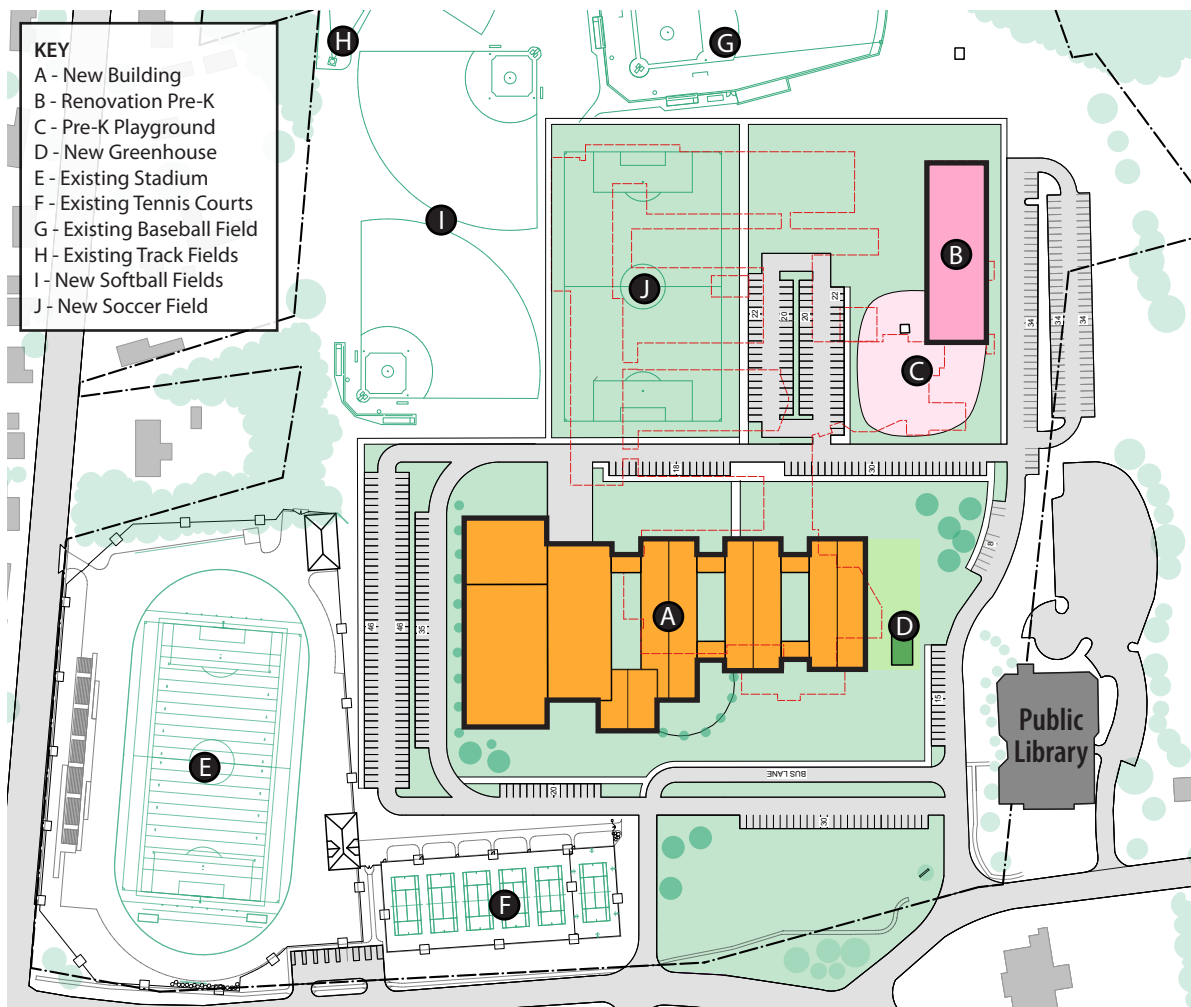
The building is organized north to south along the western portion of the site adjacent to the athletic stadium and near a residential neighborhood. Overall relief on the site is achieved by replacing the sprawling existing one-story high school with a more compact solution as noted above. The new Pre-K school and play area would be centrally located between the high school and the Agawam Public Library.

Phasing

This straightforward construction project minimizes disruption to teachers and student. The new school is built off the footprint of the existing and when complete the existing school will be demolished. It does not require modular classrooms and program will not be displaced. The Pre-K program cannot begin construction until the main high school building is removed.

3.1.6 Preliminary Evaluation of Alternatives

Option 1B - Grades 9-12 (955 Enrollment)



Building

This new construction two-story solution satisfies program needs and aligns with the district's educational vision. The community wing consisting of the gymnasium, cafeteria and auditorium allow for improved supervision and use by the school and community. Academic wings are located to the east with connections to various outdoor learning spaces. This compact solution allows for clear internal circulation, showcases programs, and provides natural light from perimeter, internal courtyard, and the main entry plaza.

Site

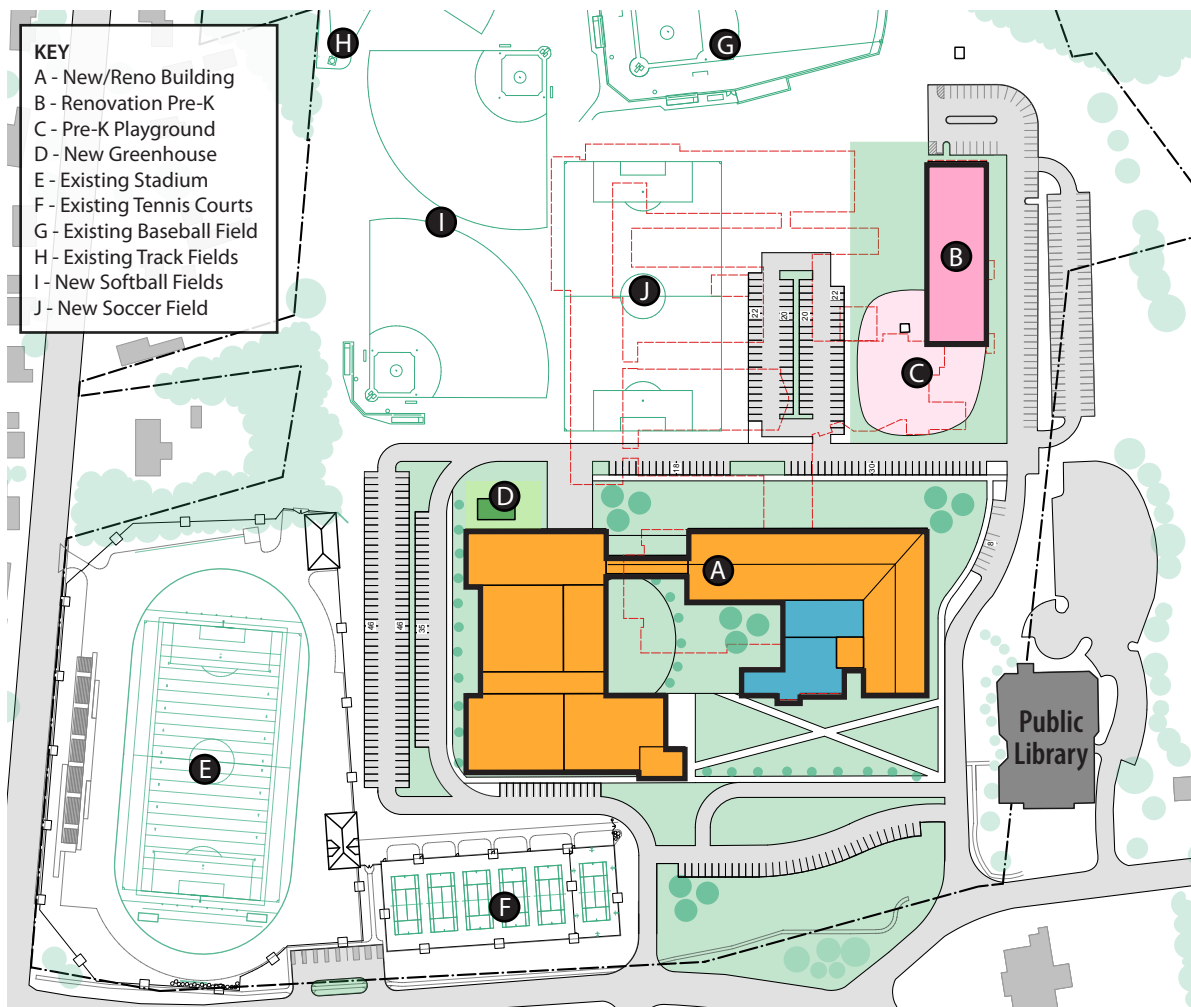
The building is organized east to west creating a new public face along Mill Street and Cooper Street. A campus connection is improved with pedestrian walkways connected the athletic stadium to the west, new centrally located school and the Agawam Public Library to the south. Overall relief on the site is achieved by replacing the sprawling existing one-story high school with a more compact solution as noted above. The former vocational wing of the high school will be renovated into the Pre-K. Locating the Pre-K on the northern portion of the site minimizes conflicts with high school traffic.

Phasing

This straightforward construction project minimizes disruption to teachers and student. The community wing consisting of the gymnasium, cafeteria and auditorium of the new school will be built first away from footprint of the existing. Once complete, the existing school's gymnasium and cafeteria will be demolished, and new academic wings constructed. It does not require modular classrooms and program will not be displaced.

3.1.6 Preliminary Evaluation of Alternatives

Option 1C - Grades 9-12 (955 Enrollment)



Building

This new construction two-story solution satisfies program needs and aligns with the district's educational vision. This campus approach allows greater outdoor access for students and breaks down the scale of a large high school program into two buildings. Portions of the existing school is retained and highlighted with rich architectural detail. The community wing consisting of the gymnasium, cafeteria and auditorium allow for improved supervision and use by the school and community. Academic wings are located to the east with connections to various outdoor learning spaces. This compact solution allows for clear internal circulation, showcases programs, and provides natural light from perimeter, internal courtyard, and the main entry plaza.

Site

The building is organized east to west creating a new public face along Mill Street and Cooper Street. A campus connection is improved with pedestrian walkways connected the athletic stadium to the west, new centrally located school and the Agawam Public Library to the south. Overall relief on the site is achieved by replacing the sprawling existing one-story high school with a more compact solution as noted above. The former vocational wing of the high school will be renovated into the Pre-K. Locating the Pre-K on the northern portion of the site minimizes conflicts with high school traffic.

Phasing

This straightforward construction project minimizes disruption to teachers and student. The community wing consisting of the gymnasium, cafeteria and auditorium of the new school will be built first away from footprint of the existing. Once complete, the existing school's gymnasium and cafeteria will be demolished, and new academic wings constructed. It does not require modular classrooms and program will not be displaced.

G. Alternatives for Further Development

Preliminary Design Program
Agawam High School

3.1.6 Preliminary Evaluation of Alternatives

H. EVALUATION OF DESIGN ALTERNATIVES

Throughout PDP, workshops involved a range of stakeholders, including the Educational Leadership Team, the School Building Committee, faculty and staff of the school, and student focus groups. In a manner that is atypical for many schools engaged in an MSBA Feasibility Study, school leadership decided early on that it was essential to engage all faculty voices in the conversation, as well as a variety of students, residents, and the Agawam City Counsel.

During the months of May and June 2023, a combined 60+ participants – including Agawam Public Schools leadership, Agawam High School (AHS) staff, students, and administrators, parents, and community members – participated in a variety of visioning and programming sessions run by My Learning Place (MLP) Integrated Design and Flansburgh Architects. Each session was part of a collaborative process designed to inform the AHS of the Massachusetts School Building Authority (MSBA) Feasibility Study and pre-design process. Participants were led through a step-by-step visioning process aimed at capturing their high-level thinking about the following: 1) educational, architectural, and community goals and priorities; 2) vision of authentic and engaging learning; and 3) vision of an ideal learning environment to support their vision of teaching and learning. To these ends, bi-weekly Academic Leadership Team meetings, faculty interviews, educational observations by consultants, three full-day visioning workshops, and a Community Forum providing project updates were conducted. As a result of these workshops and forums, a coherent and dynamic vision for the new school facility has begun to emerge, and teachers, administrators, students, and parents have all expressed appreciation as being included in the process in such a comprehensive way.

Development of design options began with a thorough survey of existing conditions, documented in section 3.1.4 E., Evaluation of Existing Conditions. This report showed that the school is structurally sound but needs major upgrades and replacement of its outdated systems, new classroom finishes, accessibility improvements and much more. The space needs and programming study showed that the school presently has 216,000 gsf, will need to expand to nearly 233,000 gsf to meet modern classroom size standards, provide sufficient space for special needs students, and provide classroom and lab space for programs now being taught in spaces originally designed the library. It was determined during the evaluation process to repurpose parts of the existing high school for the proposed Pre-K program.

In addition to the priority goals determined through the educational visioning process, an understanding of the advantages, limitations, and opportunities for reuse across the campus informed initial design options. The School Building Committee reviewed an array of extensive renovation schemes with proposed demolition and additions ranging from minimal to extensive and new construction alternatives. In the end, three options for new construction and four options for renovation/addition, and the Code-Upgrade were studied for a total eight different options. These options all serving grades 9 through 12 (as detailed in section 3.1.6 of this report) are as follows:

Option 1	No Demolition / Code Upgrade High School
Option 1A	New Construction High School with Reno/ Addition Pre-K
Option 1B	New Construction High School with Renovated Pre-K
Option 1C	New Construction High School with Renovated Pre-K
Option 2A	~25% Reno/75% Addition High School with Renovated Pre-K
Option 2B	~25% Reno/75% Addition High School with Renovated Pre-K
Option 3A	~50% Reno/50% Addition High School with Renovated Pre-K
Option 3B	~50% Reno/50% Addition High School with Renovated Pre-K

3.1.6 Preliminary Evaluation of Alternatives

Code Upgrade

Advantages

- Updates building to today's building systems standards
 - ie. mechanical, electrical, thermal
- Addresses ADA accessibility concerns

Disadvantages

- Does not meet MSBA space standards
 - ie. classrooms and science labs
- School remains sprawling with long travel times between various academic wings and core spaces
- Supervision/security remains different due to the disjointed nature of the building
- Long construction duration with modular classrooms required
- Will displace auditorium and gymnasium for up to 12 months
- Existing building cannot accommodate pre-K program

3.1.6 Preliminary Evaluation of Alternatives

Series 1 - New Construction

Option 1A

Advantages

- Straightforward construction
 - construction work zone separate from existing building- to the west, modular classroom not required
- Meets today's building standards
- Aligns with MSBA space standards
- Aligns with the district's educational program
- Does not displace any existing program

Disadvantages

- Option appears to be forced or 'shoe-horned' along the west side of the stadium
- Pre-K building cannot begin construction until existing building is demolished
- Large scale building mass
- Internal courtyards required with more maintenance demand

Option 1B

Advantages

- Straightforward construction
 - construction work zone separate from existing building- to the west, modular classroom not required
- Meets today's building standards
- Aligns with MSBA space standards
- Aligns with the district's educational program
- Does not displace any existing program ie. gymnasium and auditorium
- Improved street frontage visually and functionally

Disadvantages

- Building may appear very large in scale from Mill Street and Cooper Street
- Internal courtyards required with more maintenance demand

Option 1C

Advantages

- Straightforward construction
 - construction work zone separate from existing building- to the west, modular classroom not required
- Meets today's building standards
- Aligns with MSBA space standards
- Aligns with the district's educational program
- Does not displace any existing program ie. gymnasium and auditorium
- Improved street frontage visually and functionally
- Breaks down the large school into an academic campus, improved access to outdoor learning spaces.

Disadvantages

- When compared to other options, disadvantages are limited
- Higher cost than some options being studied

3.1.6 Preliminary Evaluation of Alternatives

Series 2 - 75% Addition 25% Renovation

Option 2A

Advantages

- Meets today's building standards
- Aligns with MSBA space standards
- Aligns with the district's educational program

Disadvantages

- Modular classrooms required
- Longer construction duration

Option 2B

Advantages

- Meets today's building standards
- Aligns with MSBA space standards
- Aligns with the district's educational program

Disadvantages

- Modular classrooms required
- Longer construction duration
- Internal courtyards required with more maintenance demand

Series 3 - 50% Addition 50% Renovation

Option 3A

Advantages

- Meets today's building standards
- Aligns with MSBA space standards

Disadvantages

- Displaces the gym and auditorium
- Modular classrooms required
- Longer construction duration
- Internal courtyards required with more maintenance demand
- Does not fulfill the district's educational plan when compared to the One and Two series due to the constraints of the existing building

Option 3B

Advantages

- Meets today's building standards
- Aligns with MSBA space standards

Disadvantages

- Displaces the gym and auditorium
- Modular classrooms required
- Longer construction duration
- Internal courtyards required with more maintenance demand
- Does not fulfill the district's educational plan when compared to the One and Two series due to the constraints of the existing building

3.1.6 Preliminary Evaluation of Alternatives

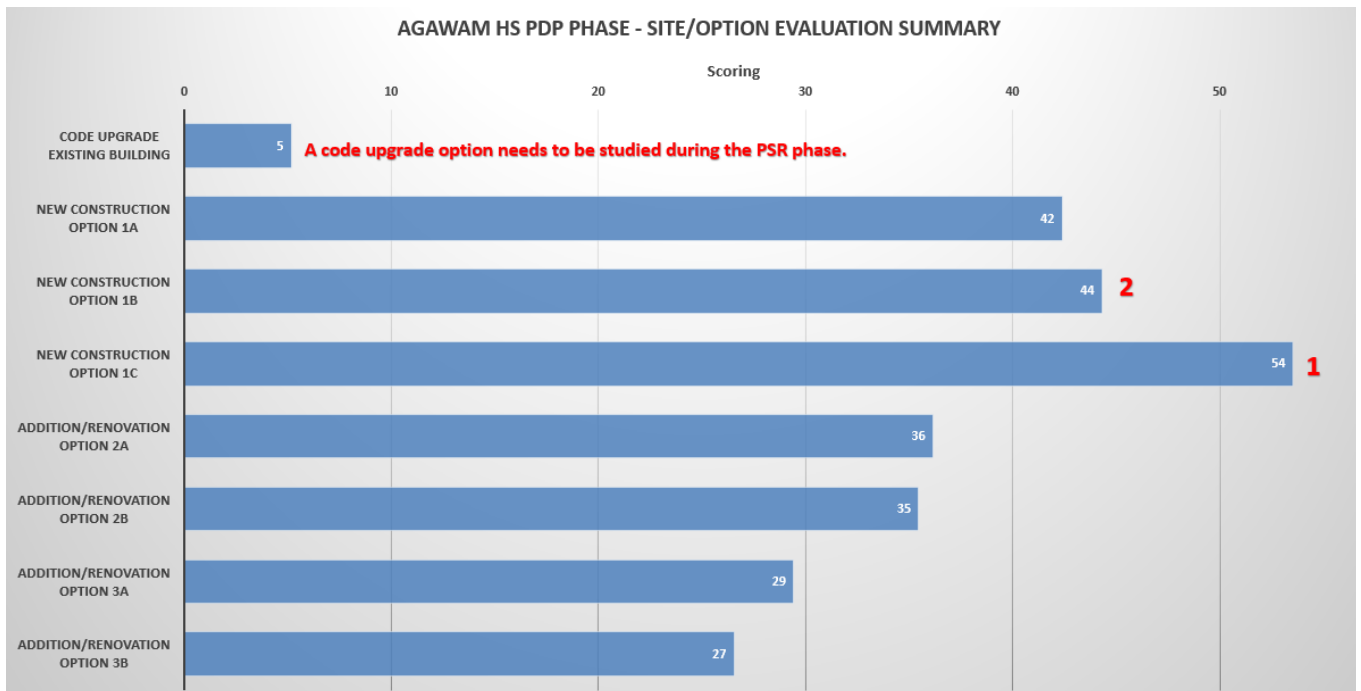
QUALITATIVE SUMMARY



AGAWAM HIGH SCHOOL PROJECT - PDP PHASE

SITE/OPTION EVALUATION SUMMARY

PDP Site/Option Evaluation Criteria		Code Upgrade Existing Building	New Construction Option 1A	New Construction Option 1B	New Construction Option 1C	Addition/Renovation Option 2A	Addition/Renovation Option 2B	Addition/Renovation Option 3A	Addition/Renovation Option 3B
Enrollment		955	955	955	955	955	955	955	955
Educational	Delivery, Adjacencies of Educational Program & Provides flexibility for future growth / design	0.15	2.62	2.92	3.46	2.38	2.23	1.92	1.77
	Impact to educational program/facilities during construction	0.08	2.69	2.77	3.23	2.15	2.23	1.77	1.69
Cost & Schedule	Accommodates transition without swing space	0.23	2.85	2.69	3.15	1.69	1.69	1.15	1.12
	Cost effective	0.23	3.00	2.69	3.31	1.92	1.92	1.12	0.92
	Cost risk [high risk = lower numerical value]	0.00	0.69	0.62	0.77	0.54	0.54	0.38	0.23
	Schedule risk [high schedule risk = lower numerical value]	0.00	0.69	0.69	0.62	0.54	0.54	0.31	0.15
Community	Provides independent and safe access to public	0.08	2.23	2.08	2.54	1.31	1.31	0.92	0.77
	Community use after school hours	0.54	2.31	2.85	3.46	2.38	2.23	2.23	2.00
Site	Adaptability, Flexibility, Ability to Evolve	0.31	2.54	2.69	3.38	2.31	2.08	2.00	1.69
	Ability to implement general building safety measures into the design	0.15	2.54	2.69	3.31	2.15	2.15	1.77	1.58
Site	Maximizes student outdoor activities/education	0.46	2.92	3.00	3.46	2.46	2.31	2.00	1.85
	Ability to optimize safety & efficiency of parent/bus drop off & pick up [clear line of sight]	0.62	2.31	2.46	3.38	2.15	2.15	1.85	1.77
	Achieves building and parking adjacencies; inclusive of special events	0.54	2.62	2.77	3.38	2.54	2.46	1.85	1.69
	Achieves athletic program needs	0.38	1.85	2.69	3.46	2.38	2.46	2.38	2.15
	Accommodates Pre-K parking and access	0.85	2.62	2.69	3.31	2.15	2.15	2.15	1.92
	Disruption to learning and after school/community services	0.08	2.85	2.92	3.38	2.77	2.77	2.38	2.23
	Accommodates District & Support Services	0.23	2.62	2.62	3.00	1.85	1.77	1.08	1.00
		0.23	2.46	2.46	2.92	2.46	2.46	2.15	2.00
Totals (Max 72 points)		5	42	44	54	36	35	29	27



3.1.7 Local Actions and Approvals

- A. School Building Committee Meeting Minutes
- B. Signed Local Actions and Approvals Certificate

A. Building Committee Meeting Notes

Preliminary Design Program
Agawam High School

3.1.7 Local Actions and Approvals

A. BUILDING COMMITTEE MEETING NOTES

See appendix for Agawam High School Building Committee notes and agendas from the following dates:

June 21, 2022
December 13, 2022
January 10, 2023
February 14, 2023
March 27, 2023
May 8 2023
June 12, 2023
June 26, 2023
July 10, 2023
July 19, 2023
July 24, 2023

B. Local Actions and Approvals Certificate

Preliminary Design Program
Agawam High School

Appendix 3D

Module 3 Local Actions and Approval Certification Template

July 27, 2023

Ms. Diane Sullivan
Senior Capital Program Manager
40 Broad Street
Boston, Massachusetts 02109

Dear Ms. Sullivan:

The Agawam High School Building Committee ("SBC") has completed its review of the Feasibility Study Preliminary Design Program ("PDP") for the Agawam High School project (the "Project"), and on July 24, 2023, the SBC voted to approve and authorize Flansburgh and Leftfield to submit the PDP related materials to the MSBA for its consideration. Certified copies of the SBC meeting minutes from June 21, 2022 through July 19, 2023 are attached and include the specific language of the votes as well as the number of votes in favor, opposed, and abstained. Also attached are draft minutes from the July 24, 2023 meeting where submission of the PDP was approved. A certified copy of the July 24th minutes will be submitted after their approval at the next Building Committee meeting in the coming weeks.

Since the MSBA's Board of Directors invited the District to conduct a Feasibility Study on April 14, 2021, the SBC has held 11 meetings regarding the proposed project during the PDP phase. All meetings were held in compliance with the state Open Meeting Law. The following is a summary of the 11 meetings held during the PDP phase. Where no action was required or taken, or where discussion was noted, please refer to the attached meeting minutes for more detail. The PDP-phase meetings are listed below and all motions are noted where they occurred in the agendas:

06/21/2021	10:00am	Agawam High School Building Committee Meeting	
<hr/>			
1.	Call Meeting to Order		
2.	Welcome – Introduction of Committee Members		<i>Presentation, discussion</i>
3.	Review of Committee Charge		<i>Presentation, discussion</i>
4.	Organization of Committee		<i>Vote for Nominations</i>
5.	Update on MSBA process		<i>Presentation</i>
6.	Vote to Approve RFS to be sent to MSBA		<i>Vote</i>
7.	Appoint OPM Selection Committee		<i>Vote</i>
8.	Review Timelines & Project Milestones		<i>Presentation</i>
9.	Correspondences		<i>Presentation</i>
10.	Other Business/Discussions		<i>None</i>
11.	Vote to Adjourn Meeting		<i>Meeting Adjourned</i>
12/13/2022	3:00pm	Agawam High School Building Committee Meeting	
<hr/>			
1.	Call Meeting to Order		
2.	Introduction		<i>Presentation</i>

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|---------------------------------|--------------------------|
| 3. MSBA Process | <i>Presentation</i> |
| 4. Designer Procurement Process | <i>Presentation</i> |
| 5. Look-Ahead project Schedule | <i>Presentation</i> |
| 6. Other Business/Discussions | <i>None</i> |
| 7. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

01/10/2023 3:00pm Agawam High School Building Committee Meeting

- | | |
|--------------------------------------|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. Designer Selection Process Update | <i>Presentation</i> |
| 5. Other Business/Discussions | <i>None</i> |
| 6. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

02/14/2023 3:00pm Agawam High School Building Committee Meeting

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|--------------------------------------|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. Designer Selection Process Update | <i>Presentation</i> |
| 5. Schedule Update | <i>Presentation</i> |
| 6. Other Business/Discussions | <i>None</i> |
| 7. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

03/27/2023 3:00pm Agawam High School Building Committee Meeting

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|---|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. Designer Selection Process Update Introduction | <i>Presentation</i> |
| 5. Designer Contract | <i>Vote</i> |
| 6. Next Steps | <i>Presentation</i> |
| 7. Other Business/Discussions | <i>None</i> |
| 8. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

05/08/2023 3:00pm Agawam High School Building Committee Meeting

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|-------------------------------|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. MSBA Reimbursement Process | <i>Presentation</i> |
| 5. Designer Update | <i>Presentation</i> |
| 6. Other Business/Discussions | <i>None</i> |
| 7. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

06/12/2023 3:00pm Agawam High School Building Committee Meeting

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|---|---------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. Designer Updates - Ed. Visioning/Bldg Evaluation | <i>Presentation</i> |
| 5. Other Business/Discussions | <i>None</i> |

6. Vote to Adjourn Meeting

*Meeting Adjourned*06/26/2023 3:00pm Agawam High School Building Committee Meeting

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|--|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Designer Updates – Space Summary/Design Options | <i>Presentation</i> |
| 4. Other Business/Discussions | <i>None</i> |
| 5. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

07/10/2023 3:00pm Agawam High School Building Committee Meeting

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|--|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Approve Monthly Invoices | <i>Vote</i> |
| 4. Designer Updates – Design Options/Costs Shortlisted | <i>Presentation</i> |
| 5. Other Business/Discussions | <i>None</i> |
| 6. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

07/19/2023 3:00pm Agawam High School Building Committee Meeting

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|--|--------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. Designer Updates – Design Options/Costs Updated | <i>Presentation</i> |
| 4. Other Business/Discussions | <i>None</i> |
| 5. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

07/24/2023 3:00pm Agawam High School Building Committee Meeting

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|-------------------------------|---------------------------|
| 1. Call Meeting to Order | |
| 2. Approve Meeting Minutes | <i>Vote</i> |
| 3. PDP Submission Review | <i>Presentation, Vote</i> |
| 4. Other Business/Discussions | <i>None</i> |
| 5. Vote to Adjourn Meeting | <i>Meeting Adjourned</i> |

In addition to the SBC meetings listed above, the District held 3 public meetings, which were posted in compliance with the state Open Meeting Law, at which the Project was discussed. These meetings include:

Community Meetings / Public Forums06/12/2023 6:00pm Community Meeting (AHS Library)

- Team Introduction
- MSBA Process/Schedule Overview
- Project Timeline / Milestones
- Design Team Updates
- Existing Building & Site Conditions Analysis
- Educational Visioning
- Site Options

School Committee Meetings01/10/2023 7:00pm School Committee Meeting

- AHS project team introduction

- School Building Committee introduction
- OPM Team Introduction
- MSBA Process
- Designer Selection Process
- Project Timeline

City Council Meetings

07/10/2023 7:00pm City Council Working Session Meeting

- MSBA Feasibility Study Overview
- AHS Feasibility Study Timeline
- Educational Visioning, Programming, Project Goals and Community Engagement
- Summary of Options Studied to Date
- Detailed Presentations of Design, Phasing and Schedule for Remaining Options
- Summary of Timeframe for School Building Committee Selection of Preferred Option
- Schematic Design & Final Project Approval Look-Ahead

The presentation materials for each meeting, meeting minutes, and summary materials related to the Project are available locally for public review at the Project’s website: <https://agawamhsproject.com/>

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 *et seq.*

If you have any questions or require any additional information, please contact the Town’s Owner’s Project Manager, Leftfield (Mrs. Linda Liporto, lliporto@leftfieldpm.com, 617-224-8684). Mrs. Liporto will coordinate any questions with the appropriate staff and Committee members.

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.

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DocuSigned by:
Jennifer Bonfiglio
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By:

DocuSigned by:
Sheila Hoffman
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By:

DocuSigned by:
William P. Sapelli
105FC235C05F42D...
By:

Title: Chief Procurement Officer

Title: Superintendent of Schools

Title: Chair of the School Committee

Date: 07/24/2023

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