District: Town of Boxford
School Name: Harry Lee Cole School
Recommended Category: Project Funding Agreement
Date: October 22, 2025

Recommendation

That the Executive Director be authorized to enter into a Project Funding Agreement with the Town of Boxford (the "District") for a partial roof replacement project at the Harry Lee Cole School.

District Information	
District Name	Town of Boxford
Elementary Schools	Harry Lee Cole School (PK-2) Spofford Pond School (3-6)
Middle School	N/A
High School	N/A
Priority School Name	Harry Lee Cole School
Type of School	Elementary School
Grades Served	PK-2
Year Opened	1954
Existing Square Footage	75,373
Additions	1985 – 2 story addition, new front lobby, administration space, conference room, gym, 14 classrooms, staff lounge, and an elevator
Building Issues	Roof
2024-2025 Enrollment	367

MSBA Votes	
Invitation to Participate in the Accelerated Repair Program	October 30, 2024
Project Funding Agreement Authorization	On October 29, 2025 Board agenda
Reimbursement Rate	41.32%

Consultants	
Owner's Project Manager (the "OPM")	LiRo-Hill, Corp. (fka Hill International)
Designer	EDM Engineering & Landscape Architecture, P.C.

Discussion

The Owner's Project Manager ("OPM") and Designer conducted a feasibility analysis of the facility and developed a Schematic Design, including a proposed scope of work, schedule, and estimated budget. The District's Designer, EDM Engineering & Landscape Architecture, P.C, recommends a partial roof replacement at the Harry Lee Cole School.

The Designer has confirmed that the proposed roof replacement will comply with the MSBA's sustainability requirements.

MSBA staff reviewed the existing conditions analysis provided by the District's consultants, as well as the proposed schedule. MSBA staff also discussed the proposed scope and budget with the District and its consultants.

The District has provided a Total Project Budget of $1,335,126, which includes a construction cost of $836,218. Construction costs include the following components:

- $597,665 for installation of single-ply PVC membrane roofing;
- $14,456 for solar readiness upgrades;
- $7,228 for accessibility compliance upgrades; and
- $216,869 for the replacement of five exterior doors, which is ineligible for reimbursement.

MSBA staff recommends the Estimated Total Facilities Grant and the Maximum Total Facilities Grant, as set forth in the table below, subject to MSBA approval and audit:

Project Funding Agreement	
Enrollment: 376 Total Square Feet: 75,373	District's Proposed Project Budget
Project Budget[1]	$1,234,780
Scope Exclusions/Ineligible Costs[2]	$382,778
Estimated Basis of Total Facilities Grant	$852,002
Reimbursement Rate	41.32%
Estimated Maximum Total Facilities Grant[3]	$352,047
Project Contingencies[4]	$100,346
Potentially Eligible Owner's and Construction Contingencies	$30,100
Potential Additional Grant Funds for Eligible Owner's and Construction Contingency Expenditures[5]	$12,437
Total Project Budget	$1,335,126
Maximum Total Facilities Grant[6]	$364,484

[1] *Does not include Owner's or Construction Contingencies.*

[2] *Scope exclusions/ineligible costs include costs associated with replacement of five exterior doors, and soft costs that exceed 20% of the construction budget cap.*

[3] *The "Estimated Maximum Total Facilities Grant" is calculated by applying the reimbursement rate to the "Estimated Basis of Total Facilities Grant". It does not include any grant funds for potentially eligible Owner's or Construction Contingency Expenditures and is subject to MSBA review and audit.*

[4] *Includes eligible and ineligible Owner's and Construction Contingency.*

[5] *The "Potential Additional Grant Funds for Eligible Owner's and Construction Contingency Expenditures" is calculated by applying the reimbursement rate to the "Potentially Eligible Owner's and Construction Contingencies."*

[6] *Includes maximum possible Owner's and Construction Contingency grant funds, the final amount of which, if any, shall be determined by the MSBA in accordance with its policies for the determination of eligibility. The MSBA does not anticipate that the District will expend all of its contingency funds on expenses that are eligible for MSBA reimbursement.*