District:	City of Melrose
School Name:	Melrose High School
Recommended Category:	Project Funding Agreement
Date:	October 21, 2026

Recommendation

That the Executive Director be authorized to enter into a Project Funding Agreement with the City of Melrose (the "District") for a partial roof replacement project at the Melrose High School.

The District was also invited into the Accelerated Repair Program for a partial roof and partial window and door replacement project at the Early Childhood Center. Staff is recommending that the Early Childhood Center project be combined with the Melrose High School project within the same Project Funding Agreement, contingent upon the District receiving authorization for a Project Funding Agreement at the Early Childhood Center.

District Information	
District Name	City of Melrose
Elementary School(s)	Early Childhood Center (PK-K) Herbert Clark Hoover (PK-5) Horace Mann School (PK-5) Lincoln Elementary School (K-5) Roosevelt School (K-5) Winthrop Elementary School (K-5)
Middle School(s)	Melrose Middle School (6-8)
High School(s)	Melrose High School (9-12)
Priority School Name	Melrose High School
Type of School	High School
Grades Served	9-12
Year Opened	1975
Existing Square Footage	241,000
Additions	N/A
Building Issues	Roof
2025-2026 Enrollment	1,004

MSBA Votes	
Invitation to Participate in the Accelerated Repair Program	October 29, 2025
Project Funding Agreement Authorization	On October 28, 2026 Board agenda
Reimbursement Rate	49.94%

Consultants	
Owner's Project Manager (the "OPM")	CSL Consulting, LLC
Designer	Raymond Design Associates, Inc.

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, Raymond Design Associates, Inc., recommends a partial roof replacement project at the Melrose High School. The Designer has confirmed that the proposed partial roof replacement project will comply with the MSBA's sustainability requirements. Accessibility upgrades are being performed by the District outside of this project and will be completed prior to completion of the partial roof replacement work.

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 $2,976,462, which includes a construction cost of $2,300,821. Construction costs include the following components:

- $2,300,821 for the partial roof replacement.
    - $450,821 is ineligible for reimbursement for costs exceeding the $100/square foot roof cost cap.

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: 1,004 Existing Square Footage: 241,000	District's Proposed Project Budget
Project Budget[1]	$2,849,917
Scope Exclusions/Ineligible Costs[2]	$629,917
Estimated Basis of Total Facilities Grant	$2,220,000
Reimbursement Rate	49.94%
Estimated Maximum Total Facilities Grant[3]	$1,108,668
Project Contingencies[4]	$126,545
Potentially Eligible Owner's and Construction Contingencies	$92,500
Potential Additional Grant Funds for Eligible Owner's and Construction Contingency Expenditures[5]	$46,195
Total Project Budget	$2,976,462
Maximum Total Facilities Grant[6]	$1,154,863

[1] Does not include Owner's or Construction Contingencies.
[2] Scope exclusions/ineligible costs include soft costs that exceed 20% of the construction budget cap and roof cost cap exclusions.
[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.*