

**Office of the Superintendent**  
Acton-Boxborough Regional School District  
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[www.abschools.org](http://www.abschools.org)

**To: Acton-Boxborough Regional School Committee Members**  
**From: Glenn A. Brand**  
**Date: December 10, 2015**  
**Re: Existing Conditions Study Proposal**

As you know, a year ago during the FY16 budgetary discussions a decision was made to split the total existing conditions and education space study proposed at approximately \$200,000 into two phases. This was a budgetary decision and resulted in a reduction of \$100,000 from the then proposed FY16 budget. With this decision, the plan by the administration was that we would then include \$100,000 to support phase two of the study in the FY17 budget request.

As the district prepares to receive the results of this first phase of the study in January, 2016, it is clear to me that with the anticipated magnitude of needs that will be identified in the study, coupled with the growing interest at the town levels in and around capital planning, it is incumbent upon the district to try and accelerate our efforts to have in place a very clear and well articulated path that lays out our various options for the continual efficient, effective operations of our buildings into the future. This clarity is only possible with the completion of the second phase of the study.

In response to the growing views that accelerating the second phase of this study, as opposed to waiting until July 1, would be in our best interests, I have done two things. First, I have contacted Lee Dore from Dore and Whittier and have asked for him to provide an estimate that would allow for the completion of a substantial portion of this second phase between February and June, 2016. Second, I have asked Clare Jeannotte, Director of Finance, to thoroughly examine the current FY16 budget and identify any areas where there might be possible available funds to reallocate. I expect to have a more detailed understanding of what both of these realities look like in the coming weeks.

In turn, I would like to recommend to the Committee that you consider authorizing the administration at your January 14, 2016 meeting to authorize the administration to enter into a contractual agreement with Dore and Whittier to begin phase two of the study beginning in February 2016, pending clarity around the exact cost breakdown and where we would propose securing a reallocation of funds.