

**BOARD OF HIGHER EDUCATION**  
**REQUEST FOR COMMITTEE AND BOARD ACTION**

**COMMITTEE:** Fiscal Affairs and Administrative Policy      **NO.:** FAAP 14-37  
**COMMITTEE DATE:** March 11, 2014  
**BOARD DATE:** March 18, 2014

---

**APPROVAL OF FISCAL YEAR 2015 MSCBA RENT CERTIFICATE**

**MOVED:**            The Board of Higher Education hereby approves the attached Fiscal Year 2015 residence hall rent schedules, effective July 1, 2014, provided that any subsequent increase in the rent schedules shall be subject to the approval of the Board of Higher Education.

**Authority:**            Massachusetts General Laws Chapters 73 and 15A, section 9; Section 1-9 of Ch. 703 of the Acts of 1963, as amended; and the *Contract for Financial Assistance, Management and Services*, dated February 1, 2003, made between the Commonwealth of Massachusetts, acting by and through the Board of Higher Education and the Massachusetts State College Building Authority.

**Contact:**            Sean P. Nelson, Deputy Commissioner of Administration and Finance

JAMES T. MORRIS  
Chairman

EDWARD H. ADELMAN  
Executive Director



---

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

January 29, 2014

Dr. Richard M. Freeland, Commissioner  
Department of Higher Education  
Commonwealth of Massachusetts  
One Ashburton Place, Room 1401  
Boston, MA 02108

RE: FY2015 Schedule of Proposed Rents and Operating Budgets for the Authority and State University Residence Halls

Dear Commissioner Freeland:

Enclosed please find the proposed Fiscal Year 2015 Schedule of Proposed Rents and Operating Budgets for the Authority and State University Residence Halls. In accordance with the Contract for Financial Assistance, Management, and Services, the Authority is required to submit this material to the Board of Higher Education prior to February 1<sup>st</sup> of each year. We look forward to presenting this information to the Fiscal Affairs and Administrative Policy Committee the full Board of Higher Education at the March meetings.

As you will note from the enclosed, the average rent for existing beds on the campuses of the nine state universities will increase 2.1%, or \$140 to \$6,870 per student in a double room for the 2014/15 academic year. Also next year, the housing financial aid budget will remain at \$2.0 million.

We are excited about our progress in continuing to increase both the capacity and quality of on-campus housing to help meet the strategic goals of the universities. To support this effort, we recently closed on an issue of revenue bonds for the construction and renovation of a residence hall, the improvement of existing residence halls and student activity facilities and providing supplemental financing for academic facilities.

We appreciate our partnership with the Department and with the Board to achieve this work and look forward to our upcoming meetings.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. Adelman", is written over a faint circular stamp.

Edward H. Adelman  
Executive Director

Enclosure: FY2015 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls

cc: Sean Nelson, Deputy Commissioner for Administration and Finance

1963 - 2013  
ONE HALF CENTURY OF SERVICE TO  
MASSACHUSETTS PUBLIC HIGHER EDUCATION

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

CERTIFICATE OF VOTE

I, Kenneth Wissman, Secretary/Treasurer of the Massachusetts State College building Authority (the "Authority"), a body politic and corporate created by chapter 703 of the Acts of 1963 of the Commonwealth of Massachusetts, hereby certify that the following is a true copy of the vote taken at a meeting of the Members of the Authority in accordance with the bylaws of the Authority, which meeting was held January 28, 2014 at 4:00 p.m.

A quorum being present, upon motion duly made and seconded, it was:

VOTED:

The Massachusetts State College Building Authority (the "authority") hereby approves the Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls for Fiscal Year 2015, attached hereto, and authorizes Edward H. Adelman, Executive Director, to transmit the schedule to the Commonwealth's Board of Higher Education.

By:   
Kenneth Wissman  
Secretary/Treasurer

Dated: January 28, 2014

**FISCAL YEAR 2015  
SCHEDULE OF PROPOSED RENTS AND OPERATING BUDGET  
FOR THE AUTHORITY AND STATE UNIVERSITY RESIDENCE HALLS**

*In accordance with the provisions of the Contract for Financial Assistance, Management and Services and pursuant to Section 1-9 of Ch. 703 of the Acts of 1963 as amended, the Massachusetts State College Building Authority hereby submits its Fiscal Year 2015 Schedule of Proposed Rents and Operating Budget for the Authority and State University Residence Halls. The Authority hereby informs the Board of Higher Education that the proposed rents produce revenue sufficient to pay Authority expenses, including maintenance, repair, operations, debt service, reserves, and administration, and recommend approval accordingly.*

**Fiscal Year 2015 Rent Recommendations**

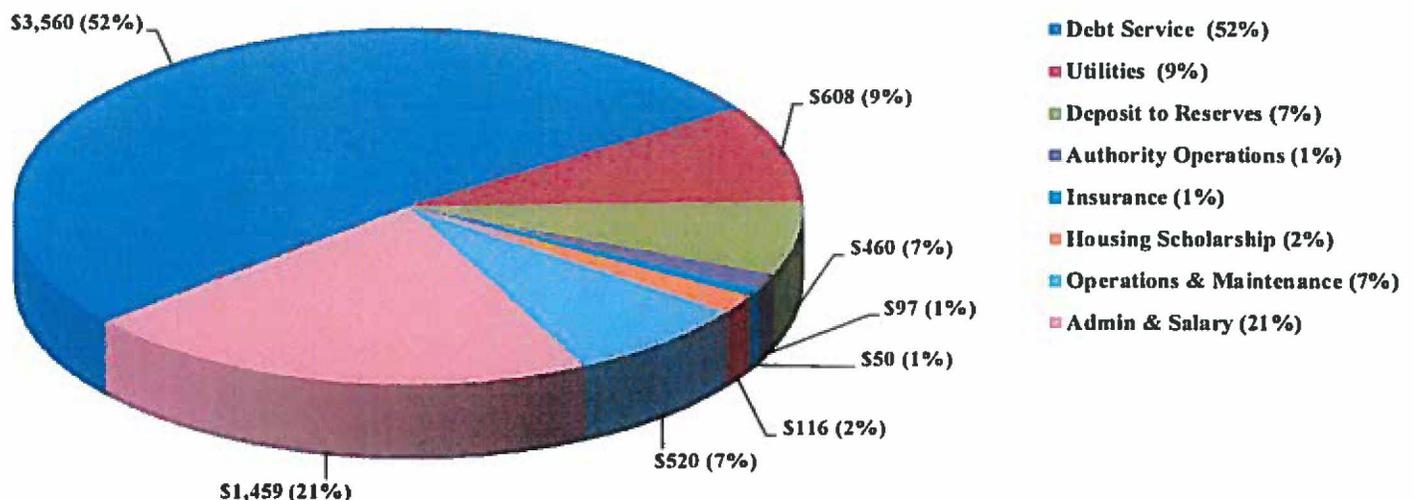
Student rents fund all costs of operating the residence halls (operations and general maintenance) as well as the Authority’s obligations (debt service for capital projects, insurance expense, contributions to reserves, and Authority operating expenses). There are no Commonwealth appropriations for Authority residence hall projects.

In addition, in the current fiscal year, \$2.0 million of revenue goes towards the Housing Grant Program which redistributes money to students in financial need. In fiscal year 2013, approximately 13% of the students in residence facilities received grant awards averaging \$1,033 per year (approximately 17% of the average housing cost). For fiscal year 2015, the annual distribution will remain at \$2.0 million.

The rent proposal attached to this document recommends a schedule of residence hall rents which average \$6,870 per academic year.

The following chart illustrates the uses of the average rent:

**Uses of FY15 \$6,870 Average Rent**



This rent recommendation represents a 2.1% increase (\$140) for increases in the costs of operations, utilities, reserves, and debt service for repair projects on existing beds. Existing beds (15,744) do not include new capacity to come online in fiscal year 2015: 396 beds at Worcester State, and 224 beds at Mass Maritime.

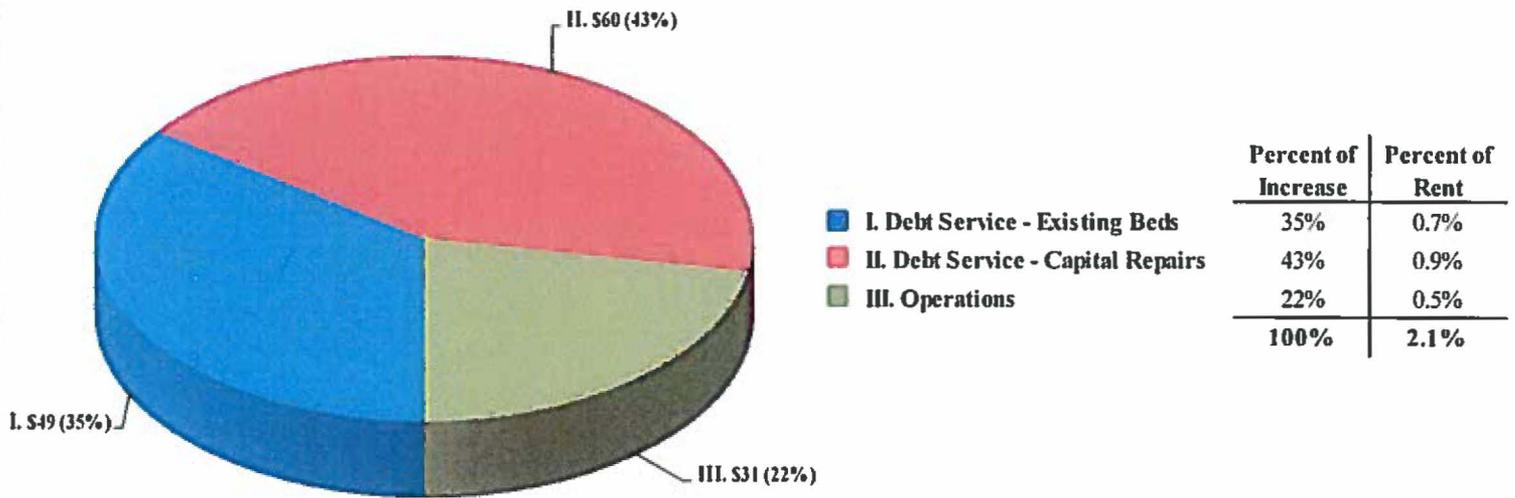
The table below displays the six-year trend of average rent increases:

**Average Rent Increase on Existing Beds**

2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
5.3%	3.5%	2.8%	2.3%	2.9%	2.1%

The following chart illustrates the use of the recommended rent increase on existing beds:

**Uses of \$140 Average Rent Increase (existing beds)**



**I. Debt Service - Existing Beds**

• BRJ 06A Crimson/08A P&S/12A Weygand	0.0%
• FIT 09A Repairs	0.1%
• MassArt 09B Treehouse	0.1%
• MCLA 09A Repairs	0.1%
• SAL 09A Marsh/09A Repairs	0.1%
• WES 12A U-Hall/09A Repairs	0.1%
• WOR 09A Repairs	<u>0.1%</u>
	<b>0.7%</b>

**II. Debt Service - Capital Repairs**

• BRJ 14A Woodward	0.1%
• FIT 14A Aubuchon	0.1%
• MMA 14A Comp 1-6	0.6%
• WES 14A Davis	<u>0.1%</u>
	<b>0.9%</b>

**III. Operations**

• Utilities	0.0%
• Deposit to Reserves	0.1%
• Authority Operations	0.0%
• Insurance	0.0%
• Operations & Maintenance	0.2%
• Res Hall Admin & Salary	<u>0.2%</u>
	<b>0.5%</b>

**Massachusetts State College Building Authority**  
**Schedule 1: Comprehensive Operating Budget - FY14 Update, FY15 Proposed**

Authority assessments and other Authority held revenues against debt service, Authority operations, and deposits to reserves. Revenues for fiscal year 2015 are projected at \$101.2 million and expenditures at \$100.8 million, yielding a net increase to reserves of approximately \$0.4 million or 0.4% of revenues.

	<b>FY14 Update</b>	<b>FY15 Proposed</b>	<b>\$ diff</b>	<b>% diff</b>
<b>REVENUES</b>				
<b>Assessment Revenues</b>	<b>\$79,670,498</b>	<b>\$91,036,686</b>	<b>\$11,366,188</b>	<b>14%</b>
Residence Halls - System	30,985,542	34,042,143	3,056,601	10%
Residence Halls - Campus	33,376,115	37,857,200	4,481,085	13%
Non Residence Halls	15,308,841	19,137,343	3,828,502	25%
<b>Other Revenues</b>	<b>9,299,703</b>	<b>10,189,177</b>	<b>\$889,474</b>	<b>10%</b>
Interest Earnings	2,845,520	2,874,250	28,730	1%
Build America Bond Subsidy	2,183,916	2,183,916	-	0%
Capitalized Interest	3,393,049	4,214,562	821,513	24%
Bond Funds for PM salary & expense	877,219	916,450	39,231	4%
<b>TOTAL REVENUES</b>	<b>\$88,970,201</b>	<b>\$101,225,863</b>	<b>\$12,255,662</b>	<b>14%</b>
<b>EXPENDITURES</b>				
<b>Operating Expenses</b>	<b>\$3,353,175</b>	<b>\$3,465,470</b>	<b>\$112,295</b>	<b>3%</b>
Authority Operating Expenses	2,510,384	2,597,396	87,012	3%
Property and Liability Insurance	842,791	868,075	25,284	3%
<b>Debt Service &amp; Reserve Deposits</b>	<b>\$85,650,880</b>	<b>\$97,351,536</b>	<b>\$11,700,656</b>	<b>14%</b>
Debt Service	78,019,455	89,427,058	11,407,603	15%
System Capital Improvement Reserve	4,978,692	5,000,000	21,308	0%
Campus Project Capital Reserve	1,252,734	1,524,478	271,745	22%
Multipurpose Reserve	400,000	400,000	-	0%
Supplemental Reserve	1,000,000	1,000,000	-	0%
<b>TOTAL EXPENDITURES</b>	<b>\$89,004,055</b>	<b>\$100,817,006</b>	<b>\$11,812,951</b>	<b>13%</b>
<b>Change in Net Position</b>	<b>(\$33,854)</b>	<b>\$408,856</b>		

**Massachusetts State College Building Authority**  
**Schedule 2: Authority Operating Budget - FY13 Actual, FY14 Approved, FY15 Proposed**

A subset of "Schedule 1" which shows detail of Authority salary and other operating expenditures. In fiscal year 2015 the Authority projects total operating budget net of capital reimbursements of \$2.6 million, a 3% increase to the fiscal year 2014 budget.

<b>CATEGORY</b>	<b>FY13 Actual</b>	<b>FY14 Approved</b>	<b>FY15 Proposed</b>	<b>\$ diff</b>	<b>% diff</b>
<b>Authority Operating Salary</b>	<b>\$868,145</b>	<b>\$1,004,915</b>	<b>\$1,048,446</b>	<b>\$43,530</b>	<b>4%</b>
Salary & Taxes	\$709,983	\$810,336	\$849,570	\$39,234	5%
Retirement Plan Contribution	104,842	119,423	124,937	5,514	5%
Medical & Dental Insurance	53,320	75,156	73,938	(1,217)	(2%)
<b>Consultants</b>	<b>\$102,841</b>	<b>\$129,000</b>	<b>\$116,000</b>	<b>(\$13,000)</b>	<b>(10%)</b>
Consultant Services	\$5,835	\$15,000	\$20,000	\$5,000	33%
Contract Services	47,481	59,000	50,000	(9,000)	(15%)
Trustee Services	49,525	55,000	46,000	(9,000)	(16%)
<b>Legal &amp; Accounting</b>	<b>\$179,234</b>	<b>\$196,850</b>	<b>\$195,500</b>	<b>(\$1,350)</b>	<b>(1%)</b>
Legal Services	\$83,805	\$101,350	\$100,000	(\$1,350)	(1%)
Accounting Services	95,429	95,500	95,500	0	0%
<b>Occupancy Expense</b>	<b>\$169,994</b>	<b>\$173,840</b>	<b>\$185,000</b>	<b>\$11,160</b>	<b>6%</b>
Rent & Utilities	\$169,994	\$173,840	\$185,000	\$11,160	6%
<b>Authority Administrative Expense</b>	<b>\$136,730</b>	<b>\$128,560</b>	<b>\$136,000</b>	<b>\$7,440</b>	<b>6%</b>
Authority Expense	\$59,059	\$55,400	\$60,000	\$4,600	8%
Office Supplies	8,950	13,200	13,250	50	0%
Printing & Publication Fees	4,719	4,060	3,750	(310)	(8%)
Telephone & Data Services	41,189	40,600	45,500	4,900	12%
Office Equipment (computer/furniture)	22,813	15,300	13,500	(1,800)	(12%)
<b>TOTAL OPERATING BUDGET</b>	<b>\$1,456,945</b>	<b>\$1,633,165</b>	<b>\$1,680,946</b>	<b>\$47,780</b>	<b>3%</b>
<b>CAPITAL FUNDED</b>	<b>\$957,009</b>	<b>\$877,219</b>	<b>\$916,450</b>	<b>\$39,231</b>	<b>4%</b>
Salary & Taxes	\$667,821	\$628,635	\$659,167	\$30,532	5%
Retirement Plan Contribution	106,000	100,014	104,539	4,526	5%
Medical & Dental Insurance	63,085	73,571	77,744	4,173	6%
Capital Funded Administrative Expense	120,103	75,000	75,000	0	0%
<b>Operating Budget Net of Capital Reimbursements</b>	<b>\$2,413,954</b>	<b>\$2,510,384</b>	<b>\$2,597,396</b>	<b>\$87,011</b>	<b>3%</b>

## Massachusetts State College Building Authority

## Schedule 3: Residence Hall Trust Fund Budget - FY13 Actual, FY14 Update, FY15 Proposed

Consolidated residence facility operating budgets. These revenues are collected directly by the universities and consist primarily of student rents. Expenditures for building operating expenses and other costs are paid directly by the universities. Also shown are the expenditures for debt service and deposits to reserves that are assessed by and remitted to the Authority. Revenues for fiscal year 2015 are projected at \$118.0 million and total expenditures of \$118.5 million, yielding a net loss of \$0.5 million and an ending fund balance of \$20.9 million. The ending residence hall trust fund balance is projected at 19.0% of prior year revenues. Average operating expenses per square foot for the fiscal year 2014 and 2015 budgets are projected as \$10.39 and \$10.38, respectively.

	FY13 Actual	FY14 Update	FY15 Proposed	\$ diff 2014 / 2015	% diff 2014 / 2015
<b>OPENING FUND BALANCE JULY 1</b>	<b>\$18,133,651</b>	<b>\$20,531,583</b>	<b>\$21,479,862</b>		
<b>REVENUES</b>					
Academic Year Revenue	\$97,041,495	\$105,002,356	\$112,534,618	\$7,532,262	7%
Summer Rental and Conference	1,700,843	2,026,814	2,014,404	(12,410)	(1%)
University Support	311,577	1,139,084	1,240,437	101,354	9%
Other Income*	1,476,989	2,226,195	2,212,146	(14,049)	(1%)
<b>TOTAL REVENUES</b>	<b>\$100,530,904</b>	<b>\$110,394,449</b>	<b>\$118,001,606</b>	<b>\$7,607,157</b>	<b>7%</b>
<b>EXPENDITURES</b>					
<b>Building Expenses</b>	<b>\$37,927,806</b>	<b>\$43,009,514</b>	<b>\$44,560,859</b>	<b>\$1,551,345</b>	<b>4%</b>
Salary & Benefits	\$20,859,002	\$23,112,437	\$23,806,268	\$693,831	3%
Operations & Maintenance	6,990,100	8,262,804	8,975,231	712,427	9%
Energy/Sewer & Water	9,258,601	10,364,523	10,481,712	117,189	1%
Administrative & Technology	820,103	1,269,750	1,297,648	27,898	2%
<b>MSCBA Residence Hall Assessments</b>	<b>\$57,528,521</b>	<b>\$64,361,657</b>	<b>\$71,899,343</b>	<b>\$7,537,686</b>	<b>12%</b>
Pooled System Assessment	\$17,089,894	\$17,203,927	\$17,411,895	\$207,969	1%
System Repair Assessment	12,561,390	13,781,615	16,630,248	2,848,633	21%
Campus Assessment	27,877,237	33,376,115	37,857,200	4,481,085	13%
<b>Other Costs</b>	<b>\$2,676,645</b>	<b>\$2,075,000</b>	<b>\$2,070,000</b>	<b>(\$5,000)</b>	<b>(0%)</b>
Housing Grant Program	\$1,992,829	\$2,000,000	\$2,000,000	\$0	0%
Other Disbursements	683,816	75,000	70,000	(5,000)	(7%)
<b>TOTAL EXPENDITURES</b>	<b>\$98,132,972</b>	<b>\$109,446,170</b>	<b>\$118,530,202</b>	<b>\$9,084,031</b>	<b>8%</b>
<b>Change in Net Position</b>	<b>\$2,397,932</b>	<b>\$948,278</b>	<b>(\$528,596)</b>		
<b>ENDING FUND BALANCE as of June 30</b>	<b>\$20,531,583</b>	<b>\$21,479,862</b>	<b>\$20,951,266</b>		
Fund Balance / Prior Year Revenues	21.8%	21.4%	19.0%		
<b>DESIGN OCCUPANCY TOTAL</b>	<b>14,863</b>	<b>15,654</b>	<b>16,364</b>	<b>710</b>	<b>5%</b>
System Beds	10,478	10,354	10,436	82	1%
Campus Beds	4,385	5,300	5,928	628	12%

System beds: all buildings constructed prior to 2000

Campus beds: new residence halls and residence hall expansions since 2000

Large increases in revenue and expenses due to new residence halls coming online

\*Other Income: laundry, interest, room damage assessment, space leases

Massachusetts State College Building Authority  
 Schedule 4: Residence Room Rents - FY14 Actual, FY15 Proposed

Projected design occupancy and rents for fiscal year 2015 for both "system" and "campus" beds.

	FY15 Planned Design Occupancy	FY14 Actual Rent	FY15 Proposed Rent
<b><u>Bridgewater State</u></b>	<b>3281</b>		
Great Hill	194	\$7,610	\$7,840
Miles-Dinardo	401	\$6,810	\$7,010
Pope	186	\$6,540	\$6,740
Scott	152	\$6,540	\$6,740
Shea/Durgin	640	\$6,540	\$6,740
Woodward	<u>231</u>	\$6,540	\$6,740
<i>SUBTOTAL - SYSTEM</i>	<i>1804</i>		
East Hall - Singles	164	\$7,440	\$7,660
East Hall - Doubles	136	\$6,860	\$7,070
Crimson Hall - Singles	100	\$7,610	\$7,840
Crimson Hall - Doubles	308	\$7,140	\$7,140
Pope & Scott Addition	269	\$6,540	\$6,740
Weygand Hall - Singles	96	\$7,610	\$7,840
Weygand Hall - Doubles	392	\$7,140	\$7,350
Weygand Hall - RA's	<u>12</u>	\$6,307	\$6,500
<i>SUBTOTAL - CAMPUS</i>	<i>1477</i>		
<b><u>Fitchburg State</u></b>	<b>1527</b>		
Apartments	186	\$5,970	\$6,090
Aubuchon Suites	314	\$5,570	\$5,680
Herlihy	143	\$5,230	\$5,330
Mara	314	\$5,570	\$5,680
Russell	<u>440</u>	\$5,490	\$5,600
<i>SUBTOTAL - SYSTEM</i>	<i>1397</i>		
Cedar Street House	28	\$6,020	\$6,140
Mara Village Expansion - Singles	2	\$6,580	\$6,710
Mara Village Expansion - Doubles	<u>100</u>	\$5,570	\$5,680
<i>SUBTOTAL - CAMPUS</i>	<i>130</i>		
<b><u>Framingham State</u></b>	<b>1893</b>		
Corinne	504	\$6,085	\$6,380
Horace Mann	109	\$6,085	\$6,380
Larned	353	\$6,085	\$6,380
Linsley-traditional	77	\$6,085	\$6,380
Linsley-suites	80	\$7,085	\$7,380
O'Connor	241	\$6,085	\$6,380
Peirce	<u>119</u>	\$6,085	\$6,380
<i>SUBTOTAL - SYSTEM</i>	<i>1483</i>		
North Hall - Singles	211	\$8,830	\$9,060
North Hall - Doubles	<u>199</u>	\$7,830	\$8,060
<i>SUBTOTAL - CAMPUS</i>	<i>410</i>		

Massachusetts State College Building Authority  
 Schedule 4: Residence Room Rents - FY14 Actual, FY15 Proposed

	FY15 Planned Design Occupancy	FY14 Actual Rent	FY15 Proposed Rent
<b><u>Mass College of Art &amp; Design</u></b>	<b>919</b>		
Smith-singles	8	\$8,960	\$9,140
Smith doubles	96	\$8,030	\$8,190
Smith-kitchen single	2	\$9,160	\$9,340
Smith-kitchen double	6	\$8,560	\$8,730
Smith - RA's	4	\$3,000	\$3,000
<i>SUBTOTAL - SYSTEM</i>	<i>116</i>		
AR-singles	166	\$11,220	\$11,440
AR-doubles	136	\$10,200	\$10,400
AR-RA's	8	\$3,000	\$3,000
Treehouse-RA's	8	\$3,000	\$3,000
Treehouse-singles	16	\$11,220	\$11,440
Treehouse-doubles	160	\$10,200	\$10,400
Treehouse-triples	48	\$8,415	\$8,580
Premium-singles	27	\$12,315	\$12,315
Premium-doubles	180	\$12,315	\$12,315
Premium-triples	54	\$12,315	\$12,315
<i>SUBTOTAL - CAMPUS</i>	<i>803</i>		
<b><u>Mass College of Liberal Arts</u></b>	<b>1039</b>		
Berkshire	312	\$5,110	\$5,310
Flagg Townhouses	491	\$5,310	\$5,510
Hoosac	236	\$4,910	\$5,210
<b><u>Mass Maritime Academy</u></b>	<b>1441</b>		
Companies 1-6	<u>1034</u>	\$5,910	\$6,440
<i>SUBTOTAL - SYSTEM</i>	<i>1034</i>		
Company 1-2 Expansion	168	\$5,910	\$6,440
Beachmoor	15	\$5,910	\$6,440
Company 4 Buildover	<u>224</u>	n/a	\$6,440
<i>SUBTOTAL - CAMPUS</i>	<i>407</i>		
<b><u>Salem State</u></b>	<b>1930</b>		
Bates Doubles	304	\$7,800	\$8,130
Bates Singles	44	\$8,290	\$8,640
Bowditch	279	\$6,700	\$6,980
Peabody	<u>326</u>	\$6,700	\$6,980
<i>SUBTOTAL - SYSTEM</i>	<i>953</i>		
Atlantic Hall - Singles	164	\$9,500	\$9,900
Atlantic Hall - Doubles	288	\$8,500	\$8,860
Marsh Hall - Doubles	<u>525</u>	\$7,600	\$7,920
<i>SUBTOTAL - CAMPUS</i>	<i>977</i>		

Massachusetts State College Building Authority  
 Schedule 4: Residence Room Rents - FY14 Actual, FY15 Proposed

	FY15 Planned Design Occupancy	FY14 Actual Rent	FY15 Proposed Rent
<b><u>Westfield State</u></b>	<b>2761</b>		
Apartments	276	\$6,860	\$7,200
Courtney	450	\$5,250	\$5,510
Davis	284	\$5,250	\$5,510
Dickinson	284	\$5,250	\$5,510
Lammers	309	\$5,250	\$5,510
Scanlon	<u>355</u>	\$5,250	\$5,510
<i>SUBTOTAL - SYSTEM</i>	<i>1958</i>		
New Hall - Singles	173	\$7,950	\$8,350
New Hall - Doubles	230	\$6,950	\$7,300
University Hall - Singles	38	\$7,500	\$7,880
University Hall - Doubles	<u>362</u>	\$6,500	\$6,830
<i>SUBTOTAL - CAMPUS</i>	<i>803</i>		
<b><u>Worcester State</u></b>	<b>1573</b>		
Chandler Village	420	\$7,210	\$7,390
Dowden	<u>232</u>	\$6,920	\$7,090
<i>SUBTOTAL - SYSTEM</i>	<i>652</i>		
Dowden Hall Expansion	177	\$6,920	\$7,090
Wasylean Hall - Singles	120	\$7,980	\$8,180
Wasylean Hall - Doubles	228	\$7,580	\$7,780
Sheehan Hall - Doubles	384	n/a	\$7,600
Sheehan Hall - RA's	<u>12</u>	n/a	\$7,490
<i>SUBTOTAL - CAMPUS</i>	<i>921</i>		
<b>Total System Beds</b>	<b>10,436</b>		
<b>Total Campus Beds</b>	<b><u>5,928</u></b>		
<b>Total Design Occupancy</b>	<b>16,364</b>		

Massachusetts State College Building Authority  
 Schedule 5: Non-Residential Project Assessments - FY15

Total assessment for non-residential Authority projects in fiscal year 2015. Non-Residential project assessments are primarily for debt service. Contributions for capital reserves and insurance are also assessed where applicable.

**Bridgewater State**

Project	Bond Issuance	Ownership	Total Assessment
East Campus Dining	2003B	MSCBA	\$652,783
Surface Parking	2006A	University	90,467
Swenson Athletic Facility	2009B	University	225,774
Swenson Athletic Facility	2009C	University	127,010
Parking Garage	2010A	MSCBA	344,222
Parking Garage	2010B	MSCBA	428,174
Rondileau Campus Ctr	2012C	University	611,850
			<u>\$2,480,280</u>

**Fitchburg State**

Project	Bond Issuance	Ownership	Total Assessment
Athletic Fields	2005A	University	\$290,173
Holmes Dining	2005A	University	77,414
Holmes Dining	2006A	University	154,213
Hammond Campus Center	2010A	University	731,957
Hammond Campus Center	2010B	University	374,041
Hammond Campus Center	2012A	University	511,050
Hammond Campus Center	2012C	University	744,425
Parking	2012C	University	168,088
Hammond Campus Center	2014A	University	916,253
			<u>\$3,967,615</u>

**Framingham State**

Project	Bond Issuance	Ownership	Total Assessment
Union Ave Parking	2003B	MSCBA	\$236,365
Parking/Athletic	2003A	University	129,519
McCarthy Campus Center	2005A	University	566,554
McCarthy Campus Center	2006A	University	114,490
McCarthy Campus Center	2008A	University	63,812
Land Acquisition	2009A	University	52,322
Parking Garage	2009A	University	453,496
Hemenway Science Ctr	2010B	University	403,724
Salem End/Parking	2012C	MSCBA	746,148
McCarthy Campus Center	2012C	University	160,138
Hemenway Science Ctr	2012C	University	137,825
Maple St. Athletic	2014A	University	262,701
Mayhew/Parking	2014A	MSCBA	120,982
			<u>\$3,448,074</u>

**Mass College of Art & Design**

Project	Bond Issuance	Ownership	Total Assessment
Kennedy Campus Center	2003B	University	\$128,881
Kennedy Campus Center	2009A	University	834,956
Tower Building	2012A	University	220,500
Center for Design + Media	2014A	University	397,833
			<u>\$1,582,170</u>

**Massachusetts State College Building Authority  
Schedule 5: Non-Residential Project Assessments - FY15**

**Mass College of Liberal Arts**

Project	Bond Issuance	Ownership	Total Assessment
Tennis	2006A	University	\$15,517
Ashland Property	2009B	University	49,670
Amsler Campus Center	2009B	University	22,577
Ashland Property	2009C	University	27,942
Amsler Campus Center	2009C	University	12,701
Athletic Facilities	2012C	University	55,063
Campus Center	2012C	University	11,375
Parking	2012C	University	17,738
			<b>\$212,583</b>

**Mass Maritime Academy**

Project	Bond Issuance	Ownership	Total Assessment
Marine Dock	2012C	University	\$336,450
Admirals' Hall	2012C	University	203,913
Wastewater Treatment Plant	2012C	University	85,575
Mess Deck Expansion	2014A	University	478,203
			<b>\$1,104,140</b>

**Salem State**

Project	Bond Issuance	Ownership	Total Assessment
Central Campus Parking	2004A	University	\$150,042
O'Keefe Athletic Field	2005A	University	236,343
Baseball/Tennis	2006A	University	255,715
Marsh Hall Dining	2009A	MSCBA	302,887
O'Keefe Fitness Center	2012A	University	1,050,050
Property Acquisition	2014A	University	69,224
Mainstage Auditorium	2014A	University	1,117,275
Canal St. Parking	2014A	University	120,982
Public Safety Relocation	2014A	University	201,285
One Stop Renovation	2014A	University	160,738
			<b>\$3,664,542</b>

**Westfield State**

Project	Bond Issuance	Ownership	Total Assessment
Tim & Jeanne Dining	2010A	University	\$204,643
Tim & Jeanne Dining	2010B	University	104,576
Ely Wellness Center	2012A	University	656,600
			<b>\$965,819</b>

**Worcester State**

Project	Bond Issuance	Ownership	Total Assessment
Parking Garage	2006A	MSCBA	\$661,771
Athletic Facility	2012C	University	787,800
Sheehan Dining Hall	2012C	University	262,550
			<b>\$1,712,121</b>

**Total Non-Residential Assessments****\$19,137,343**

**MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY**  
**RESIDENCE HALL POLICIES**  
**FISCAL YEAR 2015**

1. That the Contract for Financial Assistance, Management and Services, dated February 1, 2003, as amended through January 7, 2014, is made between The Commonwealth of Massachusetts (the "Commonwealth"), acting by and through the Board of Higher Education (the "Board") established under Chapter 15A of the General Laws of the Commonwealth, and the Massachusetts State College Building Authority (the "Authority"), a body politic and corporate and public instrumentality of the Commonwealth established under Chapter 703 of the Acts of 1963 of the Commonwealth (as amended, the "Act"), which contract governs the financial relationship between the Authority and the Universities.
2. That rent revenues must be sufficient to pay: the cost of maintaining, repairing and operating Authority projects; the principal of and interest on bonds issued to finance or refinance such projects; the current operating and administrative expenses of the Authority; and to create and fund reserves for these purposes. Further, consistent with the foregoing requirements, there should be a reasonable uniformity in charges for like accommodations.
3. That residence hall occupancy agreements issued in the fall semester normally shall be written for an entire academic year. The MSCBA shall be given the opportunity to participate in the review of waivers requested by students who intend to remain enrolled at the institution.
4. That occupancy for System beds shall be calculated on an institution basis (i.e., not by individual buildings). Occupancy calculations for combined Campus/System projects shall be calculated as if residents are equally distributed throughout all beds in the complex.
5. That those universities with building occupancies of over 100% of design occupancy verify conformance with the applicable building code relative to life safety and sanitation requirements and make any necessary adjustments to either the building or number of residents. The MSCBA will assist with architectural and code consultants when requested.
6. That the maximum semester rent assessment made by the Authority of the Universities be no more than 100% of total residence hall design occupancy at each University. That the minimum semester rent assessment for System beds be no less than 87% of design occupancy for System projects at that University.
7. That rent increases on existing beds to support future debt service costs for a new capacity or renovation project shall be limited to the residence halls at the University where the project is located.
8. That rent rates shall be adjusted in instances where actual occupancy differs from the design occupancy of a certain room. For example, there shall be a premium rent charged of no less than 150% when one student occupies a double room. There shall be an appropriate discount to the normal rent when there is an increase in the original occupancy of a room (such as three students assigned to a double room).
9. That any changes in use, treatment, or configuration of residence hall space must be reviewed with the Authority. In the event that a University converts residence hall space to other uses and

pays rent to the MSCBA in lieu of debt service for such use, the number of beds converted to other uses shall reduce the design occupancy. Rent payments in lieu of student occupancy shall be sufficient to cover MSCBA system-wide costs reasonably allocated to the building.

10. That the MSCBA recommends that the nine state universities adopt and publish written policies regarding restrictions on student-owned furniture, microwave ovens, refrigerators, and other electrical appliances/equipment.
11. That the Authority shall be notified in a timely manner of incidents in its facilities that may result in a property or liability insurance claim.
12. That the campuses understand and acknowledge that the attached “Massachusetts State College Building Authority Residence Hall Preventive Maintenance Guide” shall be used as a guide in the performance of routine corrective and preventive maintenance, as funded by the residence hall operating budget (Schedule 3).
13. That the Authority will prepare assessment notices for payment to the Bond Trustee before October 10, 2014 and April 10, 2015 as required by the Trust Agreements.

## MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY RESIDENCE HALL PREVENTIVE MAINTENANCE GUIDE

*The following guide is a suggested approach in addressing the process and procedures associated with maintaining and improving the operational efficiency of MEP systems.*

A well-executed PM program is at the core of achieving:

- Sustainable operational efficiencies
- Equipment life cycle expectancy
- Improved comfort of the building's occupants
- Reduced disruptions from preventable equipment or system failures
- Reduced energy costs
- An accurate database which is always current and will provide all stakeholders a historical record of achievement

As with most guides, the following recommendations are not all inclusive and each facility may need to modify or customize these tasks. We have purposely not included those systems and equipment which would be considered regulatory, non-discretionary or life safety systems such as: fire alarm, elevator, sprinkler, etc.

Finally, we recognize that certain skill sets are required for even the most basic types of PM tasks and it is important to ensure that every individual performing any task is properly trained and is equipped with the right tools to carry out the identified task. All too often an assumption is made that every employee is capable of performing a PM task but unfortunately, has never been properly shown how to actually do the job correctly. Ensure every individual is properly trained.

### Daily:

- Check the BAS frontend for any building systems that are in alarm or may have been manually overridden. This should be checked first thing in the morning and also before leaving for the day. Document all findings.
- Perform a quick walk-through of all mechanical spaces looking for anything that may appear problematic. Document all findings.
- Note and log all pump pressures and system temperatures which can be used to help identify system problems. Replace all thermometers and pressure gauges that are broken. Make sure the right pressure or temperature range unit is installed. Document all findings.
- While performing daily tasks, observe the ceiling diffusers and return grills throughout the dormitories looking at the color of the immediate area of the duct outlet. If it's dirty then the filters are probably bad and the air handler coil needs to be cleaned. Document all findings.

### Weekly:

- Inspect air compressors and receivers. Check oil levels and drains. Document all findings.

- Conduct a thorough walk-through and inspect all mechanical and HVAC equipment including roof area. Document all findings.
- Test and run emergency generator and check battery electrolyte level. Make sure coolant level and oil level are also checked. Document all findings.

#### Monthly:

- Make sure all pumps and equipment are rotated. Equipment that was in service should now be taken off line. Listen and check to make sure rotated equipment is functioning correctly. Some campuses have the equipment cycled automatically but they should all be checked and verified that the change-over occurred. Document all findings.
- Although some facilities leave the off line pumps and systems lined up to run, all valves on both the suction and discharge side of every pump should be opened and closed to cycle the valve ensuring the valve operates freely. Document all findings.
- Verify that any water chemistry additives are being maintained for all hot and chill water systems and that glycol levels are at the required specification. Document all findings.

#### Air Handlers: Document all findings

##### Monthly

- Inspect checking for proper operation.
- Check filters and replace as needed.
- Check controls.

##### Annually

- Check all dampers and controls.
- Inspect coils (heating and cooling). Clean as necessary.
- Inspect cabinet and plenum box. Clean as necessary.
- Inspect fan belts and tension. If belt needs to be changed, then change out the entire set and not just one belt.
- Lubricate all bearings.
- Lubricate all damper linkages
- Verify fresh air inlet screen is not blocked
- Inspect motor controller and wiring
- Check all doors and access panels
- Clean drain pan and make sure drain is free and clear (sanitize if necessary)
- Verify unit operates correctly after servicing

#### Chillers: Document all findings (chiller repairs and or service is typically outsourced)

##### Monthly

- Inspect system checking for proper operation
- Check compressor oil level
- Verify water treatment and glycol levels are correct

- Check chill water pump operation is satisfactory
- Check pump coupling
- Lubricate as necessary

#### Annually

- Inspect chiller condenser tubes and clean
- Have approved contractor perform system start-up and shut-down
- Have superheat checked for proper refrigerant charge

#### Cooling Towers: Document all findings

##### Monthly

- Inspect for proper operation
- Verify spray nozzles are not plugged
- Verify water treatment is at proper specifications
- Inspect sump for cleanliness
- Check condenser water pumps and couplings
- Lubricate as necessary

##### Annually

- Drain sump and clean
- Wash down media
- Check cooling tower fan motor
- Check and replace fan belts as needed
- Lubricate all shaft bearings
- Check float linkage assembly

#### DX (Direct Expansion) Units: Document all findings

##### Monthly

- Inspect condenser and evaporator for proper operation
- Check insulation on line set
- Make sure condenser coil is clear of grass clippings etc.
- Check damper operation
- Lubricate louver linkages
- Inspect ductwork and insulation

##### Annually

- Clean condenser coil (make sure a fin comb is used when straightening out damaged fins)
- Inspect and clean evaporator coil if needed
- Inspect motor controls and wiring
- Verify superheat or subcool temperatures are correct indicating proper refrigerant charge
- Check all controls
- Check dampers operation
- Lubricate bearings

- Check and replace fan belts as needed
- After servicing unit, check for proper operation
- On units with natural gas fired heaters, verify combustion chamber is in good condition with no cracks

**Hot Water Heating Boilers: Document all findings**

**Monthly**

- Inspect for proper operation
- Blow down boiler
- Check and test safety controls
- Observe boiler flame and check for proper operation
- Verify water treatment is at specification
- Check all temperatures and pressures

**Annually**

- Drain and flush clean waterside
- Inspect firebox
- Clean tubes as necessary
- Prepare boiler for annual inspection (if needed).
- Inspect and lubricate fan motor
- Lubricate all linkages
- Operate and cycle all valves
- Check all electrical connections
- Check all pump couplings
- Lubricate pump motors as needed
- Check pump seals
- Check combustion efficiency

**Domestic Hot Water Boilers: Document all findings**

**Monthly**

- Inspect for proper operation
- Check discharge temperature
- Check mixing valve
- Check circulating pump

**Annually**

- Drain sediment off the bottom of tank
- Cycle all valves on tank assembly
- Verify all supply valves are operational and backflow preventers have been serviced

**Building Automation System (BAS): Document all findings****Monthly**

- Check alarm report history and identify units or systems that frequently go in and out of alarm. Print out monthly report and put into a BAS binder.
- Write down any system problems that occur
- On air operated controls, check for air leaks and repair as necessary
- Check building space set points during occupied and unoccupied times

**Annually**

- Verify all sensors are reading accurately
- Verify all controls are functioning
- Have controls provider look at alarm history and correct obvious programming problems
- On all air operated controls, verify proper operation
- Stroke all actuators and verify damper operation. Quite often, the “U” bolt is slipping on the shaft and the damper doesn’t move.
- Check time of day schedule and make sure it’s accurate

**Student Room Fan Coil Units: Document all findings**

Biannually (2X’s/yr when students are on vacation. Start at top floor and work way down)

- Open FCU cover and observe condition of coil element, drain pan, water valves, blower motor and wall board
- Vacuum entire coil assembly being careful not to damage coil fins
- Use a coil brush to clean loose dirt from face of coil
- Vacuum the rest of the unit and remove any debris
- Vacuum the drain pan and suck out any excess debris or material from pan and especially drain pipe connection
- Use a solution of self-rinsing coil cleaner, **READ DIRECTIONS ON SOLUTION CLEANER** for proper mix ratio (some can be used straight from jug) and spray liberally onto coil face. If coil is excessively dirty, two applications may be needed. **AGAIN READ DIRECTIONS**
- Apply a biocide and mildewcide to the pan area. They also sell pan tablets that can be inserted into the pan and left there once cleaned
- Flush pan and ensure the drain is free and clear and the water flows freely down the drain. **IT IS IMPORTANT TO DETERMINE THAT WATER WILL NOT REMAIN IN PAN AND WILL FLOW DOWN THE DRAIN**
- If any of the surrounding sheetrock, wallboard or carpet area show evidence of mold or has a musty odor, they must be either removed or properly treated. Typically, sheetrock needs to be replaced

- After cleaning, turn unit on, listen and observe the blower motor and that air flow is discharging through cleaned coil face
- Replace cover and proceed to next unit

### **Cabinet Heaters, Fan Powered Terminal Boxes: Document all findings**

#### Monthly

- Verify units are operational
- Verify air movement

#### Annually

- Vacuum all coil and element faces
- Clean coils and elements as needed
- Check controls

### **Exhaust Fans: Document all findings**

#### Monthly

- Verify all exhaust fans are functioning properly (simply tear off a single sheet of toilet paper and place over exhaust duct grill face. If the paper cannot stay in place and falls, then the system should be checked out) An exhaust duct grill face will typically appear to look dirtier than the fresh air supply duct grill.

#### Annually

- Inspect fan assembly for proper operation
- Check controls
- Change fan belts as needed
- Lubricate all bearings

### **Fin Tube Radiation: Document all findings**

#### Monthly

- Verify units are operational and provide heat. Make sure furniture or drapes are not blocking fin tube
- Ensure that units are properly supported and not damaged

#### Annually

- Vacuum all heating elements
- Verify zone control valves (manual and automatic) are operational
- Verify all stand-alone self-contained T-stats are functioning

**Emergency Lights: Document all findings****Monthly**

- Walk throughout the dormitory checking all common areas, corridors, stair wells, etc. and observing the emergency lighting fixture illumination status. Repair/replace as needed

**Annually**

- Verify satisfactory operation of all emergency lights
- Inspect all battery powered emergency lighting circuits and conduct load test
- Replace batteries as needed

**Electrical Distribution System: Document all findings**

Only qualified individuals should perform the following tasks.

**Annually**

- Inspect all panelboards, subpanels, and main distribution switchgear to ensure all doors, locking mechanisms and hardware are in place and operational
- Make sure all knockouts and removed breakers have protective covers in place and live parts are not exposed and have covers
- Perform infrared testing on the electrical gear. Testing should be conducted while circuits are under load and the covers removed. Some organizations refer to infrared testing as a form of Predictive Maintenance. We believe this type of work can be included and considered as a component of Preventative Maintenance as well. We recommend infrared testing be performed every three years
- Verify that all circuits and breakers are properly labeled with load location and do not simply have a "lights or receptacle" designation but an actual room location

**Emergency Diesel Generator or Standby Diesel Generator: Document all findings****Weekly**

- Verify the diesel generator has been started and unit is left in automatic mode

**Quarterly**

- Verify diesel generator transfer switch operates on simulated power outage and operates under load

**Biannually / Annually**

- Ensure outside service provider conducts thorough PM inspection as per service contract

**Lawn Irrigation Systems:** Document all findings (If a sub-meter is used, make sure a reading is obtained)

#### Weekly

- Verify the sprinkler heads are operational
- Verify the rotational arc is correct for the area to be irrigated
- Verify the time of day clock is functioning
- Verify the irrigation duration period is correct

#### Spring

- At system start-up, ensure that all supply lines and branch circuits have not been damaged during the winter months (burst or broken)
- Verify all heads are operational
- Check operation of all isolation and zone valves
- Verify time clock is programmed correctly
- Monitor one cycle of watering

#### Fall

- When winterizing, shut all water supply lines and open all drains in the system
- Use compressed air to blow out all branch lines and heads
- Cycle zone valves at master and watch air blow out at each zone head
- Get water sub-meter final reading

**The Following General Housekeeping and Light Maintenance Activities have been added to this PM Guide to remind all facilities personnel of the importance of addressing all areas in campus buildings in a timely manner.**

**Common Areas:** Document all findings

#### Daily

- Clean / mop / vacuum common area floors and hallways
- Clean and disinfect common area bathrooms
- Sweep building entrances and walkways (as needed)
- Collect and empty trash containers
- Replace or report broken light bulbs
- Remove / clear ice and snow from walkways and building entrances (as needed)
- Report any and all items that require repairs or maintenance
- Report any unusual noises coming from mechanical rooms

Biannually or during semester break

- Inspect all student room bathrooms for leaks on faucets, showers or toilets. Report all deficiencies
- Inspect condition of all student room furniture and window treatments. Report all deficiencies
- Inspect all common area appliances. Report all deficiencies
- Check all door hardware and door operating mechanisms. Report all deficiencies

#### Annually

- Vacuum all heating fin tube radiation elements in student rooms and common areas
- Inspect student rooms walls and ceilings. Report all deficiencies, (paint and repair as needed)
- Inspect and test all operable windows in student rooms and common areas. Report all deficiencies
- Replace all batteries in all electronic devices; CO detectors, plumbing fixtures, etc. (document)
- Report all damaged equipment and furniture
- Report on all inoperable lighting fixtures and systems

#### Outside Service Providers: (typical)

**The following list of building equipment is usually performed by a 3<sup>rd</sup> party because of either regulatory requirements or specialized skill sets of the provider. This list is NOT all inclusive or complete.**

1. Portable Fire Fighting Extinguishers
2. Fire Alarm Systems
3. Fire Sprinkler Pumps and Systems
4. Emergency Generators
5. Major Mechanical Equipment (chillers, boilers, pumps & water chemistry)
6. Elevator Systems
7. Dumpster and Trash removal
8. Laundry Equipment
9. Vending Machines
10. Rodent and Pest Control
11. Snow Removal
12. Safety and Security
13. Locksmith