

Sheffield and Hillcrest Elementary School Building Committee

Meeting Agenda

Wednesday July 29, 3:00PM

Remote Meeting via Zoom

<https://us02web.zoom.us/j/84264717607>

Meeting ID: 842 6471 7607

1. Call to Order / Roll Call

Confirm attendance and establish quorum. (6/11 is quorum)

2. Introductions

Committee members will briefly introduce themselves, their role or appointing category, and their connection to the project.

3. Review of Committee Charge and Role

Review the Selectboard charge establishing the Committee and its responsibilities during the MSBA Eligibility Period and beyond.

4. Organization of the Committee

Discussion and possible votes regarding Committee organization, including:

- Election or confirmation of Chair and Vice Chair;
- Designation of meeting clerk or note-taker;
- Meeting schedule through October Town Meeting;
- Expectations for attendance, agenda development, records, and public meeting compliance.

5. Project Overview and Background

Overview of the Sheffield/Hillcrest elementary school project, including:

- MSBA invitation into the Eligibility Period;
- Existing Sheffield and Hillcrest facility conditions;
- Potential consolidation of Hillcrest and Sheffield into a PreK–5 facility;
- Educational and operational needs identified in the Statement of Interest.

6. MSBA Process and Upcoming Milestones

Review of key MSBA process requirements and deadlines.

- Local Vote Authorization — January 26, 2027;
- Feasibility Study Agreement — January 26, 2027.

7. Feasibility Study Funding Milestone

Discussion of the feasibility study funding requirement and proposed October Town Meeting timeline.

Topics for discussion:

- Purpose of the feasibility study;
- Required local authorization and appropriation;
- Relationship between local funding and MSBA eligibility;
- Preliminary feasibility study budget;
- Warrant timeline for October Special Town Meeting;
- Recommended Committee action.

Possible vote: *Move that the Elementary School Building Committee recommend that the Montague Selectboard place an article on a 2026 Special Town Meeting warrant to appropriate and authorize funding for the MSBA feasibility study for the Sheffield Elementary School project, in an amount to be finalized by the Town Administrator in consultation with the Superintendent, District staff, and MSBA.*

8. Public Comment

Opportunity for public comment, subject to the Chair's discretion.

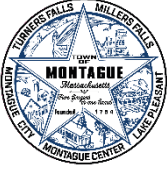
9. Next Steps and Future Agenda Items

Potential next steps:

- Confirm next meeting date and venue;
- Review draft feasibility study warrant article;
- Review Educational Profile Questionnaire and enrollment materials;
- Develop preliminary communications approach;
- Begin discussion of OPM procurement readiness if invited into Feasibility.

10. Adjournment

MEETING MATERIALS



**TOWN OF
MONTAGUE
MASSACHUSETTS**

Selectboard Office
One Avenue A
Turners Falls, MA 01376

413-863-3200
Ext. 107 & 108

**TOWN OF MONTAGUE
SHEFFIELD AND HILLCREST ELEMENTARY SCHOOL BUILDING COMMITTEE
CHARGE AND APPOINTMENT**

Purpose and Scope

The Montague Selectboard hereby establishes the Sheffield and Hillcrest Elementary School Building Committee (“ESBC”) to oversee the Town’s participation in the Massachusetts School Building Authority (“MSBA”) process for the Sheffield Elementary School.

The SBC is specifically charged with completing all requirements of the MSBA **Eligibility Period**, and, if invited by the MSBA Board of Directors, advancing the project into and through the **Feasibility Study Phase**.

Eligibility Phase Responsibilities

During the 270 day MSBA Eligibility Period, the ESBC shall:

- Learn the MSBA process and the history of the MSBA submission
- Establish project governance, meeting schedules, and decision-making procedures
- Coordinate with MSBA staff and comply with all MSBA policies and deadlines and deliverables
- Support the development of the District’s educational program statement and submittals
- Support the appropriation and authorization of the full amount of a feasibility study’s cost
- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage stakeholders throughout the entire application and construction process
- Prepare for procurement of an Owner’s Project Manager (OPM), if invited to Feasibility

Feasibility Phase Responsibilities (If Invited)

If the MSBA invites the Town into the Feasibility Study Phase, the ESBC shall:

- Procure an OPM and Designer in accordance with MSBA requirements
- Work with the District to evaluate all feasible options, which may include:

- Renovation of the existing facility
 - Addition and renovation
 - New construction
 - Potential consolidation of elementary school facilities
- Evaluate options based on:
 - Educational program needs
 - Site constraints
 - Cost and long-term affordability
 - Operational efficiency
- Recommend a Preferred Schematic Design to the Selectboard
- Support preparation for required local funding authorizations

Authority

The ESBC is established by and derives its authority from the Montague Selectboard.

The ESBC is authorized to act on behalf of the Town in all matters relating to the MSBA process, including coordination with the MSBA, consultants, and the Gill-Montague Regional School District.

All actions shall be consistent with:

- MSBA policies and procedures
- Applicable Massachusetts General Laws, including c.71 §16A, c.149, and c.30B
- Town of Montague procurement and financial policies

Relationship to the Gill-Montague Regional School District

The Gill-Montague Regional School District initiated the project and shall play a central role in defining the educational program and operational requirements.

The SBC shall work collaboratively with the District and ensure that all planning and design decisions align with the District's educational vision and needs.

Limitations of Authority

The SBC does not have authority to:

- Appropriate funds
- Authorize borrowing
- Place articles on a Town Meeting warrant

Such authority remains with the Montague Selectboard and Town Meeting.

Membership

11 voting members of the ESBC shall be appointed by the Montague Selectboard and shall include representation from:

- Montague Selectboard Member (1)
- Town Administrator/ MCCPO designee (1)
- Finance/Capital Planning Official (1)
- Gill-Montague Regional School Committee Member (2)
- Superintendent of Schools (1)
- Facilities/Operations Official (1)
- Elementary School Principal or vice principal (1)
- Teacher or resident with knowledge of current educational mission and function of current facilities (1)
- Residents at large, preferably with experience in building and/or community outreach (2)

The Chair shall notify the MSBA in writing within 20 calendar days of any changes to the membership or duties.

Meetings

All meetings shall comply with the Massachusetts Open Meeting Law.

The SBC shall meet as necessary to meet MSBA deadlines and project milestones. Meetings are tentatively scheduled during the workday once or twice per month. All members need to maintain regular attendance at ESBC meetings.

Duration

This charge shall remain in effect through completion of the MSBA Eligibility Period and, if applicable, through the Feasibility Study Phase, unless amended or dissolved by the Selectboard. A MSBA construction project can take 5-7 years to completion.

Adopted by the Montague Selectboard on May_ 2026



Office of the Town Administrator Town of Montague

Walter Ramsey, AICP, MCCPO
(413) 863-3200 ext. 110
Walterr@montague-ma.gov
One Avenue A Turners Falls, MA

June 22, 2026

Robin McElaney, MSBA Project Coordinator
Massachusetts School Building Authority
10 Post Office Square, Suite S400
Boston, Massachusetts 02109

Dear Robin McElaney:

In accordance with 963 CMR 2.00, attached is the membership of the School Building Committee for the Sheffield Elementary School located in the Gill-Montague Regional School District. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Montague and the Gill-Montague Regional School District. Committee Members include the following:

(Please provide name, **title**, address and phone number of each member, **and indicate who the Chair of the School Building Committee is**. Also, please indicate whether the member has voting power. Some categories may have more than one name. All members must be included)

Designation	Name and Title	Address	Email Address and Phone Number	Voting Member?
SBC member who is MCPPO certified*	Walter Ramsey-Town Administrator	15 Davis St, Turners Falls, MA 01376	walterr@montague-ma.gov 413-863-3200, x110	YES
Local Chief Executive Officer	Marina Goldman-Selectboard Member	71 Main St, Montague, MA 01351	MarinaG@montague-ma.gov , 413-626-1208	YES
Administrator or Manager ⁱ *	Walter Ramsey-Town Administrator	15 Davis St, Turners Falls, MA 01376	walterr@montague-ma.gov 413-863-3200, x110	YES
School Committee Member (minimum of one)	Clifford Spatcher-School Committee Member	442 Turners Falls Rd, Montague, MA 01351	clifford.spatcher@gmrds.org , 413-824-8683	YES
Superintendent of Schools	Tari Thomas-Superintendent	35 Crocker Ave, Turners Falls, MA 01376	tari.thomas@gmrds.org , 413-207-5768	YES, Chair
Local Official responsible for Building Maintenance	Joanne Blier-Business Manager	35 Crocker Ave, Turners Falls, MA 01376	joanne.blier@gmrds.org , 413-863-9325	YES

Representative of Office authorized by law to construct school buildings				YES
School Principal	Kerry Heathwaite-Sheffield Principal	43 Crocker Ave, Turners Falls, MA 01376	kerry.heathwaite@gmrtd.org , 413-863-9326	YES
Member knowledgeable in educational mission and function of facility	Pamela Reynolds-Special Ed Teacher	43 Crocker Ave, Turners Falls, MA 01376	pamela.reynolds@gmrtd.org , 413-863-7397	YES
Local budget official or member of local finance Committee	Greg Garrison-Chair of Capital Improvements Committee	27 Randall Wood Ave, Montague, MA 01351	gregogarrison@gmail.com , 413-530-6921	YES
Members of community with architecture, engineering and/or construction experience	Allison Page-Project Manager at Smith College	40 Center St, Montague, MA 01351	allison@allisongracepage.com , 413-329-8628	YES
Other (Community Members with related expertise, Community Stakeholders, District School Students. Please provide brief background info/expertise	Steve Ellis-School Committee, former TA	6 Stevens St, Turners Falls, MA 01376	steven_ellis66@comcast.net , 413-530-6496	YES
	Cindy Sheehy-Hillcrest Principal	30 Griswold St, Turners Falls, MA 01376	cynthia.shhey@gmrtd.org , 413-863-9526	YES

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

After approval of this SBC by the Authority, the Town of Montague **should** notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Disclaimer

The Massachusetts School Building Authority's approval of this School Building Committee form is limited to determining whether the proposed membership satisfies the requirements of 963 CMR 2.06(2)(b). The selection of members is the sole responsibility of the District, which must ensure that

appointments are made in accordance with applicable statutes, local by-laws, charters, and agreements, and its local legal counsel should confirm compliance. The MSBA's approval does not constitute certification of such compliance and does not relieve the District of its obligations under applicable law and agreements.

Sincerely,



Walter Ramsey,
Town Administrator

Anne Hudson

7/9/2026

Approved by MSBA

Date

ⁱ Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program.

ⁱⁱ "Administrator or Manager" refers to a Town Administrator, Town Manager, or to an equivalent position.

Eligibility Period Schedule of Deliverables¹

Gill-Montague Regional School District Sheffield Elementary School

MSBA Board of Director Meeting – December 12, 2025

Eligibility Period Commences – Friday, May 1, 2026		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	Monday, June 1, 2026 Required
School Building Committee	60	Tuesday, June 30, 2026 Required
Educational Profile Questionnaire	90	Thursday, July 30, 2026 Required
Online Enrollment Projection	90	Thursday, July 30, 2026 Required
Enrollment Meeting Held	180	Wednesday October 28, 2025 Required
Maintenance and Capital Planning Information	180	Not Required
Local Vote Authorization	270	Tuesday, January 26, 2027 Required
Feasibility Study Agreement	270	Tuesday, January 26, 2027 Required
Eligibility Period Concludes – Tuesday, January 26, 2027		

¹If the District has concerns about meeting any of the following deadlines, please let the MSBA know by Friday, May 1, 2026. The MSBA will require districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the District has the financial and community support required.

**Gill-Montague Regional School District – Sheffield Elementary School
Feasibility Study/Schematic Design Appropriation Table**

District	School	Current Grades/Enrollment	Consolidation/Configuration Agreed upon Study Enrollments	FS/SD Appropriation Amount	Superintendent Contact Information
Pittsfield	Crosby Elementary School	PK-5 249	K-4 (Plus Neighborhood PreK) 445 K-4 (Plus Neighborhood Prek) 600	\$2,000,000 (2024)	Dr. Latifah Phillips (413)-770-6749 latifahphillips@pittsfield.net
Plymouth	Hedge Elementary School	K-5 210	K-5 (Plus Neighborhood Prek) 540 K-5 (Plus Neighborhood Prek) 805	\$2,000,000 (2024)	Dr. Chris Cambell (508)224-5035 ccampbell@plymouth.k12.ma.us
West Springfield	John Ashley Elementary School	PK-K 148	(Plus Prek) 545	\$1,600,000 (2024)	Stefania Raschilla (413)263-3289 sraschilla@wsps.org
Dennis- Yarmouth Regional School District	Marguerite E. Small Elementary School	PK-3 302	K-3 (Plus Yarmouth PreK) 355 K-3 (Plus Yarmouth PreK) 670	\$1,500,000 (2024)	Dr. Marc Smith 508-398-7600 smithm@dy-regional.k12.ma.us
Manchester- Essex Regional School District	Essex Elementary School	K-5 229	K-3 (Plus PreK) 165 K-5 (Plus PreK) 250 K-5 (Plus PreK) 515	\$1,500,000 (2023)	Pam Beaudoin 978-526-4919 beaudoinP@mersd.org