



**TOWN OF
MONTAGUE
MASSACHUSETTS**

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**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