

Sheffield and Hillcrest Elementary School Building Committee

Meeting Minutes

Wednesday July 29, 3:00PM

Remote Meeting via Zoom

1. Call to Order / Roll Call

Present: Walter Ramsey, Marina Goldman, Pamela Reynolds, Cindy Sheehy, Tari Thomas, Joanne Blier, Allison Page

Absent: Cliff Spatcher, Greg Garrison, Kerry Heathwaite

Also present: Erin-Leigh Hoffman Greenfield Recorder, representative from Collier Builders International

Quorum was declared and the meeting was called to order by Walter R. at 3:04PM

2. Introductions

Committee briefly introduced themselves, their role or appointing category, and their connection to the project.

3. Review of Committee Charge and Role

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

4. Organization of the Committee

MOTION by Marina G. to nominate Steve E. as Chair and Joanne B. as vice-chair. Seconded by Allison P. Walter R- AYE, Marina G. -AYE, Pamela R.- AYE, Cindy S.- AYE, Tari T.- AYE, Joanne B.- AYE, Allison P.- AYE . Motion passed unanimously.

MOTION by Marina G. to nominate Walter R as clerk. Seconded by Allison P. Walter R- AYE, Marina G. - AYE, Pamela R.- AYE, Cindy S.- AYE, Tari T.- AYE, Joanne B.- AYE, Allison P.- AYE . Motion passed unanimously.

Monthly meetings expected through eligibility phase. Site tour requested this Fall.

5. Project Overview and Background

Joanne B provided an overview of the Sheffield/Hillcrest elementary school project, including:

- MSBA invitation into the Eligibility Period;
- Existing Sheffield and Hillcrest facility conditions including known capital needs at hillcrest: roof, HVAC, masonry, asbestos issues. New boiler needed at Sheffield.
- Potential consolidation of Hillcrest and Sheffield into a PreK–5 facility;
- Educational and operational needs identified in the Statement of Interest. Enrollment is between 330 and 340. Projections call for declining enrollment. Does not account for potential future projects like Farren site. WR will provide some info to TT.

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.

Local vote should happen with October Special Town Meeting, but could happen after as a separate meeting.

7. Feasibility Study Funding Milestone

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

Walter R. presented a proposed budget of up to \$2M based on relevant project data provided by MSBA. Recent similar elementary school projects have budgeted between \$1.5 and \$2M. The Committee wants to refine/verify that budget figure. WR and JB to talk with another OPM to verify a realistic budget.

JB to verify reimbursement rate for feasibility study (current assumption is 77%)

JB confirmed that the town authorization needs to be for the full amount (\$2M), even though the actual expense to the town is much less. This may cause issues for tying up limited reserves and be more challenging for political perception.

WR will explore potential funding sources (capital stabilization and sale of real estate).

MOTION *to 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

None

9. Next Steps and Future Agenda Items

Next Meeting: Wednesday August 26 at 4:00PM Remote Meeting. Plan to do a site tour in September

Future Discussion items:

- Review draft feasibility study warrant article;
- Develop preliminary communications approach;
- Begin discussion of OPM procurement readiness if invited into Feasibility.

10. Adjournment

Meeting adjourned at 4:06PM on a unanimous roll call vote.