

**CHARGE**  
**TOWN OF SOUTHBOROUGH**  
**K-8 SCHOOL BUILDING COMMITTEE**  
**AD-HOC**

The K-8 School Building Committee (“Committee”) shall be an ad-hoc committee appointed by the Select Board. The Committee’s charge shall be providing the community with an informed discussion of options for resolving the critical capital needs at our K-8 school buildings in a financially responsible manner while maintaining the highest academic standards and vision for the Southborough Public Schools.

The Committee shall prepare a written analysis summarizing the cost and pro/cons for the educational delivery of the following options.

- a. Capital projects needed to keep the Neary School open and safe for a 5 and 10 year window. Consideration should be given to the potential cost at the end of these periods for longer term capital planning;
- b. “Base Repair” to existing Neary School to bring building up to full code and safety compliance with a minimum lifespan of 20 years;
- c. Moving Grade 5 to Trottier and expanding the Finn or Woodward School to add an additional grade;
- d. Adding space at the Woodward and Finn Schools such that Finn could accommodate grades K, 1, and 2, while Woodward could accommodate Grades 3, 4, and 5;
- e. Renovation or new construction at the Finn School site to accommodate four grades (K, 1, 2, and 3) with remaining grades (4,5) at Woodward School; and
- f. New Four Grade School at Neary Building site.

The Committee is not limited to presenting just the options above and may present any feasible option identified as part of their study. In all instances, Pre-K for Southborough residents should be factored into the occupancy of any building that is also proposed to house Kindergarten.

As part of this work, the Southborough Public Schools and Southborough School Committee should provide an updated housing report (last updated in 2022) showing the possible grade configurations at existing buildings and what additional space would be required to accommodate the configurations noted above.

The Committee should publicly present its analysis to the community by September 2025. The Select Board may then use that analysis to solicit feedback from the community regarding which options enjoy the broadest degree of public support. This feedback may take the form of a non-binding or rankest choice vote, potentially at a 2025 fall town meeting and/or a public forum.

Updates to this charge should be made as the project progresses to better outline the scope of responsibilities of the School Building Committee.

The Committee shall ensure compliance and coordination with any statutes and regulations related to Massachusetts School Building Authority (“MSBA”) projects for any projects within a statement of interest period.

The Committee shall provide updates on their progress at least monthly to both the Southborough School Committee and Select Board. The full committee should make presentations of progress for discussion by the full membership of both boards.

The voting positions shall be filled by residents of the community who are willing to volunteer their time.

Ex-officio positions will not count toward the quorum, nor will they have a vote on committee matters.

The Committee can set up subcommittees and appoint members to these subcommittees from their appointed voting and non-voting members, as they see fit.

All appointments expire December 31, 2025, unless this charge is extended.

### Membership

1. **Voting members – Total of 7 or 11** (preference is for at least a portion of this group to have prior experience with construction of public buildings).
  - School Committee Member(s) – up to 2
  - Select Board Member(s) – up to 2
  - Advisory Committee Member
  - Capital Improvement and Planning Committee Member
  - Residents at Large (up to 7 depending on school committee and select board representation) – education, architecture, engineering, and/or construction experience preferred.
2. **Ex-officio Members**
  - Superintendent of Schools
  - Assistant Superintendent of Operations
  - Assistant Superintendent of Schools (*Member knowledgeable in educational mission and function of facility*)
  - School Director of Finance
  - School Principals (up to 2)
  - Town Administrator
  - Town Treasurer/Finance Director