

Town of Southborough Elementary School Building Committee Committee Charge

The Southborough Select Board, in collaboration with the Southborough School Committee, hereby establishes the Southborough Elementary School Building Committee to oversee and guide the feasibility study and evaluation of potential renovation and improvement options for the Margaret A. Neary Elementary School. The work of the Committee shall be consistent with Article I approved at the Special Town Meeting on March 2, 2026, with both "Option 1" and "Option 2", as described in that article, addressed and reported on

Purpose

The purpose of the Southborough Elementary School Building Committee is to provide oversight, coordination, and public engagement related to the feasibility study and schematic design process for the Margaret A. Neary Elementary School. The Committee will work collaboratively with Town boards and committees, School District leadership, and the selected architectural and engineering consultants to evaluate renovation strategies and improvement options for the facility.

The Committee will assist in ensuring that potential project options address educational programming needs, building systems, safety requirements, code compliance, and long-term sustainability (for "Option 1" and similar proposals), while providing clear cost estimates and implementation timelines to support municipal decision-making.

Responsibilities

The Committee shall:

- Provide oversight and guidance during the feasibility study and schematic design phases.
- Work collaboratively with the Select Board, School Committee, and Town Administration throughout the study process.
- Review existing conditions assessments, feasibility options, schematic designs, and cost estimates prepared by project consultants.
- Ensure that proposed options reflect the educational priorities and long-term facility needs of the Southborough Public Schools.
- Support the preparation of materials for public meetings and community engagement efforts.
- Assist in communicating project information to residents and supporting transparent public decision-making.
- Provide recommendations to the Select Board and School Committee regarding potential project options and next steps.

Membership

The Southborough Elementary School Building Committee shall consist of five (5) voting members:

- Three (3) members appointed by the Select Board
- Two (2) members appointed by the School Committee

Desired Member Qualifications

In making appointments, the Select Board and School Committee are encouraged to consider individuals who bring experience or professional expertise in one or more of the following areas:

- Architecture, engineering, or building design
- Municipal finance, budgeting, or capital planning
- Large-scale construction, project management, or facilities planning
- Communications, public engagement, or marketing
- Education, school operations, or instructional programming

The goal is to establish a committee with diverse skills and perspectives to support informed decision making and effective communication with the community.

Ex Officio Members

The following individuals shall serve as non-voting ex officio members of the Committee:

- Superintendent of Schools
- Assistant Superintendent of Finance and Operations e Town Administrator
- Town Finance Director

Additional Town staff or consultants may participate in meetings as needed.

Committee Organization

The Committee shall designate the Chair of the Southborough Elementary School Building Committee. The Chair shall be responsible for convening meetings, setting agendas in coordination with Town and School District staff, and guiding the Committee's work.

The Committee shall elect a Vice Chair from among its voting members. The Vice Chair shall perform the duties of the Chair in the Chair's absence and assist with the coordination of committee activities as needed.

The Committee may designate a Clerk from among its members or staff to assist with meeting coordination and record keeping.

Meetings and Reporting

The Committee shall meet regularly throughout the feasibility study process. The Chair will determine meeting schedules in consultation with Town and School District leadership.

The Committee will provide periodic updates and recommendations to the Select Board and the School Committee regarding the progress of the feasibility study and any recommended actions.

All meetings of the Committee shall comply with the Massachusetts Open Meeting Law, and meeting minutes shall be maintained as required by law.

Authority and Limitations

The Southborough Elementary School Building Committee shall serve in an advisory capacity to the Select Board and School Committee.

The Committee shall not have independent authority to enter into contracts, expend municipal funds, or otherwise obligate the Town. All procurement, contracting, and financial decisions shall remain under the authority of the Select Board, School Committee, and Town Administration, in accordance with Massachusetts procurement laws and Town policies.

The Committee's role is to review information, provide guidance, and make recommendations regarding the feasibility study and potential project options.

Duration

The Southborough Elementary School Building Committee shall remain active through completion of the feasibility study and schematic design phase and until the Select Board determines that the Committee's work has been completed.