



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

December 13, 2023

Ms. Kristen Las, Town Manager
Town of Westford
55 Main Street
Westford, MA 0186

Re: Town of Westford, Colonel John Robinson Elementary School

Dear Ms. Las:

I am pleased to report that the Massachusetts School Building Authority (the “MSBA”) Board of Directors has voted to invite the Statement of Interest (the “SOI”) for the Colonel John Robinson Elementary School in the Town of Westford (the “Town”) into the MSBA’s Eligibility Period. The invitation for the Colonel John Robinson Elementary School is for grades Pre-K through 2 and the potential during the feasibility phase to examine the consolidation of the Colonel John Robinson Elementary School with the Abbot Elementary School to serve grades Pre-K-5.

The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA’s grant approval process and benefits the Town by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the Town to be eligible for an MSBA invitation to Feasibility Study.

Invitation into the Eligibility Period is **not** an invitation to Feasibility Study. Moving forward in the MSBA’s process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors. Communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. Additionally, the Town’s vote by the Board of Directors approving a potential grant will be no sooner than July 1, 2026. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute and regulations, which require MSBA partnership and approval at each step of the process.

The Town’s Eligibility Period will commence on August 1, 2024 and conclude on April 28, 2025. During this time, the Town must complete the preliminary requirements in accordance with the schedule on page three of this letter. The first item that requires completion by the Town is the Initial Compliance Certification, which will be sent to the Town electronically two weeks prior to its commencement date, on July 18, 2024.

The ability of the Town to complete the preliminary requirements within the 270 days does not guarantee an invitation into the MSBA Capital Pipeline. Further, if the Town cannot complete the preliminary requirements within the 270-day Eligibility Period, the MSBA will require the Town to withdraw its SOI, and the Town will

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Westford, Robinson Elementary School Eligibility Period Board Action Letter

have to re-file an SOI during the next open SOI filing period and/or when the Town has the required financial and community support.

If the Town has concerns about meeting any of the deadlines set forth on page three of this letter, please notify the MSBA in writing by August 1, 2024. If you have questions or would like additional information regarding the Eligibility Period, please refer to our website and/or contact Jennifer Flynn at the MSBA (Jennifer.Flynn@MassSchoolBuildings.org).

I look forward to continuing to work with you throughout the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



Mary L. Pichetti
Executive Director

Cc: Legislative Delegation
G. Thomas Clay, Chair, Westford Select Board
Valery Young, Chair, Westford School Committee
Dr. Christopher Chew, Superintendent, Westford Public Schools
File: 10.2 Letters (Region 2)

Eligibility Period Schedule of Deliverables

Town of Westford Colonel John Robinson Elementary School

MSBA Board of Director Meeting – December 13, 2023

Eligibility Period Commences – August 1, 2024		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	August 30, 2024 Required
School Building Committee	60	September 30, 2024 Required
Educational Profile Questionnaire	90	October 30, 2024 Required
Online Enrollment Projection	90	October 30, 2024 Required
Enrollment Meeting Held	180	January 28, 2025 Required
Maintenance and Capital Planning Information	180	January 28, 2025 Required
Local Vote Authorization	270	April 28, 2025 Required
Feasibility Study Agreement	270	April 28, 2025 Required
Eligibility Period Concludes – April 28, 2025		

Note: If the Town has concerns about meeting any of the following deadlines, please let the MSBA know by August 1, 2024. 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 Town has the financial and community support required.