

**Town of Millbury  
R.E. Shaw School Feasibility Committee  
Regular Session Meeting - 9  
Minutes**

RECEIVED  
TOWN CLERK  
2018 OCT 11 PM 2:37  
MILLBURY, MASS.

**Date:** July 25, 2018

**Present:** Mr. Bernie Plante, Chairperson, Mrs. Jennifer Nietupski, Vice Chairperson, Mr. Greg Myers, Superintendent, Mr. Richard Bedard, Business Manager, Mr. Michael O'Connor, Mr. Michael Tarka, Mr. Stephen Decatur, Mrs. Miriam Friedman, Principal, Ms. Kate Ryan, Mr. Scott Despres, Mr. Paul Halacy, Mr. Pine, Mr. Kevin Kuphal, Mr. Joe Naughton and Mr. David Billings, Hill International

**Absent:** Mr. Dave Marciello, Town Manager, Mrs. Susan Teixeira, Mrs. Rachael Decatur, Mr. Andrew Tuccio, Mrs. Kristin Boulanger, Mr. Stephen Wiltshire

**Time:** 7:00 pm

**Location:** High School Media Center

---

**1. Call to Order**

Mr. Plante brought the meeting to order at 7:02pm.

**2. Approval of Minutes**

Mr. Pine made a motion to approve the Feasibility Committee minutes of June 6, 2018, seconded by Mrs. Nietupski. All approved (13-0). Mrs. Nietupski made a motion to approve the Designer Selection Sub-committee minutes of June 6, 2018, seconded by Mr. Bedard. All approved (3-0-1).

**3. Old Business**

**a. Feasibility Study Financing**

Mr. Bedard stated that the \$550,000 which was appropriated at the Annual Town Meeting for the Feasibility Study has been put out to bid for financing by the Town Treasurer. He also stated that the invoices from Hill International could be approved tonight but cannot be paid until the financing is secure. Mr. Bedard stated that at the Board of Selectman meeting in August the financing will be approved.

**4. New Business**

**a. Establishment of Financial Subcommittee**

Mr. Bedard stated that the Town Treasurer will let him know the process that this Committee will use to pay invoices. Mr. Bedard stated that it looks as if this Committee will approve the invoices and the School Committee will sign off on the bill schedule as they do for other invoices and the invoices will go to Town Hall to be paid.

Mr. Bedard stated that Hill International has submitted invoice #PBO-02286.00-01, dated 4/30/2018 for \$5,200.00 and #PBO-02286.00-02 dated 5/31/2018 for \$5,761.50 for approval for payment. Mr. Pine asked about two Hill employees that were listed on the invoice that were not on the attachment B form as key members of the team. He stated that the contract states that if any employees not listed on attachment B were

used on the project they must be approved by this Committee and the MSBA. Mr. Naughton stated that they were in a bind to get all the references checked for the Designer Proposals. He stated that Matt will not be used again, however, Julie Leduc should be added to attachment B as she is a new employee at Hill and will be a valuable member to add to the team. Mr. Pine recommended to Hill International that in the future if they are going to use other employees not listed on attachment B to please send the Committee a resume for that employee. Mr. Pine stated that to complete the work for the first invoice twenty-three hours were projected, however the work took 35.5 hours to complete for an overage of \$1,400.00. He also stated that the second invoice projected 46 hours of work would be needed, but only 40 hours were used. Therefore, the shortage is \$650.00. Mr. Pine made a motion to approve invoice #PB0-02286.00-01, dated 4/30/2018 for \$5,200.00 and #PB0-02286.00-02 dated 5/31/2018 for \$5,761.50 for approval for payment, seconded by Ms. Ryan. All approved (13-0).

**b. Selection of Turowski2 for Designer/Architect – Vote Required**

Mr. Myers stated that he was very impressed with Turowski2's presentation at the MSBA. The vote at the MSBA to appoint Turowski2 as the Designer/Architect for the Shaw School Project was unanimous. Mrs. Nietupski, Mr. Myers and Mr. Bedard participated in that vote.

**c. Turowski2 Presentation**

Mr. Turowski gave a Powerpoint presentation highlighting materials and ideas used in a new school project that Turowski2 completed. In particular Turowski2 spoke about the Jacobs Elementary School in New Bedford. The Powerpoint also highlighted ideas that could be used in the new Shaw Building project. In terms of the firm's capacity Mr. Turowski stated that the Shaw Project would be the firm's number one focus. A discussion took place regarding the consultants that would be used on the Shaw Project. Mr. Plante asked for a motion to approve Turowski2 as the Designer/Architect for the Shaw Project. Ms. Ryan made a motion to approve Turowski2 as the Designer/Architect for the Shaw Project, seconded by Mr. Pine. All approved (13-0).

**d. Hill International and Turowski2 Schedule Review.**

Mr. Billings stated that it is still called a draft schedule as some of the dates may still fluctuate. He also stated that the schedule is in three phases; the Preliminary Design Program, the overall concept, which gets developed into a Preferred Schematic Report which will present options with a cost, and the Schematic Design. The Schematic Design will be submitted to the MSBA for review and a vote. Mr. Billings stated that they will further develop the preferred schematic into a final schematic design and a budget will be created, which will then go before the town and the MSBA for approval to move the project forward.

Mr. Billings stated that the Feasibility will begin with an Education Vision meeting on August 16, 2018 with the District Leadership Team. He stated that meeting will be followed up with two series of workshops to develop the concept and spaces and will bring that information back to the Committee in late September for approval. The workshop dates will be determined at the August 16<sup>th</sup> meeting. It was stated that the workshops would include parents, teachers, Selectmen, members from the planning board, or any other board members, along with members from the Feasibility

Committee. Mr. Plante stated that members from all boards in town should be invited to attend the workshops. Mr. Bedard suggested that a date for the workshop be chosen before the August 16<sup>th</sup> meeting. Mr. Pine suggested that advertising for the Public Forum scheduled on September 19<sup>th</sup> should come out in the middle of August. Mr. Turowski stated that the workshops are open to the community. Mr. Billings stated that the next Community Update meeting will be on November 7<sup>th</sup> and again on December 19<sup>th</sup>. He also stated that by the middle of December they will be able to bring before this Committee the final options and various budgets depending on the Committees' decision regarding a renovation or a new build. The Schematic Report will include the Committee's decision on building a new school or renovating the existing school and it must be submitted to the MSBA on January 2<sup>nd</sup>. He stated that after the MSBA has a review period the Committee will present to the Facilities Assessment Subcommittee. The Subcommittee will submit their recommendation to the MSBA for a vote. Mr. Billings stated that by the spring of 2019 they will have developed the schematic design along with a scope and finalized budget which must be submitted by May 8<sup>th</sup>. Mr. Billings stated that they are looking for a September or October 2019 town vote. Mr. Turowski stated that a team will go through the Shaw Elementary School and write an Existing Building report before school starts.

Mr. Pine suggested having an informational table available to the community to update them on what's happening with the new Shaw Elementary School. A discussion took place regarding the Shaw Elementary School's website. Mr. Naughton stated that Hill will help build the media on the website.

5. **Public Comment** – There was no public comment at this meeting.
6. **Next Meeting.** – **Feasibility Committee** – TBA
7. **Adjournment** – Mr. Halacy made a motion to adjourn the meeting, seconded by Ms. Ryan. All approved (13-0).

Respectfully submitted,

*Donna Freitas*

Donna Freitas

Executive Assistant to the Superintendent

Approved:

Kristin Brucoler

Robert P. J.

Scott Desjard

Paul Halary

[Signature]

Jennifer B. McIntosh

[Signature]

[Signature]

[Signature]

R. Bedard

**Email Attachments:**

Minutes from June 6, 2018

Minutes from Designer Selection Sub-Committee June 6, 2018

Agenda 7.25.2018

Invoice #PBO-02286.00 for \$5,200.00 w/letter

Invoice #PBO-02286.00-02 for \$5,761.50 for \$5,761.50 w/letter

Payment Schedule

Attachment B – Key Personnel

Hill International Revised Schedule