

**Town of Millbury
R.E. Shaw School Feasibility Committee
Regular Session Meeting - 8
Minutes**

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MILLBURY, MASS.

Date: June 6, 2018

Present: Mrs. Jennifer Nietupski, Vice Chairperson, Mr. Greg Myers, Superintendent
Mr. Michael O'Connor, Mr. Michael Tarka, Mr. Stephen Decatur, Mr. Andrew Tuccio,
Mrs. Miriam Friedman, Principal, Ms. Kate Ryan Mrs. Kristin Boulanger, Mr. Joe
Naughton and Mr. David Billings, Hill International

Absent: Mr. Bernie Plante, Chairperson, Mr. Dave Marciello, Town Manager, Mr. Kevin Kuphal,
Mr. Scott Despres, Mrs. Susan Teixeira, Mr. Paul Halacy, Mrs. Decatur, Mr. Pine

Time: 7:00 pm

Location: High School Media Center

1. Call to Order

Mrs. Nietupski brought the meeting to order at 7:08pm.

2. Approval of Minutes

Mr. Myers made a motion to approve the minutes of May 16, 2018, seconded by Mr. Decatur.
All approved (8-0).

3. Old Business

a. Review Visionary/Project Charter

Mr. Billings stated that a Project Charter has been created. He stated that the Project Charter will be reviewed when the Design Firm has been hired. He stated that the Charter is an ongoing document.

4. New Business

a. Establishment of Financial Subcommittee

Mr. Bedard stated that there a couple of different ways to handle paying the invoices. He stated that a subcommittee could be formed to review and sign the invoices or the full committee could review the invoices and authorize the School Committee to pay all bills. Mr. Bedard also stated that he would check with the Town Clerk to see if there are any restrictions on this committee for paying bills. He stated that a vote is not required tonight. Mr. Billings stated that Hill will review all bills and will attached an approval letter to each bill ready to be paid. A discussion took place regarding how the subcommittee will review the bills. It was suggested that each bill be scanned and put on a sight so that all Committee members may view the bills.

b. Report from the Designer Subcommittee

Mr. Billings stated that four design firms submitted proposals. He stated that they reviewed each consultant that would be part of the team. He stated that two firms rose to the top, Miller Dwyer Spears and Turowski2 Architecture. Mr. Billings stated that saam Architecture and Caolo & Bieniek ranked 3^d and 4th. Mr. Billings stated that they

would let the MSBA know that Miller Dyer Spears and Turowski2 were the Committee consensus as the top two firms. Mr. Decatur stated that the firms and consultants were well known and that the Sub Committee was comfortable with Miller Dwyer Spears and Turowski2 Architecture project teams. He also stated beyond what was submitted his researched showed design ability. Mr. Decatur stated that Miller Dwyer and Turowski2 Architecture would bring design leadership to the project with lots of interesting school designs and learning environments.

Mrs. Nietupski stated that the subcommittee recommended Miller Dwyer Spears and Turowski2 be interviewed by the MSBA. The Subcommittee had agreed that Miller Dwyer Spears and Turowski2 Architecture were the top firms and saam Architecture and Caolo & Bienick were third and fourth. Mr. Billings stated that it is possible that the MSBA will interview all four firms.

Mr. Bedard stated that Miller Dwyer Spears has just been awarded a contract with the MSBA and that it may affect the possibility of them being awarded a contract with us. Mr. Billings stated that the MSBA likes to spread the work around to many firms.

Mrs. Nietupski stated that a vote is not required from the Committee, however, if anyone feels strongly against the recommendation of the Subcommittee, we will continue with the discussion.

These recommendations will be taken by Millbury's three (3) representatives to the MSBA Designer Selection Committee meeting. A final decision will be made after those deliberations.

5. **Public Comment** – There was no public comment at this meeting.
6. **Next Meeting.** – **Feasibility Committee** – July 18, 2018 at MHS Media Center at 6:00pm
7. **Adjournment** – Ms. Ryan made a motion to adjourn the meeting, seconded by Mr. Tarka. All approved (9-0).

Respectfully submitted,

Donna Freitas

Donna Freitas

Executive Assistant to the Superintendent

Approved:

Kristen Bragg

Jennifer B. McIntosh

Gregory Meyer

Al Burt

D. Bedard Jr

Susan Luyend

Michael J. J.

W. J.

Sam M.

E. B. Horta

Email Attachments:

Agenda – June 6, 2018

Minutes from May 16, 2018