

**Town of Millbury  
R.E. Shaw School Feasibility Committee  
Regular Session Meeting - 6  
Minutes**

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

**Date:** April 18, 2018

**Present:** Mr. Bernie Plante, Chairperson, Mrs. Jennifer Nietupski, Vice Chairperson  
Mr. Scott Despres, Mr. Paul Halacy, Mr. Kevin Kuphal, Mr. Michael O'Connor, Mr. Robert Pine, Mr. Michael Tarka, Ms. Kate Ryan, Director of Pupil Services, Mr. Rick Bedard, Business Manager, Mr. Greg Myers, Superintendent  
Mr. Joe Naughton and David Billings, Hill International

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

**Time:** 7:00 pm

**Location:** High School Media Center

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**1. Call to Order**

Mr. Plante brought the meeting to order at 7:05pm.

**2. Approval of Minutes**

Mr. Plante asked for a motion to approve the minutes from the March 12, 2018 meeting. Mr. Pine made a motion to approve the minutes of March 12, 2018, it was seconded by Mrs. Nietupski. All approved (11-0).

**3. Old Business**

Nothing to report.

**4. New Business**

**a. Introduction to Hill International (short presentation)**

Mr. Naughton and Mr. Billings introduced themselves to the Committee and the Committee members introduced themselves to Mr. Naughton and Mr. Billings.

Mr. Naughton, Project Director and Mr. Billings, Project Manager gave a short Powerpoint presentation regarding Hill International. Mr. Naughton identified the OPM Project Team members and he gave an overview of the Designer Selection Process.

Mr. Billings stated that communication is the key for students to continue learning during construction. The Principal of the Shaw Elementary School and Superintendent Myers will be present at all meetings. Construction will be built around academic learning.

**b. Hill – Upcoming Timeline**

Mr. Billings gave an overview of the upcoming timeline for the Designer Selection process. The Committee will read all proposals and discuss their top three firms, which will be presented to the MSBA Panel Selection.

**c. Designer RFP Process and Approval of Procurement**

Mr. Billings stated that the OPM and Designer will help the Feasibility Committee decide what the school department wants in a new building or renovation, what kind of program and where the best site would be if the project consists of a new build. A preferred schematic design with cost estimates will be prepared to show the community and the MSBA what the best solution would be for Millbury.

The next step is to submit the Designer RFP to the MSBA for approval. Mr. Bedard stated that the RFS proposals will be sent electronically to the members.

A discussion took place regarding advertising the fee for the Architect Design Firm. Hill International recommended the fee to be \$350,000 and to publish the amount up front to interested designers. This amount leaves a small contingency of about \$18,500 from the \$550,000 feasibility award after Hill International's \$181,503 contract.

Mr. Plante asked for a motion to approve and submit the Designer RFP to the MSBA and to advertise to solicit vendor responses. Ms. Ryan made a motion to approve and submit the Designer RFP to the MSBA and advertise to solicit vendor responses, seconded by Mrs. Nietupski. All approved (11-0).

**d. MSBA Designer Committee (3 Members from the Feasibility Committee) – Vote Required**

Mr. Naughton stated that usually the Superintendent of Schools, the Chair of the Committee, and an elected official from the town. The elected official could be a School Committee or a Board of Selectman member.

A discussion regarding Designer RFP with the fee of \$350,000 continued. Mr. Naughton stated that without a vote to include the fee the RFP would be advertised as written. Mr. Bedard made a motion to insert not to exceed \$350,000 where it states negotiated, seconded by Mrs. Nietupski. All approved (11-0).

The Project Charter – What would make this project successful? Has been tabled until the next meeting.

The next meeting is scheduled for Wednesday, May 16, 2018 at 7:00pm at the Shaw Elementary School's Media Center.

**5. Public Comment** – There was no public comment at this meeting.

**6. Adjournment** – Mrs. Nietupski made a motion to adjourn the meeting, seconded by Mr. Tarka. All approved (11-0).

Respectfully submitted,

*Donna Freitas*

Donna Freitas

Executive Assistant to the Superintendent

Approved:

*Kristen Budge*

*Therese Kpf.*

*Scott Deemer*

*Paul Halasz*

*[Signature]*

*Janice B. Nitzsche*

*[Signature]*

*[Signature]*

*[Signature]*

*R. Bedard*

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**Email Attachments:**

Agenda – May 23, 2018

Minutes from April 18, 2018