

**Town of Millbury  
R.E. Shaw School Feasibility Committee  
Regular Session Meeting - 5  
Minutes**

2018 MAY 24 AM 9:31

**Date:** March 12, 2018

**Present:** Mr. Bernie Plante, Chairperson, Mrs. Jennifer Nietupski, Vice Chairperson  
Mrs. Kristin Boulanger, Mrs. Rachel Decatur, Mr. Stephen Decatur, Mr. Scott Despres  
Mr. Paul Halacy, Mr. Kevin Kuphal, Mr. Michael O'Connor, Mr. Stephen Wiltshire, Mr.  
Andrew Tuccio, Mr. Robert Pine, Mr. Michael Tarka, Mrs. Susan Teixeira, Mrs. Miriam  
Friedman, Principal, Ms. Kate Ryan, Director of Pupil Services, Mr. Rick Bedard, Business  
Manager, Mr. Greg Myers, Superintendent

**Absent:** Mr. Dave Marciello, Town Manager

**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 7:08pm.

**2. Approval of Minutes**

Mr. Plante asked for a motion to approve the minutes from the November 4, 2017 meeting. Mr. Pine made a motion to approve the minutes of November 4, 2017, it was seconded by Ms. Ryan. All approved (18-0).

**3. Approval of Minutes**

Mr. Plante asked for a motion to approve the Selection Committee Minutes from 2/21/2018, 2/22/2018, and 2/27/2018. Mrs. Nietupski made a motion to accept the minutes from 2/21/2018, 2/22/2018, and 2/27/2018, seconded by Mr. Myers. All approved (8-0).

**4. Old Business**

Nothing to report.

Mr. Myers stated that he would like to thank the subcommittee for their hard work over the last couple of months. He also stated that because of the specialized technical skills of some of the members of the subcommittee we have a great recommendation for the Feasibility Committee to consider tonight.

**5. New Business**

**a. Report of the OPM Selection Subcommittee Chair**

Mr. Tuccio reported with a PowerPoint presentation that the subcommittee created an Request for Services (RFS) and advertised for an Owner's Project Manager (OPM). He stated that ten firms responded. Each of the proposals were checked for the required information. Mr. Tuccio stated that the top four firms were short-listed meeting all requirements needed to move forward into the process. Mr. Myers stated that at all times the approved MSBA processes were followed. The top four firms that were short-listed were Hill International, Colliers International, NV5, and CMS.

**b. Review of OPM Selection Methodology**

Mr. Tuccio and other members of the subcommittee described the process they used to rank each of the four firms. This included reference checks, proposals, answers from questions and interviews. Mr. Pine stated that each member ranked each of the short-listed firms.

**c. Review of OPM Ranking**

Mr. Tuccio explained how each step was given a point value, which allowed the subcommittee to determine where each of the four firms were ranked. The proposal could receive 100 points, the reference checks could receive 25 points per reference and the interview could receive 125 points for a maximum total of 225 points.

**d. OPM Recommendation and Alternate**

Mr. Myers stated that Hill International's references were excellent. He stated that one reference he called stated that they were on time and under budget. Mr. Tuccio stated that Hill International ranked #1 with a score of 89.25. Colliers ranked #2 with a score of 88.88.

**e. OPM Negotiations**

Mr. Bedard stated that negotiations with Hill International have begun and he is hopeful that they will be ready to present in April to the MSBA.

Ms. Ryan made a motion to accept Hill International as the #1 ranked firm and Colliers as the #2 ranked firm, seconded by Mr. Tarka. Collier's International will only be contacted if the negotiations with Hill International fail. All approved (18-0).

Mr. Myers stated that after we get Hill on board their job will be to help us hire an architect. Mr. Bedard stated that at the next meeting some of Hill International key players will be attending so that the Feasibility Committee members will be able to meet them.

Mr. Pine stated that the process used to hire an OPM will be similar when we hire an architect. However, we will not have as much say as the MSBA takes on a larger role. There is a thirteen member panel, in which Millbury will hold three seats that will need to approve the architect.

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

**7. Adjournment** – Mr. Tuccio made a motion to adjourn the meeting, seconded by Mr. Tarka. All approved (18-0)

**Future Topics**

1. Hill International Presentation
2. Designer Selection – Process and Review
3. Designer RFS

Respectfully submitted,

*Donna Freitas*

Donna Freitas

Executive Assistant to the Superintendent

Approved:

Miriam Friedman

Art Zure

Mark J. Chen

Frank B. Mitchell

Elizabeth Meyer

Paul Haley

Susan Levens

[Signature]

[Signature]

Thatt Koff

R. Bedard

**Email Attachments:**

Agenda – March 12, 2018

Minutes from November 4, 2017