

**Town of Millbury
R.E. Shaw School Feasibility Committee
Regular Session Meeting -1
Minutes**

2018 MAY 24 AM 9:31

Date: May 11, 2017

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

Time: 7:00 pm

Location: High School Media Center

Mr. Myers welcomed and thanked committee members for volunteering their time to serve on the Shaw School Feasibility Committee.

1. Call to Order

Mrs. Davolio called the meeting to order at 7:01 pm.

2. Swearing in of Raymond E. Shaw School Feasibility Committee Members

Mrs. Davolio swore in the members of the Shaw School Feasibility Committee members.

Mrs. Davolio reviewed open meeting laws, conflict of interest, guidelines and the requirements necessary to serve on the Committee.

3. Approval of Minutes

There were no minutes to approve – First Meeting

4. New Business

Mrs. Davolio clarified that the MSBA required a designated chairperson to be named on the proposed committee roster prior to its first meeting. Mr. Bernie Plante agreed to serve as temporary chairperson to fill this obligation, but that we would use the first meeting to organize the committee.

a. Introduction

Each member introduced themselves to the Committee.

b. Organization of the Committee

- **Election of Committee Chair** – Mr. Plante stated that he would be interested in remaining Chairperson and Mr. Dave Marciello seconded the motion. All approved (20-0).
- **Election of Committee Vice-Chair** - Ms. Kate Ryan nominated Mrs. Jennifer Nietupski as the Vice-Chair. Seconded by Mrs. Rachel Decatur. All approved (20-0).

- **Election of Non-Voting Committee Secretary** - Ms. Kate Ryan nominated Mrs. Donna Freitas as the Committee's non-voting secretary. Seconded by Mrs. Rachel Decatur. All in favor (20-0).
- **Election of Treasurer**- Mrs. Rachel Decatur volunteered to serve as treasurer. Seconded by Ms. Kate Ryan. All in favor (20-0).

Mr. Plante stated that everyone on the Committee has the same authority as he does and each member's opinions are important. He also stated that it would be best to keep conversations short.

c. Mission and Purpose of the Raymond E. Shaw School Building Committee

Mr. Myers explained how the Shaw Feasibility Committee was formed and the requirements of the Massachusetts School Building Authority (MSBA). He stated that all members are voting members and have been approved by the Commonwealth to serve.

Mr. Myers stated that if a committee member wanted to address an issue or had a question to send an email directly to Mr. Bernie Plante, Chairperson or Mrs. Donna Freitas, Secretary. Sending an email to the group could violate open meeting law. Mr. Myers also stated that a Feasibility Committee could have a minimum of twelve members. He stated that because this Committee has twenty members, it could be divided into subcommittees that would have responsibility for certain areas. Mr. Myers stated that an important goal of the Committee is to communicate effectively with the community. He stated that he would like a point person to be responsible for updating the community of all new developments.

Mr. Myers stated that the Committee's primary charge is to regularly communicate project status to the community, complete and submit all documentation as required by the MSBA, and oversee all eight modules of the MSBA's building process, which include:

1. Eligibility Period
2. Forming the Project Team
3. Feasibility Study
4. Schematic Design
5. Funding the Project
6. Detailed Design
7. Construction
8. Completing the Project

Mr. Myers stated that at the completion of each module that he along with Mr. Plante and Mr. Bedard will be invited to the MSBA to learn more about the next module.

d. Raymond E Shaw School Project: Update and Materials Review

Mr. Myers reported on the Shaw Building Project Timeline beginning with March 22, 2016 and the presentation of the completed Statement of Interest to the Millbury Board of Selectman for their review and ending with May 11, 2017 the first Shaw Building Committee Meeting.

Mr. Myers addressed each requirement and due date for the MSBA Module 1 Eligibility Timeline. Mr. Myers stated that some of the requirements have been completed, some are in progress, and some have not yet begun.

e. Feasibility Study Project Timetable/Deadlines

Mr. Myers stated that funding for the Feasibility Study has been approved by the town.

Mr. Myers stated that the Educational Profile Questionnaire must be completed by May 30, 2017. Mr. Myers reviewed the draft Educational Profile Questionnaire and the committee discussed specialized spaces, technology, moving grade 3 from Elmwood Street School to Shaw School, and whether or not to become a district to host a Collaborative. Mrs. Kate Ryan made a motion to not become a district to host a collaborative. Seconded by Mr. Michael Tarka. All approved (20-0). Mr. Bedard addressed the maintenance plan. Mr. Marciello made a motion to submit the corrected Educational Profile Questionnaire. Seconded by Mrs. Nietupski. All in favor (20-0).

The other document that must be completed by May 30, 2017 is the online Enrollment Projection which is based on the October 1, 2016 enrollment.

Mr. Myers stated that we are not bound by the due dates given to us by the MSBA. He stated that he would like to submit required documents early whenever possible to speed up the process.

f. Future meeting Dates

Next Meeting: June 21, 2017 – High School Media Center 7:00pm

Mr. Myers stated that a calendar of meetings will be created. He suggested the first and third Wednesday of each month. He also stated that the calendar will be emailed to all members.

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

6. Adjournment – The meeting was adjourned at 8:1

7. 5pm.

Respectfully submitted,

Donna Freitas

Donna Freitas

Executive Assistant to the Superintendent

Approved:

Miriam Friedman

Alt. Gen.

Michael O'Connor

Jennifer B. Mitchell

Cydney Hughes

Gael Halay

Susan Leixner



Dent K. M.

R. Bedard