

**Town of Millbury
R.E. Shaw School Feasibility Committee
Regular Session Meeting - 7
Minutes**

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2018 NOV -1 AM 9:28

MILLBURY, MASS.

Date: May 16, 2018

Present: Mrs. Jennifer Nietupski, Vice Chairperson, Mr. Greg Myers, Superintendent
Mr. Scott Despres, Mr. Paul Halacy, Mr. Michael O'Connor, Mr. Stephen Wiltshire, Mr.
Robert Pine, Mr. Michael Tarka, Mrs. Kristin Boulanger, Mrs. Rachel Decatur, Mr.
Stephen Decatur, Mr. Andrew Tuccio, Mrs. Susan Teixeira, Mrs. Miriam Friedman,
Principal, Mr. Joe Naughton and David Billings, Hill International

Absent: Mr. Bernie Plante, Chairperson, Mr. Dave Marciello, Town Manager, Mr. Kevin Kuphal,
Ms. Kate Ryan, Director of Pupil Services, Mr. Rick Bedard, Business Manager,

Time: 7:00 pm

Location: High School Media Center

1. Call to Order

Mrs. Nietupski brought the meeting to order at 7:05pm.

2. Approval of Minutes

Mr. Pine made a motion to approve the minutes of April 18, 2018, seconded by Mrs. Decatur. All
approved (14-0).

3. Old Business

Nothing to report.

4. New Business

a. Change of Future Meetings Start Time

A discussion took place regarding moving the start time of future meetings to 6:00pm.
It was decided that future meetings will begin at 6:00pm.

b. Millbury's Three Representatives to the MSB Designer Committee – Vote Required

The date to meet with the MSBA Designer Panel has been moved to June 19, 2018 from
July 10, 2018 three representatives from the town will attend the June 19th meeting.
The Feasibility Committee must vote on the three representatives. Mr. Halacy made a
motion to nominate Mr. Tuccio as one of the representatives, seconded by Mrs.
Friedman. A discussion took place regarding who should be the representatives. Mr.
Naughton stated that they usually see the superintendent, head of the school
committee, head of the building committee, or town manager. It was also determined
that an alternate may be selected.

c. Review Designer Proposals

The Committee decided to discuss 4c and then to return to 4b. Mr. Naughton stated
that a site visit took place today, May 16, 2018 at the Shaw Elementary School for
designer firms interested in submitting a proposal. The proposals are due May 30, 2018

and will be sent to Hill International's Boston office to be reviewed. Electronic copies with summations on each section will be on each proposal, which will be sent to Mr. Bedard. It was determined that a Designer Sub-Committee would be formed with the same members as the OPM Sub Committee. Mr. Naughton stated that the Committee would be reviewing four proposals. A discussion took place on how to rank the proposal. It was stated that the MSBA did not want the designer proposals to be ranked individually by members, but to come to a consensus as a group. Mr. Naughton stated that notes could be made on each proposal to help determine which of proposals were consider highly advantageous, advantageous, etc. Mr. Billings explained in detail how to review each proposal and what to look for in the proposal. He stated that if a firm has too many projects with the MSBA the firm may be rejected because the MSBA wants to spread the work around. Mr. Naughton stated that they could make a rubric form for the committee to use to see which proposals met the required criteria.

The Committee returned to 4b to continue the discussion regarding the three representatives. It was stated that usually the Superintendent, the Chairman of the Committee, an elected official, such as a School Committee member or a Board of Selectman member or town manager are the usual representatives that would attend the MSBA Designer Panel meetings. A discussion took place regarding the Chief Executive Officer, which is the Town Manager, whom designated Mr. Bernie Plante, chairperson of the Feasibility Committee, as his designee. Mrs. Nietupski stated that this should go before the Board of Selectman and make sure they agree with the decision. Mr. Halacy withdrew his motion to nominate Andrew Tuccio as a representative. Mr. Tarka made a motion to nominate the Superintendent, Mr. Gregory Myers, and the Chairperson of the School Committee, Mrs. Jennifer Nietupski and the Chairperson of the Feasibility Committee, Mr. Bernie Plante, seconded by Mr. Pine. All approved (14-0).

d. Review Timeline

Mr. Billings updated the Feasibility Committee on the changes in the timeline and highlighted the upcoming events.

e. Visionary Session/Draft Charter

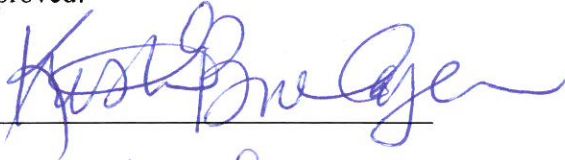
Mr. Naughton asked the Committee members what success looked like for them. He asked all members to call out phrases or words that they associate with a successful project. Mr. Naughton stated that these words and phrases would form the Charter. He stated that the Charter could be revised if needed at any time. He also stated that they will bring the Charter to the next meeting.

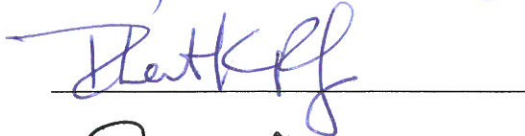
5. Public Comment – There was no public comment at this meeting.

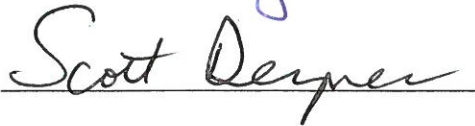
6. Next Meeting. – **Designer Sub Committee** – June 6, 2018 at MHS Media Center at 6:00pm
Feasibility Committee – June 6, 2018 at MHS Media Center at 7:00pm

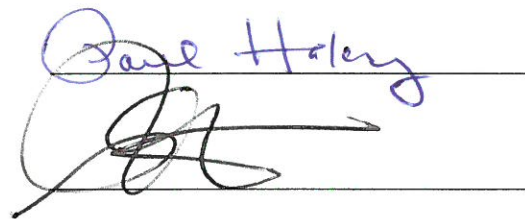
7. Adjournment – Mr. Halacy made a motion to adjourn the meeting, seconded by Mr. Tarka. All approved (14-0).

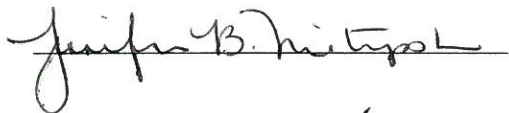
Respectfully submitted,
Donna Freitas
Donna Freitas
Executive Assistant to the Superintendent
Approved:





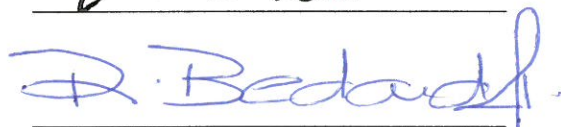


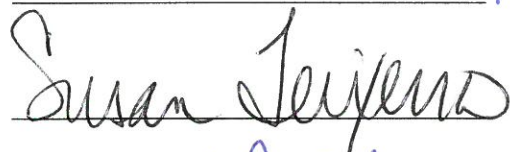


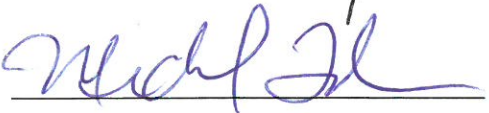


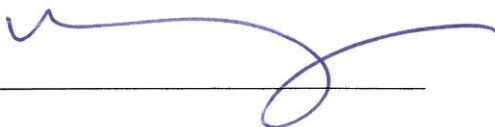












Email Attachments:

Agenda – June 6, 2018

Minutes from May 16, 2018