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MILLBURY, MASS

**Millbury Public Schools**

**SHAW BUILDING FINANCE SUB COMMITTEE**

**Meeting Minutes**

**Subcommittee of the School Committee**

**Zoom Virtual Conference Meeting**

**Date: March 17, 2021**

**Time: 5:15PM**

**Attendance:** Jen Nietupski, Rob Pine, Rachel Decatur, Stephen Decatur and Rick Bedard.

**Absent:** None.

**Hill International/T2:** David Billings, Julie Leduc, Marty Goulet and Jonathan Teixeira.

- **Rick Bedard opened the meeting.**
- **Review and Approval of Outstanding Meeting Minutes from 5-12-20 through 2-17-21.**  
Rick Bedard reviewed the meeting minutes.  
Motion to accept all the outstanding meeting minutes as specified: Rachel Decatur  
Second: Jen Nietupski  
Vote: 5-0  
All in Favor.
- **Review and Approval of Outstanding Invoices**  
David Billings reviewed the monthly invoices and the GBCI invoice.  
There was a brief discussion about the invoices and project status.  
There was also a brief discussion about the bill paying monthly calendar. The monthly invoices for Hill, T2, Fontaine and Yankee will be paid shortly after the Finance Subcommittee and Building Committee's month meeting. This will help keep bill payments current. Mr. Bedard stated this will also help keep the MSBA ProPay reimbursements current.

**Hill International's Monthly Invoice.**

Dated: March 2021

Amount: \$21,297.00

Motion: Rob Pine

Second: Jen Nietupski

Vote: 5-0

All in Favor.

**T2's Monthly Invoice.**

Dated: March 2021

Amount: \$93,038.08

Motion: Jen Nietupski

Second: Stephen Decatur

Vote: 5-0

All in Favor.

**GBCI Invoice for LEED Certification.**

Dated: March 2021

Amount: \$4,964.14

Motion: Rachel Decatur

Second: Stephen Decatur

Vote: 5-0

All in Favor.

It was mentioned that the LEED certification is coming from the contingency budget.

**Yankee Engineering Contract.**

Mr. Billings and Mr. Goulet reviewed the town's material and testing services procurement and bid results. The contract would be used for such things as concrete and metal fabrication testing. The firm will be assisting the town for the duration of the project. They reviewed the bids and determined the best value to be Yankee Engineering. The bid specifies up to \$120,000 contract terms. Hill International provided the committee with a full analysis of the bid results. Mr. Goulet spoke very highly of Yankee Engineering and has worked with them in the past. Committee members asked questions about the service and how they best value was determined. The bid was publicly bid according to the state procurement requirements. Mr. Billings stated that he would enter into a contract upon approval by the committee. Mr. Bedard stated he would open a new purchase order.

Amount: Up to \$120,000.00

Motion: Rachel Decatur

Second: Rob Pine

Vote: 5-0

All in Favor.

**Turowski 2 Amendment for \$3,988**

Mr. Billings reviewed Turowski2's amendment for \$3,988.

Amount: \$3,988

Motion: Rob Pine

Second: Jen Nietupski

Vote: 5-0

All in Favor.

**Discussion:**

Hill International provided the committee with an update of the status of the project and the timeline for bringing Fontaine Bros. on board.

Fontaine Bros. is working very diligently to mobilize very quickly.

Stephen Decatur asked a questions about the building envelope testing procedures.

David Billings stated that Fontaine Bros. will be using ProCore software platform in order to track building construction progress and timelines.

David Billings introduced Jonathan Teixeira as a potential Site Supervisor to replace Marty Goulet. Jonathan's resume was included in the packet. David and Jonathan reviewed his resume and work experience, which included extensive work for Nauset Construction. Jonathan is a Sutton resident. Committee members

were very surprised to learn of this change in leadership at a very late stage as we are about to start construction. The Site Supervisor's tasks are about to start. Marty Goulet was one of the three key people when we hired Hill International to be our Owner's Project Manager. Committee member discussed the contract implications. Mr. Pine stated that any change in key personnel needs to be approved by the Owner and MSBA.

**Adjourned at 6:05PM.**  
Motion: Rachel Decatur  
Second: Stephen Decatur  
Vote: 5-0  
All in Favor.

- Packet: Outstanding Invoices, Yankee Engineering Bid Results, T2's Amendment and Jonathan Teixeira's Resume

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*Jennifer Nistupski*

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*Rachel E. Decatur*

DocuSigned by:

*Rob Pine*

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*Stephen Decatur*

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DocuSigned by:

*Richard G. Bedard, Jr.*

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