

Town of Tyngsborough  
Tyngsborough School Building Committee  
Tyngsborough Middle School  
May 6, 2020 06:30 PM  
Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/84243641933>

## **Minutes**

### **SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS**

#### Confirming Member Access:

Good Evening, this is Hillari Wennerstrom the Co-Chair of the Tyngsborough School Building Committee. This Open Meeting of Tyngsborough School Building Committee is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, The Tyngsborough School Committee is convening by Zoom as posted on the Town's website, which identifies how the public may join.

#### For "Zoom" Meetings

Please note that this meeting is being recorded and possibly aired live, and that some attendees are participating by video conference. Accordingly, please be aware that people may be able to see you, and that take care not to screen share your computer. Anything that you broadcast may be captured by the recording.

#### Meeting Materials

APPROVED: MAY 29, 2020

All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless The Chair notes otherwise.

### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- The Chair will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
  - Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
  - If anyone has a comment or question, it can be submitted in the chat window and will be recognized by myself. If you are calling in on the phone, please press \*9 to raise your hand, and when appropriate you will be unmuted and asked to speak.
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in dialogue with other members, please do so through the Chair, taking care to identify yourself.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

Members, when I call your name, please respond in the affirmative:

Tony Tinnirella	affirmative
Paul Mitchell	affirmative
Rebecca Stanton	affirmative
Burt Buchman	affirmative
Mike Flanagan	affirmative
Mark Branco	affirmative
Joe Messina	affirmative
Chris Pollet	affirmative
Dominic Sementelli	affirmative
Justin Sultzbach	affirmative
Karen Cavanaugh	affirmative
Amy Pozerski	affirmative

Matt Hanson and Todd Goodrich were not present.

Visitors Comments and Questions - none at this time.

Approval of Minutes - Co-Chair Wennerstrom sought a motion to approve the April 8, 2020 minutes.

APPROVED: MAY 29, 2020

Tony Tinnirella made a motion, seconded by Paul Mitchell to approve the April 8, 2020 minutes.

**ROLL CALL VOTE:**

Tony Tinnirella	in favor
Paul Mitchell	in favor
Rebecca Stanto	in favor
Burt Buchman	in favor
Mike Flanagan	in favor
Mark Branco	in favor
Joe Messina	in favor
Chris Pollet	in favor
Dominic Sementelli	in favor
Justin Sultzbach	in favor
Karen Cavanaugh	in favor
Amy Pozerski	in favor

OPM Selection Process/Timeline

The following is a tentative schedule of the selection process, subject to change at the Owner's and MSBA's discretion.

5-13-20	RFS appears in the Central Register of the Commonwealth of Massachusetts and the Lowell Sun, a newspaper of general circulation in the area in which the project is located or to be located.
5-20-20	Informational meeting and site inspection at Tyngsborough Middle School, 50 Norris Road, Tyngsborough, MA 01879 at 2 p.m.
5-22-20	Last day for questions from respondents
5-27-20	Responses due at 12:00 p.m.
5-28-20	Sub Committee Reviews all submitted proposals
5-29-20	Respondents short-listed
6-3-20	Full Building Committee: Interview short-listed respondents
6-8-20	Negotiate with selected respondent
6-10-20	Final selection submitted to the MSBA for review and approval.
7-13-20	Anticipated MSBA OPM Review Panel Meeting
7-27-20	Anticipated execution of contract

Review of Interview Questions

Dr. Flanagan shared the questions in the Drive. He commented that the timeline is tight with a great deal of work during that time frame.

Karen Cavanaugh has a sample document from her previous building committee. She will email or drop it in the Drive.

Formation of OPM Sub Committee for review of proposals (5 members)

Tony Tinnirella recommended Dr. Flanagan, Justin Sultzbach, Dominic Sementelli, Joseph Messina or Burt Buchman, and Amy Pozerski to the sub committee.

APPROVED: MAY 29, 2020

Ms. Wennerstrom was concerned about the optics with all the school department staff on the Sub Committee and only one town staff member.

Dr. Flanagan suggested Burt Buchman for the finance side and Karen Cavanaugh to represent the community. Justin reviewed the number of copies and electronic submission.

Tony Tinnirella made a motion, seconded by Becky Stanton to appoint Dr. Flanagan, Justin Sultzbach, Dominic Sementelli, Burt Buchman, Amy Pozerski and Karen Cavanaugh to the OPM Sub Committee.

**ROLL CALL VOTE:**

Tony Tinnirella	in favor
Paul Mitchell	in favor
Rebecca Stanto	in favor
Burt Buchman	in favor
Mike Flanagan	in favor
Mark Branco	in favor
Joe Messina	in favor
Chris Pollet	in favor
Dominic Sementelli	in favor
Justin Sultzbach	in favor
Karen Cavanaugh	in favor
Amy Pozerski	in favor

Meeting to be held June 3, 2020 at 5:00 pm to review candidates. It may happen in a school if possible in coordination with Tyngsborough Public Television.

Co-Chair Ms. Wennerstrom sought a motion to adjourn the meeting.

Tony Tinnirella made a motion, seconded by Burt Buchman to adjourn the meeting.

**ROLL CALL VOTE:**

Tony Tinnirella	in favor
Paul Mitchell	in favor
Rebecca Stanto	in favor
Burt Buchman	in favor
Mike Flanagan	in favor
Mark Branco	in favor
Joe Messina	in favor
Chris Pollet	in favor
Dominic Sementelli	in favor
Justin Sultzbach	in favor
Karen Cavanaugh	in favor
Amy Pozerski	in favor