



## TOWN OF NORTHBOROUGH

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### LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – January 21, 2016

Members Present: Leslie Rutan, Chair of Building Committee and  
Board of Selectmen Member  
John Coderre, Town Administrator  
Christine Johnson, School Superintendent  
Jennifer Drohan, Northborough School Committee Member  
Patricia Kress, Northborough School Committee Member  
Cheryl Levesque, School Business Manager  
Jennifer Parson, Principal, Lincoln Street Elementary School  
Julie Peterson, Building Committee Member

Also in attendance: Alan Minkus, Colliers International  
Tim Alix, Colliers International  
Phil Palumbo, Colliers International  
Katie Crockett, Lamoureux, Pagano & Associates

Absent: Christopher Lawson, Building Committee Member  
Jason Perreault, Board of Selectmen Member and  
Vice-Chair of Building Committee

Leslie Rutan called the meeting to order at 1:10 p.m.

#### Approval of Minutes:

Ms. Parson moved, Ms. Kress seconded, and it was voted with one abstention to approve the minutes of the October 15, 2015 Building Committee meeting.

Ms. Johnson moved, Ms. Kress seconded, and it was voted with one abstention to approve the minutes of the November 19, 2015 Building Committee meeting.

#### OPM's Report:

Mr. Alix distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated January 5, 2016. The project was noted to be on budget with a minimal amount of change orders to date. This was largely attributed to the quality of the design documents.

Ms. Kress asked regarding the status of the baseball field. It was noted that the field has not been contracted to date and while funding for the field will come out of contingency funds, MSBA will not collaborate. Mr. Coderre noted that the Northborough Baseball Association is currently considering possible collaboration with the new field by providing funding for a well and irrigation system.

Mr. Palumbo distributed and reviewed a written update outlining recent construction activity and next steps. The Phase 1 spaces, including the upper classroom wing and new gymnasium, are occupied and the temporary administrative move has taken place into the new music room. Renovation work is ongoing in the Phase 2 spaces.

Architect's Report:

Ms. Crockett explained that work is continuing on the FF&E process as well as finalizing the information to be provided for the MA CHPS process.

Ms. Crockett expressed appreciation to Ms. Parson and the Lincoln Street staff for the extra effort that took place toward making the Phase 1 move successful.

Any other business to come before the Committee:

Mr. Coderre updated the Committee on the second bond issuance for the project. The issuance came in lower than anticipated and will result in a tax impact less than projected.

Next meeting date:

The next meeting of the Building Committee will be held at on March 17, 2016 at 1:00 p.m.

Adjournment:

Ms. Parson moved, Ms. Kress seconded, and it was unanimously voted to adjourn the meeting.

The meeting adjourned at 1:43 p.m.

Respectfully submitted,

Cheryl Levesque  
Business Director

Documents used during meeting:

January 21, 2016 Meeting Agenda

Building Committee minutes – October 15, 2015

Building Committee minutes – November 19, 2015

Project Budget vs. Actual Spent to Date dated January 5, 2016

Project Status – LSES Construction dated January 21, 2016