



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – March 17, 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
Jason Perreault, Board of Selectmen Member and
Vice-Chair of Building Committee
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

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

Approval of Minutes:

Postponed

OPM'S Report:

Mr. Alix distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated March 2, 2016. He stated that the project is tracking very well. There is currently \$49,000 in change orders for the entire project and he noted that such a small amount is unheard of for a \$25.5 million project.

Mr. Coderre noted that there is currently \$1.5M remaining in contingency for the project. This is a positive place to be with approximately 80% of construction complete.

Mr. Palumbo distributed and reviewed a written update outlining recent construction activity and next steps. He noted the ongoing work in the media center and administrative areas that was originally part of Phase 3 and is now included in Phase 2 work. He also noted the upcoming work in the kitchen and facilities area that will start during April vacation. After April vacation, school lunches will be prepared at the Melican Middle School.

Architect's Report:

Ms. Crockett had discussion with the Committee regarding the plans underway for the dedication plaque. She will email a draft of the plaque to Committee members prior to submitting the final order.

Ms. Crockett explained that the furniture competitive bid process has been completed and work on the equipment is being finalized. The final order of technology is scheduled to take place mid-April. Plans are underway for furniture to be delivered in the 7/5/16 through 7/22/16 timeframe. Delivery of technology projectors is scheduled for 7/20/16 and computer deliveries are scheduled for 7/27/16 through 8/10/16. It was noted that Colliers will be responsible for receiving and checking all of the orders.

Any other business to come before the Committee:

Mr. Coderre shared with the Committee the pictures of the project that will be published on the 2015 Town Report.

Next meeting date:

The next meetings of the Building Committee will be held:

- April 28, 2016 at 1:00 p.m.
- May 19, 2016 at 1:00 p.m.

Adjournment:

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

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Cheryl Levesque
Business Director

Documents used during meeting:

March 17, 2016 Meeting Agenda

Project Budget vs. Actual Spent to Date dated March 2, 2016

Project Status – LSES Construction dated March 17, 2016