



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 – April 28, 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
Cheryl Levesque, School Business Manager
Jennifer Parson, Principal, Lincoln Street Elementary School

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

Absent: Patricia Kress, Northborough School Committee Member
Christopher Lawson, Building Committee Member
Jason Perreault, Board of Selectmen Member and
Vice-Chair of Building Committee
Julie Peterson, Building Committee Member

Leslie Rutan called the meeting to order at 1:06 p.m.

Approval of Minutes:

Ms. Drohan moved, Ms. Parson seconded, and it was unanimously voted to approve the minutes of the January 21, 2016 Building Committee meeting.

Ms. Drohan moved, Ms. Parson seconded, and it was unanimously voted to approve the minutes of the March 17, 2016 Building Committee meeting.

OPM'S Report:

Mr. Minkus introduced Mr. Rob Hart, Assistant Project Manager, from Colliers.

Mr. Minkus distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated April 1, 2016. He noted the project to be in good shape financially with less than 1% of change orders to date. He explained the proposed change order currently underway amounting to approximately \$9,000.

Mr. Palumbo distributed and reviewed a written update outlining recent construction activity and next steps. He noted the planned completion of Phase 2 by mid-June to allow for teacher access.

Architect's Report:

Ms. Crockett reported the FF&E budget to be in good shape. Furniture and equipment is scheduled for July delivery dates and Colliers will be helping to receive the materials.

Ms. Crockett noted that the bioswale retention ponds nearest the street side of the property require additional remediation work. It has been recommended that the work be completed in late spring in order to allow the plantings to grow in.

Ms. Rutan inquired as to the current status of the existing cafeteria space. Ms. Crockett explained that food is being prepared at the Melican Middle School and delivered to Lincoln Street School. The food service line at Lincoln Street has been moved to the hallway outside the cafeteria. All has been working great to date.

Next meeting date:

The next meetings of the Building Committee will be held:

- June 16, 2016 at 1:00 p.m.

Adjournment:

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

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Cheryl Levesque
Business Director

Documents used during meeting:

April 28, 2016 Meeting Agenda
Building Committee Minutes – January 21, 2016
Building Committee Minutes – March 17, 2016
Project Budget vs. Actual Spent to Date dated April 1, 2016
Project Status – LSES Construction dated April 28, 2016