

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – January 10, 2013**

11:00 a.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

Members Present: Leslie Rutan, Selectman & Chair of Building Committee
John Coderre, Town Administrator
Charles Gobron, School Superintendent
Cheryl Levesque, School Business Manager
Nancy Berglund, Chair, Northborough School Committee
Patricia Kress, School Committee Member
Jennifer Parson, Principal, Lincoln Street Elementary School
Julie Peterson, Building Committee Member
Jason Perreault, Chair, Financial Planning Committee and Vice-Chair
Building Committee

Absent: Christopher Lawson, Building Committee Member

Also in attendance: Mel Overmoyer, SBS
Alan Minkus, SBS

Meeting was opened by the Chair at 11:05 a.m.

Approval of Minutes

Ms. Berglund moved that the Committee approve the meeting minutes of the September 14, 2012 meeting as submitted; Ms. Kress seconded the motion; approved unanimously.

Ms. Berglund moved that the Committee approve the meeting minutes of the December 13, 2012 meeting as submitted; Ms. Kress seconded the motion; approved unanimously.

Overview of OPM Review Panel Meeting of January 7, 2013

Mr. Coderre distributed and reviewed the letter dated January 8, 2013 from MSBA approving the hiring of Strategic Building Solutions as the Owner's Project Manager for the Lincoln Street School Building Project. Everything is in order and moving forward on track for the Request for Services for the architect (Designer Services).

Review of updated project schedule

Mr. Overmoyer distributed and reviewed the draft feasibility study and schematic design schedule as revised.

Review of preliminary draft of Request for Services

The Committee reviewed the RFS draft for Design Services. SBS stated that the advertisement for designer services will appear in the Central Register on January 23, 2013, and be published in the Worcester Telegram & Gazette on January 23, 2013, with the walk-through of the Lincoln Street School scheduled for January 30, 2013. Proposals are due on February 6, 2013. Any questions after the walk-through should be directed to Mr. Minkus.

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On March 5, 2013, MSBA will select 3 firms for interviews, and the 3 are then interviewed at their next meeting on March 19, 2013 with the selection occurring at that meeting. The Town's Designated Selection Sub-committee (Mr. Coderre, Dr. Gobron, Ms. Levesque) has 3 votes out of 13, with MSBA making the final decision. By the next Building Committee meeting, proposals will have been received, references will have been completed and a short list compiled for discussion.

Any other business to come before the Committee

Mr. Coderre advised the Committee they are welcome to come into the office and review the designer proposals when they are received.

Next Meeting

Next meeting is Thursday, February 14, 2013 at 11 a.m. in SMR. Mr. Coderre suggested they continue their monthly meetings for any updates. If a meeting is not necessary, it can always be cancelled.

Adjournment

11:55 a.m. – Ms. Berglund moved the Committee vote to adjourn; Ms. Kress seconded the motion; passed unanimously.

Respectfully submitted,

John Coderre

Documents used during meeting:

1. January 10, 2013 Meeting Agenda
2. September 14, 2012 Meeting Minutes
3. December 13, 2012 Meeting Minutes
4. January 8, 2013 Letter from MSBA approving SBS as OPM
5. January 10, 2013 Draft for Discussion Feasibility Study & Schematic Design Schedule
6. January 11, 2013 Preliminary Draft of Request for Design Services (RFS)

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