

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – February 14, 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
 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
 Christopher Lawson, Building Committee Member

Absent: Dr. Charles Gobron, School Superintendent

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 January 10, 2013 meeting as submitted; Mr. Perreault seconded the motion; Vote: 9-0-1 (Mr. Lawson abstained).

Overview of Designer Proposals

Mr. Minkus stated that the Request for Services documents for the architect were sent out to many architects and engineers, many of whom participated in the walk-through of the Lincoln Street School. Ultimately five firms submitted proposals by the February 6th deadline.

Tessier Associates
Habeb & Associates
Lamoureux-Pagano
Fletcher-Thompson, Inc.
CGKV Architects in association with TSKP Architects

Review of Project Schedule

Mr. Minkus stated the project is on task with regard to the schedule. Thirteen sets of proposals were sent to MSBA with backup material. SBS is now doing reference checks for the March 5th meeting with the MSBA Designer Selection Panel. At that meeting, the Designer Selection Panel will select the top three firms, and if interviews are held, they would be scheduled for March 19th. Mr. Minkus noted that they usually expect to receive proposals from 8 to 12 firms, however, a few companies indicated they were holding out for larger projects.

Mr. Lawson stated he had worked with Tessier and it was a positive experience with an accelerated schedule, good drawings and few change orders.

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Mr. Coderre reminded the Committee that they had designated the Town's Designer Selection Sub-committee (Mr. Coderre, Dr. Gobron, Ms. Levesque) at the last meeting, and MSBA will be looking to the Selection Sub-committee's top three choices on March 5th. Once MSBA ranks the top three, they could move to award the contract, but Mr. Coderre felt it was important to conduct interviews with the top three ranked and will advocate that it be done at the following meeting on March 19th.

Any other business to come before the Committee

Mr. Coderre felt the May 9th meeting would probably serve as the kick-off meeting with the selected architect. Under discussion will be the development of alternatives which is very important. He indicated this meeting will take a little longer and for Committee members to allow extra time.

Next Meeting

The Committee discussed when the date of the next meeting should be. Originally, it was to be March 14th. Mr. Coderre felt everything was on track and that a meeting on that date was unnecessary since the architect won't be selected until March 19th. By consensus, the Committee agreed to cancel the March 14th meeting and go with Thursday, April 11th at 11 a.m. in SMR. Mr. Coderre would email the top three choices to the Committee.

Adjournment

11:35 a.m. – Ms. Berglund moved the Committee vote to adjourn; Ms. Parson seconded the motion; passed unanimously.

Respectfully submitted,

John Coderre

Documents used during meeting:

1. February 14, 2013 Meeting Agenda
2. January 10, 2013 Meeting Minutes
3. Five Designer Services Proposals Received
4. February 14, 2013 Project Schedule

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