

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – April 11, 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
Dr. 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

Jason Perreault moved that the Committee approve the meeting minutes of the February 14, 2013 meeting as submitted; Nancy Berglund seconded the motion; approved unanimously.

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 seven firms submitted proposals by the March 27th deadline.

Kaestle Boos
Habeb & Associates
Lamoureux-Pagano
Fletcher-Thompson, Inc.
CGKV Architects/TSKP Architects
CDR Maguire
Mitchell Dyer Spears

Review of Project Schedule

Mr. Minkus stated the Committee did not have a meeting in March as they were meeting with MSBA on March 5th to review the second-round of Designer Selection submissions. The MSBA Designer Selection Committee had recommended the Town re-advertise as only five submissions were received the first time. In the second round, the Town received seven.

The next meeting with the MSBA is scheduled for April 23rd. Mr. Minkus stated they had done an outreach to various architects in order to spur interest in the project.

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After April 23rd, if the Designer Selection Board desires to have interviews, they would be held on May 7th. If they don't conduct interviews, everything would go quicker. The decision to reissue the Designer RFS may extend the project schedule by approximately two months, but that was the recommendation of MSBA's Designer Selection Board.

The updated feasibility study and schematic design schedule was distributed to the Committee and discussed.

Any other business to come before the Committee

The Committee requested that the public relations aspect be on agendas in the future from now on.

Next Meeting

May 9th at 11 a.m. after possible interviews on May 7th.

Adjournment

11:50 a.m. – Nancy Berglund moved the Committee vote to adjourn; Jennifer Parson seconded the motion; passed unanimously.

Respectfully submitted,

John Coderre

Documents used during meeting:

1. April 11, 2013 Meeting Agenda
2. February 14, 2013 Meeting Minutes
3. Seven Designer Services Proposals Received
4. April 11, 2013 Project Schedule

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