

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – May 9, 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
Patricia Kress, School Committee Member
Jennifer Parson, Principal, Lincoln Street Elementary School
Julie Peterson, Building Committee Member

Absent: Jason Perreault, Chair, Financial Planning Committee and Vice-Chair
Building Committee
Nancy Berglund, Chair, Northborough School Committee
Christopher Lawson, Building Committee Member

Also in attendance: Mel Overmoyer, Strategic Building Solutions
Alan Minkus, Strategic Building Solutions
Michael Pagano, Lamoureux-Pagano
Katie Crockett, Lamoureux-Pagano
Peter Caruso, Lamoureux-Pagano

Meeting was opened by the Chair at 11:10 a.m.

Approval of Minutes

Ms. Kress moved that the Committee approve the meeting minutes of the February 14, 2013 and April 11, 2013 meetings as submitted; Ms. Peterson seconded the motion; approved unanimously.

Update on Designer Selection Process

Mr. Coderre indicated he, Dr. Gobron and Ms. Levesque met with the MSBA Designer Selection Panel on April 23rd. After assessment and discussion, the Designer Selection Panel chose Lamoureux-Pagano as the Town's architects. Mr. Minkus introduced the representatives from Lamoureux-Pagano:

Katie Crockett is the primary point of contact.

Peter Caruso is the job captain.

Michael Pagano is the principal architect and will be available through completion.

Mr. Minkus felt that the Town has chosen a firm that is comfortable working in Central MA, and has one of the best reputations with Towns and MSBA for working on K-12 school projects over the last 45 years. Lamoureux-Pagano was welcomed by the Committee.

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Review of Project Schedule

The updated feasibility study and schematic design schedule was distributed to the Committee and discussed. Mr. Minkus indicated they will be reviewing the existing building conditions and pragmatic needs over the next several weeks with a completion goal of June 13th. Mr. Pagano agreed that in the next 30 days, they will start the assessment process by collecting information on the condition of the building including the frame, shell, mechanical, and electrical. Mr. Overmoyer stated MSBA requires monthly reporting on progress being made.

Ms. Crockett was interested in programmatic development input from staff and faculty while they were still in school. They will distribute a staff questionnaire to get additional input.

Public Relations

Ms. Rutan stated the committee had not yet decided how to handle public relations as it really needs to coincide with educating the community and receiving public input.

Suggestions of a visioning workshop and meeting with the public was brought up, especially when it was noted that it's been a year since the Town approved the feasibility study. The staff and community need to be reminded of the reason for the project and what the future holds for Lincoln Street Elementary School. By agreement, a separate meeting with faculty will be set up in addition to a public input session.

It was agreed that the meeting for public information and input at the Lincoln Street School would be held Tuesday evening, June 11th at 7 p.m. in the school cafeteria. Dr. Gobron would send out the invitation.

Any other business to come before the Committee

Ms. Kress inquired about services for early education preschoolers at Lincoln. Mr. Pagano stated, if they were considering pre-K, they need to do that immediately. Ms. Crockett's reaction was not to recommend pre-K as it would require a different set of specs. Dr. Gobron indicated pre-K is only at the Zeh School.

Next Meeting

June 13th at 11 a.m.

Adjournment

12:25 p.m. – Ms. Kress moved the Committee vote to adjourn; Ms. Parson seconded the motion; passed unanimously.

Respectfully submitted,

John Coderre

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Documents used during meeting:

1. May 9, 2013 Meeting Agenda
2. February 14, 2013 Meeting Minutes
3. April 11, 2013 Meeting Minutes
4. May 9, 2013 Project Schedule

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