

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – June 13, 2013**

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

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

Absent: Christopher Lawson, Building Committee Member

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

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

Approval of Minutes

Approval of minutes of the May 9, 2013 meeting passed over to the next meeting.

Vacancy on School Building Committee

Ms. Rutan notified the Committee that Nancy Berglund has resigned from the Lincoln Street Building Committee as she is no longer serving on the Northborough School Committee. The School Committee will have to consider a replacement. Mr. Coderre clarified that MSBA requires two members from the School Committee to serve on the LSS Committee. In accordance with the Town Charter, he would make the appointment subject to the Board of Selectmen and School Committee's approval. He then would notify MSBA as we are required to notify them of any changes on the Building Committee. It is anticipated that the School Committee will make a recommendation at an upcoming meeting.

Update on Staff and Community Input Session

Mr. Minkus reported that May 21st was the kick-off with MSBA at Lincoln Street School. The main contacts were identified, reporting dates were given, and they got a better understanding of the team. There were no surprises and everyone was there that needed to be in attendance. Minutes of the meeting were distributed to the Committee.

On June 11th, a community public input and information session was held at Lincoln Street School. The meeting went well and a lot of good information was provided to those in attendance.

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Review of Project Schedule

The updated feasibility study and schematic design schedule were distributed to the Committee and discussed. Mr. Minkus indicated that since May 9th, the Town signed a contract with Lamoureux-Pagano Architects; they have completed MSBA modules 1 and 2 and should be in module 3 by August 8th, which is the date for preliminary design program submission. The project is on time and on budget to date, with the intention to go to Town Meeting on April 28, 2014.

Designing Update

The Committee reviewed LPA's meeting agenda. Ms. Crockett concurred with Mr. Minkus that they were progressing toward the preliminary design program submission for August 8th. She also had a goal of the existing conditions report and preliminary program information to be completed by July 1st. She stated programming efforts were going well and about 50% done. The meetings with staff went well with almost 100% participation. Questionnaires were distributed, completed and returned. A positive development review meeting was also held with Town department heads on June 5th.

Mr. Pagano and Ms. Crockett stated it was a good idea to have people tour different schools in the area to get a visualization of what has been done on a design approach, as well as being a good opportunity to see what would work for Northborough. It was suggested all the school visits be planned for one day, and it was recommended it be done in the next couple of weeks.

The Committee reviewed Lamoureux-Pagano's preliminary program space assessment noting the areas recommended per MSBA guidelines, existing areas that exceed MSBA guidelines, the total existing building area and total proposed building area.

(12:10 p.m. Dr. Gobron left to attend another meeting.)

Public Relations

It was discussed that communication and financial planning with an eye to the future will be important to the project's success. It will be important to disseminate documents and place those documents on the Town's webpage and the School's webpage. They should include agendas, minutes, schedules and presentations. During the next couple of months, there will be a lot to report and many people to reach out to. By agreement, the School Department will design a webpage for the project over the next couple of weeks to aid in the distribution of project information to the public.

Any other business to come before the Committee

The Committee requested a summary of the teachers' responses to the completed questionnaires from LPA.

Next Meeting

July 11th at 11 a.m. in SMR.

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Adjournment

12:30 p.m. – Mr. Perreault moved the Committee vote to adjourn; Ms. Kress seconded the motion; passed unanimously.

Respectfully submitted,

John Coderre

Documents used during meeting:

1. June 13, 2013 Meeting Agenda
2. May 9, 2013 Meeting Minutes
3. May 21, 2013 MSBA Kick-off Meeting with MSBA
4. June 13, 2013 Project Schedule from SBS
5. June 13, 2013 Agenda from LPA
6. June 13, 2013 Feasibility Study from LPA

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