

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE  
MEETING MINUTES – July 17, 2013**

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

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

Absent: John Coderre, Town Administrator  
Dr. Charles Gobron, School Superintendent  
Christopher Lawson, Building Committee Member

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

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

Approval of Minutes

Ms. Peterson moved that the Committee approve the meeting minutes of the May 9, 2013 meeting as submitted; Mrs. Kress seconded the motion; approved with Mr. Perreault abstaining. Mr. Perreault moved that the Committee approve the meeting minutes of the June 13, 2013 meeting; Ms. Kress seconded the motion; approved unanimously.

Ms. Rutan took the agenda out of order so that the design team could present their progress update.

Design Team – Progress Update Presentation

Ms. Crockett indicated that the main programmatic objective was to develop a program to base a study on. Part of that study was a review of existing conditions and touring three similar schools in the area. Overall, MSBA's guideline for the Lincoln Street School is 48,600 square feet of space to be used on the add/ren vs. nearly 51,000 square feet that is being proposed. The major categories of programming for the space include: core academic spaces, special education, art and music, health and physical education, media center, dining and food service, medical, administration and guidance, and custodial and maintenance.

Ms. Crockett stated that she had entered the proposed student capacity/enrollment of 270 onto the spreadsheet, and the figures that she was presenting were what the template generated in columns of: existing conditions, proposed spacing requirements (after public hearing, staff input and questionnaire) and MSBA guidelines.

The Committee discussed the various proposals and options associated with the programming areas with the design team. Ms. Crockett recommended that the Committee vote on this

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preliminary design program submission although it is 2,400 square feet over MSBA's guideline. Mr. Minkus said MSBA is reasonable and more lenient with an add/ren than new construction, as they understand the constraints associated with them. Ms. Crockett agreed maintaining she was relatively optimistic about the proposal as it relates to the delivery of curriculum for elementary academics.

Mr. Perreault moved that the Committee approve the proposed space summary as presented today; Ms. Kress seconded the motion; approved unanimously. Ms. Levesque commented that Mr. Coderre and Dr. Gobron support the proposal, although absent.

Update on Tour of Similar Schools on June 28, 2013

Ms. Crockett indicated that they toured three schools: Center Elementary School in Stow, Brookfield Elementary School in Milford and Sherwood Middle School in Shrewsbury. Those that attended the tours mentioned the pros and cons they found with each school.

Ms. Crockett asked the Committee members to email her with their comments so they could keep track of them. Also, if they had any comments as it related to the information on the spreadsheet, to make notes there as well.

Review of Project Schedule

October 2<sup>nd</sup> is the next key date for the preferred schematic report submission (PSR).

Public Relations

Ms. Peterson said she was working on plans for Applefest. Ms. Levesque was working on the creation and foundation of the LSS website.

Any other business to come before the Committee

None.

Next Meeting

July 25<sup>th</sup> at 11 a.m. in SMR for a status update and entire presentation by Lamoureux-Pagano for preliminary design program submission (PDP) to MSBA on August 8<sup>th</sup>. Mr. Minkus stated that he would not have the budget on July 25<sup>th</sup>, but he could distribute it to the Committee before the submission. The budget is part of the package, but the only vote that is required of the Building Committee on that date is the approval of the program. No School Committee vote is required.

Adjournment

12:00 p.m. – Ms. Kress moved the Committee vote to adjourn; Ms. Peterson seconded the motion; approved unanimously.

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Respectfully submitted,

Documents used during meeting:

1. July 17, 2013 Meeting Agenda
2. May 9, 2013 Meeting Minutes
3. June 13, 2013 Meeting Minutes
4. July 17, 2013 Feasibility Study & Schematic Design Schedule
5. July 17, 2013 Proposed Space Summary – Elementary Schools

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