

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE  
MEETING MINUTES – July 25, 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  
John Coderre, Town Administrator  
Dr. Charles Gobron, School Superintendent  
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: 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 11:00 a.m.

Status Update by Lamoureux-Pagano for Preliminary Design Program Submission to MSBA.

Ms. Crockett and Mr. Caruso gave a presentation regarding the Preliminary Design Program (PDP) that is being submitted to MSBA. At the July 17, 2013 meeting, the Committee voted to approve the proposed space summary as presented by LPA. At this meeting, the Committee needs to vote to approve the PDP for submission.

Ms. Crockett reviewed the various components of the PDP submission, which included: the introduction, educational program, initial space summary, evaluation of existing conditions, site development requirements, preliminary evaluation of alternatives, as well as the history of local actions and approval.

The Committee discussed the three option analysis required by MSBA, including very preliminary cost estimates for a base repair project, an addition/renovation project that would meet the programmatic needs, and a new school option. It was noted that the Lincoln Street Elementary School has been well maintained and recently upgraded with a new roof, making it an excellent candidate for a renovation/addition option.

The Committee discussed the high costs associated with the various options as well as the extended schedule through the projected construction completion dates. Mr. Minkus explained there were many unknowns including two years of construction and the cost of modular classrooms, but the budget is still preliminary and provides a benchmark for comparisons.

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Motion: Ms. Kress made a motion that the Committee vote to approve and authorize Strategic Building Solutions to submit the PDP Feasibility Study related materials to the MSBA for its consideration; Mr. Perreault seconded the motion; approved unanimously.

The vote:        Ms. Kress – in favor  
                      Mr. Perreault – in favor  
                      Ms. Peterson – in favor  
                      Ms. Parson – in favor  
                      Ms. Levesque – in favor  
                      Ms. Rutan – in favor  
                      Mr. Coderre – in favor  
                      Dr. Gobron – in favor

Any other business to come before the Committee.

Mr. Coderre suggested that the Committee plan to convey the status of the project to the various boards and committees in the near future. A memo from the Committee would be in order.

Mr. Minkus distributed the updated project schedule to the Committee. The new schedule included information through construction.

Ms. Levesque spoke about the development of the website for the Lincoln Street School project. She noted the site is there, but not yet active. A narrative on the project will be included, along with the Statement of Interest, the public input session minutes, and a link to Building Committee agendas and minutes. Eventually, a calendar of upcoming events will be listed, as well as the overall schedule of the project, a link to MSBA, and the “before” video of Lincoln Street School. Additionally on the site, residents will be able to email the Committee with questions. Tours of the school will also be planned. Dr. Gobron indicated that a newsletter will be going out to every household which will include an update on the Lincoln Street Elementary School project.

Next Meeting Dates.

Wednesday, September 4<sup>th</sup>, 11 a.m., SMR.

Wednesday, September 18<sup>th</sup>, 11 a.m., SMR.

Adjournment.

12:30 p.m. – Mr. Perrault moved the Committee vote to adjourn; Ms. Peterson seconded the motion; approved unanimously.

Respectfully submitted,

John W. Coderre

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Documents used during meeting:

1. July 25, 2013 Meeting Agenda
2. July 25, 2013 Presentation for Preliminary Design Program
3. July 25, 2013 Feasibility Study & Schematic Design Schedule

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