

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – September 4, 2013**

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 of 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
Jennifer Drohan, School Committee Member

Meeting was opened by the Chair at 11:05 a.m.

Approval of Minutes

Dr. Gobron moved that the Committee approve the meeting minutes of the July 17, 2013 meeting as submitted; Mr. Perrault seconded the motion; approved unanimously.

Dr. Gobron moved that the Committee approve the meeting minutes of the July 25, 2013 meeting as submitted; Mr. Perrault seconded the motion; approved unanimously.

Other Business to come before the Committee

Mr. Coderre introduced and welcomed Ms. Drohan. He noted the current vacancy on the Committee and his role under the town charter to appoint building committee members subject to approval of the School Committee and Board of Selectmen. He will be recommending Ms. Drohan to these two committees for formal votes and following up with the necessary documentation to MSBA to finalize.

Mr. Coderre distributed and discussed the September 3, 2013 letter from MSBA forwarding their comments on the Feasibility Study Preliminary Design Program submission for the Lincoln Street School. He noted responses to the comments are due back within fourteen days.

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

Ms. Crockett presented preliminary options based on the Preliminary Design Program (PDP). She reviewed the site plan and the limited opportunities for development due to presence of significant wetlands on the site. The following options were presented:

- Base Repair
- Addition/Renovation – Option A/Option B/Option C
- New Construction – Option A/Option B/Option C

Ms. Crockett indicated that estimates for each of the proposals are in progress. The Committee held a lengthy discussion on the various preliminary options with the majority of discussion centering on the most basic approach that satisfies the programmatic needs of the school (Addition/Renovation Option A).

Other Business to come before the Committee

Mr. Coderre proposed that an informational meeting be held with all of the town boards and committees (School Committee, Board of Selectmen, Financial Planning Committee, Appropriations Committee). It was determined this meeting would take place on September 26, 2103 at 7:00 p.m. at the Northborough Library.

Mr. Minkus distributed the updated project schedule to the Committee.

Ms. Peterson noted upcoming plans to have an informational booth at Applefest on September 21, 2013 providing information on the current status and plans on the Lincoln Street School building project.

Ms. Levesque noted the website for the Committee is now ‘live’ and can be accessed off the District home page as well as the Lincoln Street School web page. Information on the site includes: agendas, minutes, building committee membership, calendar of events, latest updates, an email address for questions, as well as documents related to the project, including the PDP submission to MSBA.

Next meeting date

Wednesday, September 18, 2013, 10:00 a.m., SMR

Thursday, September 26, 2013 7:00 p.m., Library

Adjournment

12:55 p.m. – Dr. Gobron moved the Committee to adjourn; Ms. Kress seconded the motion; approved unanimously.

Respectfully submitted,

John Coderre

Documents used during meeting

September 4, 2013 Meeting Agenda

September 4, 2013 Presentation for Building Committee Update

September 3, 2013 Letter from MSBA

September 4, 2013 Feasibility Study & Schematic Design Schedule