

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE
MEETING MINUTES – November 14, 2013**

Members Present:

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

Also in attendance:

Katie Crockett, Lamoureux-Pagano
Alan Minkus, Strategic Building Solutions

Meeting was opened by the Chair at 1:05 p.m.

Approval of Minutes of October 10, 2013

Postponed to next meeting.

Status Update by Lamoureux Pagano of Schematic Design development

Ms. Crockett reported that the school's programmatic needs are being reviewed carefully. Several meetings were held last week with Lincoln Street School staff members and their comments and input is very helpful. This information is being used to develop the Room Data Sheets required by MSBA.

Ms. Crockett also reviewed the meeting held with MSBA's Facilities Assessment Subcommittee on November 6, 2013. In addition to a summary overview of the proposed project, Dr. Gobron presented the educational philosophy of the Lincoln Street School. Ms. Crockett described the meeting as very positive with feedback including consideration being given to an educational component to the courtyard and the expansion of natural daylight.

Review of Project Schedule

Mr. Minkus distributed the updated project schedule to the Committee. He noted November 20, 2013 as the date the MSBA Board will be meeting for Approval of Preferred Design Solution. In the meantime, LPA has begun their work on Schematic Design with cost estimates underway the beginning of January.

Update of the MSBA Change Order Funding Allowances

Mr. Minkus reviewed MSBA's Change Order Funding Allowance Policy with the Committee. He explained that future grants will include a maximum change order eligibility level of 1% of the construction budget for new construction and 2% of the construction budget for addition/renovation projects. A brief discussion took place regarding the importance pre-construction work and testing up front as it minimizes the 'unknowns' encountered during construction often resulting in change orders.

Public Relations

Ms. Kress informed the Committee that the Northborough School Committee took a vote at their meeting on November 5th to formally support the work to date of the Building Committee, specifically, the Preferred Design option as submitted to MSBA.

Mr. Coderre noted the need to work on another public input session as well as another joint meeting with all town boards. It was agreed that these meetings should take place after the completion of the cost estimate work in January. Dr. Gobron noted that he has been approached by the Rotary Club and the Senior Center and asked to attend a meeting to present project information.

Next Meeting Date

Thursday, December 5, 2013, 1:00 p.m.

Adjournment

Ms. Kress moved the Committee to adjourn; Ms. Drohan seconded the motion; approved unanimously.

The meeting adjourned at 2:15 p.m.

Respectfully submitted,

Cheryl Levesque
Business Director

Documents used during meeting

November 14, 2013 Meeting Agenda

September 25, 20-13 Memorandum from John K. McCarthy, Executive Director to Board of Directors, Massachusetts School Building Authority re: Recommended Change Order Funding Allowance Policy

November 14, 2013 Feasibility Study & Schematic Design Schedule