

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE  
MEETING MINUTES -- December 5, 2013**

Members Present: Leslie Rutan, Selectman Chair and Chair of the Building Committee  
John Coderre, Town Administrator  
Jennifer Drohan, Northborough School Committee  
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: Alan Minkus, Strategic Building Solutions  
Mel Overmoyer, Strategic Building Solutions  
Katie Crockett, Lamoureux-Pagano  
Peter Caruso, Lamoureux-Pagano

The meeting was called to order by Leslie Rutan, Chair, at 1:05 p.m.

Approval of the Minutes

Mr. Perreault moved that the Committee approve the minutes of the October 10, 2003 meeting as submitted; Mrs. Kress seconded the motion. Mrs. Kress also noted that the minutes were not signed; Cheryl Levesque's name will be attached to the minutes. The minutes were unanimously approved with that amendment.

Status Update by LPA for Preliminary Schematic Report submission and Schematic Design work

Ms. Crockett presented a Power Point outlining recent modifications to the Option A Preferred Design Solution. This updated version calls for only one addition rather than two. The architects have been able to redesign the office area, provide better connection to the courtyard, and set aside space for future expansion. The core facilities can handle three additional classrooms should future growth require expansion.

Using a map of the entire area, Ms. Crockett also presented information about the phasing of construction, the bus entrances and departure routes, and the parking and circulation areas.

Ms. Crockett also showed a number of photographs of the interior of the school, commenting on the many improvements that will be made to the classrooms, the addition of doors between the classrooms, and the plans for plumbing and fixtures. She emphasized that at this point discussions are centered on the scope of the project and more specific discussions and decisions will come later in the project timeline.

A good deal of discussion took place following Ms. Crockett's PowerPoint presentation. Comments from committee members were quite favorable. Mr. Perreault noted that the modifications to the original design appear to be very useful. He also emphasized that the plan for additional classrooms, should they be needed, was very helpful.

Presentation/Discussion by SBS regarding Construction Manager at Risk (CMR) versus General Contractor (GC) for Construction of the Project.

Mr. Minkus began his presentation by defining what is meant by General Contractor (GC):

*"It is a traditional approach to design and construction. The project is fully designed 100% and then a bid goes out. The bid is awarded to prequalified General contractor (GC) based on the lowest price. The major advantages of GC are a) familiar process; b) simpler to manage with a single point of responsibility; c) fully defined scope of project for construction; d) lowest price proposed and accepted. The disadvantages are a) linear process potentially elongates schedule; b) limited input from builder during phase and design process; c) pre-qualification of trade sub-contractors only for those mandated by law."*

Mr. Minkus also outlined the process of Construction Manager at Risk (CM):

*"The construction manager (CM) is retained early in the design process. The CM provides support services as a member of the project team throughout design and construction. The CM firm is selected based upon qualifications and individuals assigned, not price. Massachusetts General Law requirements for pre-qualifications of trade sub-contractors still applies. The CM becomes the builder. Under this plan, construction can start prior to full completion of design. The major advantages of CM at risk are a) selection of builder is based upon qualifications not just price; b) builder is part of the team throughout design and construction; ability to fast track construction; d) the complex phasing logistics can be improved with sophisticated builder crafting the sequencing plan. The disadvantages are a) more expensive option than traditional GC approach; b) no guarantees -- problems will still occur; c) increased complexity of process for all parties."*

A discussion took place after the presentation. The consensus was that a decision should wait until we get figures from the cost estimators to determine the costs of both approaches.

Other Business

Mr. Minkus also presented information about MASS-CHIPS (Massachusetts Collaborative for High Performing Schools). This is a sustainable design reimbursement program. Based on cost estimates, the two percent reimbursement from MSBA would be approximately a \$375,000 value to the project. Forty-five points are needed and it is estimated the project currently has 43 points, so reaching the MASS-CHIPS threshold will be easily achieved. A short discussion followed.

Dr. Gobron moved, Ms. Peterson seconded, and it was unanimously voted "To pursue MASS-CHIPS for the Lincoln Street Elementary School Building Project."

Next Meeting Date

Thursday, January 9, 2014 1:00 p.m.

Thursday, February 6, 2014 1:00 p.m.

Adjournment

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

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Charles E. Gobron, Ed. D.

Superintendent of Schools

Documents used during meeting

December 5, 2013 Meeting Agenda

October 10, 2013 Minutes

Lincoln Street Elementary School Schematic Design Proposed Floor Plan

December 5, 2013 Power Point Presentation on Construction Delivery Options

December 4, 2013 Lincoln Street School Sustainable Design Reimbursement Considerations

December 5, 2013 Feasibility Study & Schematic Design Schedule