

**LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE  
MEETING MINUTES – January 9, 2014**

Members Present: Leslie Rutan, Selectman Chair and Chair of the Building Committee  
John Coderre, Town Administrator  
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

Absent: Jennifer Drohan, Northborough School Committee Member

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

The meeting was called to order by Leslie Rutan, Chair, at 2:05 p.m.

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

Ms. Crockett noted the importance of the Schematic Design work as it clearly defines the scope, budget and schedule for the proposed project. She reported that in preparation for the budget submittal a meeting was held yesterday with representatives from her firm (LPA) and their cost estimators and with SPS and their cost estimators. Both estimating firms were pleased with the level of work they were provided to assist in their construction cost estimates. The estimators' work is currently underway and a reconciliation meeting of the group is scheduled for January 31<sup>st</sup>. It was noted that estimates will be provided for both the CM @ Risk process as well as the Design Bid Build process.

Ms. Crockett reported on preliminary testing that has taken place as a proactive measure. Concrete slab testing has been completed indicating a need for treatment prior to new floor installations. In addition, under-slab piping testing has indicated there to be no existing problems.

Ms. Crockett also reported that additional analysis has taken place in regard to the construction schedule and phasing. The original schedule called for a two-year building project with an additional six months for site work. After further review, Mr. Minkus and Ms. Crockett feel compressing the schedule to an eighteen month time period with additional time for site work would be prudent. Benefits include less general conditions cost, less time on site for both the architect and OPM, and the added benefit of the project being available that much sooner for students and staff. Mr. Minkus and Ms. Crockett both noted that while this will be an aggressive

schedule, it is very doable. This revised schedule has been given to the estimators to use. The Schematic Phasing Plan was distributed and discussed by the Committee.

Lastly, Ms. Crockett noted the Department of Elementary and Secondary Education (DESE) Submittal that is part of the Schematic Design process. This submittal outlines the current special education program, the proposed program, and the layout of the proposed program within the school.

#### Other Business

Mr. Coderre noted the informational meeting for the Planning Board and Conservation Commission is scheduled for January 14, 2014 at 7:00 p.m. Updated site plans will be presented and reviewed by the committees.

Dr. Gobron and Mr. Coderre are working to identify dates for informational meetings with the Rotary Club and the Senior Center.

Ms. Kress and Ms. Peterson are in the process of coordinating dates to meet with school PTO groups.

Ms. Crockett will be developing a presentation rendering to assist in these informational meetings.

#### Next Meeting Date

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

#### Adjournment

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

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Cheryl Levesque  
Business Director

#### Documents used during meeting

January 9, 2014 Meeting Agenda

Lincoln Street Elementary School Schematic Design Proposed Floor Plan

Lincoln Street Elementary School Schematic Phasing Plan

January 7, 2014 Feasibility Study & Schematic Design Schedule