



TOWN OF NORTHBOROUGH

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LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES - APRIL 10, 2014

Members Present: Leslie Rutan, Selectmen Chair & Chair of Building Committee
John Coderre, Town Administrator
Charles Gobron, School Superintendent
Patricia Kress, Northborough School Committee Chair
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
Katie Crockett, Lamoureux, Pagano & Associates
Christine Johnson, Assistant Superintendent of Schools

Absent: Christopher Lawson, Building Committee Member
Jennifer Drohan, Northborough School Committee Member

Leslie Rutan called the meeting to order at 1:10 p.m.

Approval of Minutes

Mr. Perreault moved, Ms. Kress seconded, and it was unanimously voted to approve the minutes of the February 6, 2014 Building Committee meeting.

Mr. Perreault moved, Ms. Kress seconded, and it was unanimously voted to approve the minutes of the February 25, 2014 Joint Meeting and Lincoln Street Elementary School Tour as amended.

Mr. Perreault moved, Ms. Kress seconded, and it was unanimously voted to approve the minutes of the March 12, 2014 Building Committee meeting.

SBS Financial Report

Mr. Minkus presented a financial report detailing the Lincoln Street School Project Budget and the actual dollars spent to date. The spreadsheet contained information about the invoices to date; encumbered funds; and MSBA reimbursements. It was the consensus the project is on track and under budget.

Status Update by SBS/LPA on MSBA Board Meeting, Schematic Design Submission and DESE Requests - Alan Minkus and Katie Crockett

The approval vote taken on March 26, 2014 by the MSBA Board of Directors was discussed by the Committee. The next steps include obtaining local approval and votes followed by execution of a Project Funding Agreement.

The Design, Bidding and Construction Phases schedule was noted as follows:

- Schematic Design Submission – 2/13/14 through 5/13/14
- Design Development Phase – 5/14/14 through 8/15/14
- 60% Construction Documents Phase – 8/18/14 through 10/17/14
- Final Construction Documents Phase – 10/20/14 through 1/26/15
- Bid Phase – 2/2/15 through 4/24/15
- Building Construction Phase – 4/27/15 through 12/16

Dr. Gobron noted that a response has been drafted to the DESE clarifying proposed space and description for special education areas.

Planning for the April 28, 2014 Town Meeting

Mr. Coderre and Dr. Gobron will coordinate an introduction of the project and introduce Ms. Crockett. Ms. Crockett will present a PowerPoint similar to the recent public information sessions and include several slides outlining the debt related to the project.

Public Relations Update

Ms. Peterson reported on many of the Public Relations activities to date. The reaction to the project video has been very favorable. Ms. Peterson distributed a summary of the activities accomplished to date as well as the upcoming activities planned. Committee members expressed appreciation to Ms. Peterson for all of her work on the very well done video.

Next meeting date

The next meeting will be held on Thursday, May 15, 2014 at 1:00 p.m.

Adjournment

Dr. Gobron moved, Mr. Perreault seconded, and it was unanimously voted to adjourn the meeting.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Charles E. Gobron, Ed.D.
Superintendent of Schools

Documents used during meeting

1. April 10, 2014 Meeting Agenda
2. Building Committee Minutes – February 6, 2014
3. Building Committee Minutes – February 25, 2014
4. Building Committee Minutes – March 12, 2014
5. MSBA Board Action Letter dated March 26, 2014
6. Lincoln Street School Project Budget vs. Actual Spent to Date dated April 1, 2014
7. Lincoln Street School Design, Bidding and Construction phases schedule dated March 17, 2014
8. April 10, 2014 Lincoln Street School Project Schedule
9. April 10, 2014 Lincoln Street School Feasibility Study and Schematic Design Schedule
10. Lincoln Street Renovation PR Plan – April 10, 2014