



## TOWN OF NORTHBOROUGH

Town Offices  
63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Phone  
(508) 393-6996 Fax

---

---

### LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – July 10, 2014

Members Present: Leslie Rutan, Selectmen Chair and Chair of Building Committee  
John Coderre, Town Administrator  
Christine Johnson, School Superintendent  
Christopher Lawson, Building Committee Member  
Cheryl Levesque, School Business Manager  
Jennifer Parson, Principal, Lincoln Street Elementary School  
Jason Perreault, Board of Selectmen Member and  
Vice-Chair of Building Committee  
Julie Peterson, Building Committee Member

Also in attendance: Alan Minkus, Strategic Building Solutions  
Tim Alex, Strategic Building Solutions  
Katie Crockett, Lamoureux, Pagano & Associates

Absent: Jennifer Drohan, Northborough School Committee Member  
Patricia Kress, Northborough School Committee Chair

Leslie Rutan called the meeting to order at 1:05 p.m.

#### Approval of Minutes

Mr. Perreault moved, Ms. Peterson seconded, and it was unanimously voted to approve the minutes of the April 10, 2014 Building Committee meeting.

Mr. Perreault moved, Ms. Peterson seconded, and it was unanimously voted to approve the minutes of the May 15, 2014 Building Committee meeting.

#### Project Schedule Update

Mr. Minkus reviewed the Project Schedule with an overview of recommended changes in order to align the next Building Committee meeting with the Design Document Cost Estimate process. It was determined the next meeting of the Building Committee will be held on August 26, 2014 with submission of the 30% Design Document to MSBA on August 27<sup>th</sup>.

Mr. Minkus distributed and reviewed the updated monthly financials and cash flow.

Mr. Minkus informed the Committee that the Commissioning Agent for the project has been hired by MSBA. The agent will be meeting with SBS next week. Discussion was held regarding the role of the Commissioning Agent which includes document review and commissioning of the building throughout the building project. Mr. Coderre commented on the significant benefit the commissioning work provides the Town at no cost as the service is provided by MSBA.

#### Architect's Report

Ms. Crockett noted the helpful staff input that has been received during the Design Schematic phase. A meeting was held with the Lincoln Street School faculty on June 16, 2014 and work has been underway to incorporate their input. Ms. Crockett provided an update of the Design Development progress to date including:

- A change from a platform stage at the gymnasium to a completely separate music room and gym spaces in the new addition
- Better design of the toilet rooms outside of the cafeteria/administration area
- Added vestibules at the ends of the corridors to reduce energy waste
- Development of a ramp to the stage in the cafeteria in place of a lift
- Enlarged toilet rooms outside of the gym

Ms. Crockett reviewed the refined phasing plan. She noted a Furniture, Fixtures & Equipment kick-off meeting is scheduled to be held on July 31, 2014. A visit to a newly built elementary school will also take place on that date. Discussion was also held on the need to schedule an inter-department review meeting in the late August timeframe.

Committee members thanked Ms. Crockett for listening so closely to feedback and noted the changes are largely staff driven as they should be.

#### Any other business to come before the Committee

Discussion took place regarding future meeting dates. Due to the unavailability of a Committee member on Tuesdays and Thursdays, the Committee was asked to consider the possibility of changing from the current plan of meeting monthly on Thursdays. Due to the unavailability of members on alternate days, it was the consensus to keep the current schedule.

#### Next meeting date

The next meeting is scheduled for Thursday, August 26, 2014 at 1:00 p.m.

#### Adjournment

Mr. Perreault moved, Ms. Peterson seconded, and it was unanimously voted to adjourn the meeting.

The meeting adjourned at 1:50 p.m.

Respectfully submitted,

Cheryl Levesque  
Business Director

Documents used during meeting

July 10, 2014 Meeting Agenda

Building Committee Minutes – April 10, 2014

Building Committee Minutes – May 15, 2014

July 10, 2014 Lincoln Street School Project Schedule

Lincoln Street School Financial Report dated July 9, 2014