



## TOWN OF NORTHBOROUGH

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### LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – July 23, 2015

Members Present: Leslie Rutan, Chair of Building Committee and  
Board of Selectmen Member  
John Coderre, Town Administrator  
Christine Johnson, School Superintendent  
Patricia Kress, Northborough School 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, Colliers International  
Tim Alix, Colliers International  
Phil Palumbo, Colliers International  
Katie Crockett, Lamoureux, Pagano & Associates

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

Leslie Rutan called the meeting to order at 1:00 p.m.

#### Approval of Minutes:

Ms. Kress moved, Ms. Parson seconded, and it was unanimously voted to approve the minutes of the May 7, 2015 Building Committee meeting.

Ms. Kress moved, Ms. Parson seconded, and it was unanimously voted to approve the minutes of the June 18, 2015 Building Committee meeting.

#### OPM'S Report:

Mr. Palumbo, Assistant Project Manager, distributed and reviewed a handout outlining recent construction activity and next steps. The underground site work is complete with very few unforeseen conditions noted. In response to Mr. Coderre's question regarding potential change

orders initiated at this point in time, Mr. Palumbo indicated there are two relatively minor proposed change orders that will be addressed in the financial update.

Mr. Alix distributed and reviewed the Financial Status Summary Report dated July 22, 2015. He noted the costs associated with the modular classrooms are included in the Miscellaneous Project Costs. While the modular costs are currently approximately \$15,000 over budget, he is anticipating a change order proposal credit of \$13,000. Mr. Alix also noted a change order that may be necessary due to the need for additional sprinkler heads totaling approximately \$10,000.

Mr. Minkus distributed and reviewed the updated Project Schedule. The project is currently ahead of schedule and the contractor has done a good job compressing the phasing schedule, especially with regard to the site work.

Architect's Report:

Ms. Crockett distributed and reviewed the FF&E schedule explaining the technology bid for Phase 1 is planned for the July/August timeframe and will be needed for the January move of Grades 3-5. She noted that while technology is ongoing, furniture selection is 95 to 98% complete and equipment is 50% complete. She provided a slide show depicting design development and furniture review.

Ms. Crockett also reviewed the FF&E budget and scope challenges with the MSBA allotment of \$2,400 per student. She has met with the FF&E Executive Committee consisting of Ms. Parson, Ms. Johnson and Ms. Levesque and developed three budget options – Option A reflects all requests of the FF&E Committee; Option B reflects a cost saving option; and Option C meets the MSBA target budget. Ms. Crockett distributed and reviewed the three budget options explaining Option B to be the recommendation of the Executive Committee. Mr. Coderre expressed his thoughts of Option B to be viable and supportable by the budget. Both the OPM and the architect commented that the MSBA FF&E cap is generally insufficient for most school projects requiring supplemental funds.

Any other business to come before the Committee:

None at this time.

Next meeting date:

The next meeting of the Building Committee will be held on August 13<sup>th</sup> at 2:00 p.m.  
An informational tour of the project will be held at 1:00 p.m.

Adjournment:

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

The meeting adjourned at 2:42 p.m.

Respectfully submitted,

Cheryl Levesque  
Business Director

Documents used during meeting:

July 23, 2015 Meeting Agenda

Building Committee Minutes – May 7, 2015

Building Committee Minutes – June 18, 2015

Updated project schedule dated July 23, 2015

Project Status – LSES Construction dated July 23, 2015

Financial Status Report dated July 22, 2015

FF&E Schedule dated July 22, 2015

FF&E Budget Options