



TOWN OF NORTHBOROUGH

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LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – October 15, 2015

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

Also in attendance: Alan Minkus, Colliers International
Phil Palumbo, Colliers International
Katie Crockett, Lamoureux, Pagano & Associates

Absent: Patricia Kress, Northborough School Committee Member
Christopher Lawson, Building Committee Member
Jason Perreault, Board of Selectmen Member and
Vice-Chair of Building Committee

Leslie Rutan called the meeting to order at 1:15 p.m.

Approval of Minutes:

Ms. Peterson moved, Ms. Parson seconded, and it was unanimously voted to approve the minutes of the September 17, 2015 Building Committee meeting.

OPM'S Report:

Mr. Minkus distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated October 1, 2015. He noted the minimal number of change orders to date with construction approximately 40% complete. The project is currently on budget and slightly ahead of schedule.

Mr. Palumbo distributed and reviewed a handout outlining recent construction activity and next steps. Mr. Minkus reviewed the move into the newly renovated Phase I classrooms that is

planned to take place at the end of December. The renovated classrooms will be ready for students and staff when they return in January.

Architect's Report:

Ms. Crockett reported that the new gymnasium will be open at the end of December as well. This will allow for work to begin on converting the existing gym to the new media center. As discussed last month, the school administration will be temporarily located in the new music room. The gymnasium entrance will temporarily serve as the building's main entrance. All of this will be a major shift when the building re-opens in January after winter break.

Ms. Crockett also reported that a FF&E meeting is planned next month to review the final design development prior to the bidding process.

Mr. Coderre noted the FF&E discussion held by the Committee in July regarding MSBA's cap on FF&E. The Committee determined that the FF&E budget figure included in the MSBA's regulations is generally insufficient for most school building projects. Based on how the project is currently proceeding, the budget is able to support the identified amount of approximately \$128,000 for FF&E in addition to MSBA's reimbursement cap. This spending is appropriate for the state-of-the-art school building project.

Mr. Coderre commented on the exceptional cooperation and responsiveness of the Fire Department and Building Department in working with the building project. While ensuring the project is being built to proper codes, these departments are making themselves available as needed to keep the schedule on track.

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 at on November 19, 2015 at 4:00 p.m. An informational tour of Lincoln Street School for public officials will be held at 3:30 p.m. prior to the start of the meeting.

Adjournment:

Ms. Drohan moved, Ms. Parson seconded, and it was unanimously voted to adjourn the meeting.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,

Cheryl Levesque
Business Director

Documents used during meeting:

October 15, 2015 Meeting Agenda
Building Committee minutes – September 17, 2015
Project Status – LSES Construction dated October 15, 2015
Project Budget vs. Actual Spent to Date dated October 1, 2015

