



## TOWN OF NORTHBOROUGH

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### LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – November 19, 2015

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

Absent: John Coderre, Town Administrator  
Jason Perreault, Board of Selectmen Member and  
Vice-Chair of Building Committee

Leslie Rutan called the meeting to order at 4:25 p.m.

#### Approval of Minutes:

Postponed

#### OPM'S Report:

Mr. Alix distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated November 2, 2015. He noted the project to be on budget and with an “unprecedented” low amount of changes orders to date with construction approximately 55% complete.

Mr. Palumbo distributed and reviewed a written update outlining recent construction activity and next steps. Sidewalks and landscaping have been completed in the area of the new gymnasium as well as pole lighting. Phase 1 renovation work and the new gymnasium are nearing completion and will be occupied by students and staff when they return in January.

Architect's Report:

Ms. Crockett reported that she met with the Conservation Commission earlier this week regarding the bio-swale drainage area located near the parking lot. The purpose of this area is to filter water prior to entering the nearby stream. She explained the modifications completed to ensure the area functioned as designed.

Ms. Crockett provided an update on the FF&E process. The equipment orders processed to date include Phase 1 technology, a tractor/snow blower and a gymnasium climbing wall. Furniture selection is in the process of finalization.

Ms. Crockett distributed an initial draft of the Lincoln Street School dedication plaque for input from the Committee.

Any other business to come before the Committee:

Ms. Johnson expressed appreciation to Ms. Parson and the Lincoln Street School staff for their continued focus on teaching and learning in spite of the work surrounding them. She also noted the informative communication that continues to take place in regard to the project as well as Mr. Palumbo's timely attention to details.

Next meeting date:

The next meeting of the Building Committee will be held at on January 21, 2016 at 1:00 p.m.

Adjournment:

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

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Cheryl Levesque  
Business Director

Documents used during meeting:

November 19, 2015 Meeting Agenda  
Project Budget vs. Actual Spent to Date dated November 2, 2015  
Project Status – LSES Construction dated November 19, 2015  
Draft Lincoln Street Elementary School Rededication Plaque