



TOWN OF NORTHBOROUGH

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LINCOLN STREET ELEMENTARY SCHOOL BUILDING COMMITTEE MEETING MINUTES – June 16, 2016

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
Patricia Kress, 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
Tim Alix, Colliers International
Phil Palumbo, Colliers International
Katie Crockett, Lamoureux, Pagano & Associates

Absent: 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 1:10 p.m.

Approval of Minutes:

Ms. Parson moved, Ms. Johnson seconded, and it was voted to approve the minutes of the April 28, 2016 Building Committee meeting. Ms. Drohan and Ms. Kress abstained.

OPM'S Report:

Mr. Minkus introduced Mr. Rob Hart, Assistant Project Manager from Colliers.

Mr. Alix distributed and reviewed the Project Budget vs. Actual Spent to Date Monthly Report dated June 2, 2016. He explained that Column D indicates the invoices that have been received and paid this month and noted that the project continues to be moving forward in a positive manner.

Mr. Coderre noted that the add/alternate bid for the baseball field has been exercised. He explained that while the Northborough Baseball Association had previously indicated a desire to provide funding for a well for the field, the irrigation estimates came in higher than anticipated and it was determined not to pursue at this time.

Mr. Palumbo distributed and reviewed a written update outlining recent construction activity and next steps. He explained that materials from the modulars will be moved into the Phase II classrooms on June 25, 2016. The modulars will be disconnected and removed in early July allowing for the necessary site work in that area to begin.

Architect's Report:

Ms. Crockett reported the FF&E purchases to be coming in on budget. She explained that the bioswale work will be starting next week and this work will be addressing the drainage issue. The MACHPS signage, that included participation of Lincoln Street School students, is in the process of being fabricated for installation.

Any other business to come before the Committee:

Discussion was held regarding timing of the dedication ceremony. It was determined, pending confirmation with MSBA, the ceremony would be held on September 15, 2016 at 10:00 a.m. Discussion was also held around opportunities for the community to view the school. It was determined that the building will be opened on Saturday, September 17, 2016 to coincide with Applefest activities.

Next meeting date:

The next meeting of the Building Committee will be held:

- August 18, 2016 – 3:00 p.m. tour/4:00 p.m. meeting open to town boards and committees

Adjournment:

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

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Cheryl Levesque
Business Director

Documents used during meeting:

June 16, 2016 Meeting Agenda
Building Committee Minutes – April 28, 2016
Project Budget vs. Actual Spent to Date dated June 2, 2016
Project Status – LSES Construction dated June 16, 2016