

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #3

Tuesday, July 11, 2023

In-Person

1:00pm

Office of Emergency Management
37 Carter Street, Leominster, MA

Peter Angelini	Mark Bodanza	Greg Chapdelaine	Bill Charpentier
Paula Deacon	Steven Mammone	Dean Mazzarella, Chair	Melanie Mikels
Elliot "Butch" Nadeau	Jennifer Reddington	Brandon Robbins	Jeffrey Sullivan
	Gregory Thomas	James Whitney	

Meeting Minutes

A publicly posted meeting of the Fall Brook Building Committee (FBBC) was held at the above listed date, time, and location. Committee members and participants present were:

Voting Members (Quorum = 8)	Present	Notes
Mr. Peter Angelini	X	City Councilor
Mr. Mark Bodanza	X	City Councilor
Mr. Greg Chapdelaine	X	City Purchasing Agent
Mr. Bill Charpentier	X	City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone		Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	X	Mayor of the City of Leominster
Ms. Melanie Mikels	X	School Business Manager
Mr. Elliot Nadeau	X	School Facilities Director
Ms. Jennifer Reddington	X	City Comptroller
Mr. Brandon Robbins	X	School Committee member
Mr. Jeffrey Sullivan	X	Fall Brook Elementary School Principal
Mr. Gregory Thomas		School Committee member
Mr. James Whitney		Member with construction experience
Other Participants		
Ms. Christine Silverman	X	Leominster Public Schools
Ms. Meredith Tarr	X	City of Leominster
Mr. Craig DiCarlo	X	Leftfield - Project Director

Ms. Linda Liporto		Leftfield - Senior Project Manager
Mr. Jim Rogers		Leftfield - Owner
Ms. Adele Sands		Leftfield - Education Liaison

1 – Call to Order

The meeting was called to order by Mayor Mazzarella at 1:02pm

2 – Previous Meeting Minutes

A motion was made by Mayor Mazzarella, seconded by Mr. Nadeau, to approve the minutes from the Fall Brook Building Committee meetings held on June 6, 2023.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini			X	
Mr. Mark Bodanza	X			
Mr. Greg Chapdelaine	X			
Mr. Bill Charpentier	X			
Ms. Paula Deacon	X			
Mr. Steven Mammone				X
Mayor Dean Mazzarella, Chair	X			
Ms. Melanie Mikels	X			
Mr. Elliot Nadeau	X			
Ms. Jennifer Reddington	X			
Mr. Brandon Robbins	X			
Mr. Jeffrey Sullivan	X			
Mr. Gregory Thomas				X
Mr. James Whitney				X

The motion passed 10-0-1.

3 – OPM Report

LeftField presented an update on the Designer Selection Panel (DSP) process. The MSBA has advised the DSP for the Fall Brook Elementary School project will convene on 10/3/23 and 10/17/23. Mayor Mazzarella inquired whether many school projects were being stopped due to the current market conditions. Mr. DiCarlo advised that the MSBA keep a record of projects that fail to receive local approval, and there are only a few recent projects that have failed the vote and not proceeded beyond the feasibility study.

LeftField presented an update on the feasibility study schedule and the overall project schedule. Previously, the DSP meeting dates were anticipated by LeftField to take place in August, however since the MSBA advised there is no availability in August or September, the DSP meetings will take place in October. The result is a slip in the feasibility study schedule, with the execution of the Project Funding Agreement (PFA) shifting from January/February 2025 to April/May 2025.

LeftField presented an update on the designer procurement process. LeftField previously submitted the draft Designer Request for Services (RFS) to the MSBA for review and comment, the MSBA provided comments, and LeftField made all requested modifications and submitted a version for finalization. Mr. Bodanza and Mr. Angelini requested paper copies of the pending designer proposals, in addition to the original that will be given to the Purchasing Department for the city’s records. Digital versions of all proposals will be shared with the Fall Brook Building Committee (FBBC) on Thursday, 9/7/23.

LeftField presented the invoice log for the month of June. The June log included a single invoice from LeftField for OPM services. A discussion was held about the process for invoices, warrants, and payment; Leominster Public Schools will create and submit warrants, the Mayor and Superintendent will both sign warrants, the city will make payment, and LeftField will submit a record of payments to the MSBA for reimbursement. Mr. Chapdelaine requested invoice submissions be either electronic or paper copy but not both, to prevent ambiguity of invoice status.

A motion was made by Ms. Deacon, seconded by Mr. Bodanza, to approve the invoice included in the June invoice log.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini	X			
Mr. Mark Bodanza	X			
Mr. Greg Chapdelaine	X			
Mr. Bill Charpentier	X			
Ms. Paula Deacon	X			
Mr. Steven Mammone				X
Mayor Dean Mazarella, Chair	X			
Ms. Melanie Mikels	X			
Mr. Elliot Nadeau	X			
Ms. Jennifer Reddington	X			
Mr. Brandon Robbins	X			
Mr. Jeffrey Sullivan	X			
Mr. Gregory Thomas				X
Mr. James Whitney				X

The motion passed 11-0-0.

LeftField presented a draft project website. The FBBC viewed the proposed website layout, content, navigation, design, and functionality. LeftField advised the website could be ready to launch in approximately two weeks.

4 – Next Steps

LeftField presented upcoming steps and activities:

- The next regular FBBC meeting is scheduled for Tuesday, 8/8/23 at 1:00pm.
- The Designer RFS will be made publicly available on Wednesday, 8/9/23.
- The pre-proposal walkthrough (tour) of the Fall Brook Elementary School for interested designer applicants will be Wednesday, 8/16/23 at 2:00pm
- Designer applications are due to LeftField on Wednesday, 9/6/23 and will be electronically distributed to the Fall Brook Building Committee (FBBC) on Thursday, 9/7/23. Paper originals and copies to follow shortly thereafter.

5 – Items not Anticipated 48 Hours in Advance of the Meeting

No items not anticipated 48 hours in advance of the meeting were discussed.

6 – Public Comment

No public comments were heard.

7 – Adjournment

A motion was made by Mr. Bodanza, seconded by Ms. Deacon, to adjourn the meeting.

Voting Member	Yea	Nay	Abstain	Not Present
Mr. Peter Angelini	X			
Mr. Mark Bodanza	X			
Mr. Greg Chapdelaine	X			
Mr. Bill Charpentier	X			
Ms. Paula Deacon	X			
Mr. Steven Mammone				X
Mayor Dean Mazarella, Chair	X			
Ms. Melanie Mikels	X			
Mr. Elliot Nadeau	X			
Ms. Jennifer Reddington	X			
Mr. Brandon Robbins	X			
Mr. Jeffrey Sullivan	X			

Mr. Gregory Thomas				X
Mr. James Whitney				X

The motion passed 11-0-0. The meeting was adjourned at 1:29pm.

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