

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

**FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #4**

Tuesday, August 8, 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		City Purchasing Agent
Mr. Bill Charpentier		City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone	X	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
<b>Other Participants</b>		
Ms. Christine Silverman	X	Leominster Public Schools
Ms. Meredith Tarr	X	City of Leominster
Mr. Craig DiCarlo	X	Leftfield - Project Director

Ms. Linda Liporto	X	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 1:01pm

## 2 – Previous Meeting Minutes

A motion was made by Mr. Bodanza, seconded by Ms. Deacon, to approve the minutes from the Fall Brook Building Committee meetings held on July 11, 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 10-0-4.

## 3 – OPM Report

LeftField introduced Adele Sands, Educational Liaison, in her absence due to the weather issues. Adele will be a valued resource once the educational programming and visioning starts.

LeftField presented an update on the feasibility study schedule and the overall project schedule. With the DSP meeting dates shifting to October, some of the upcoming FBBC meetings are suggested to shift to later dates to allow the selected design team to present more content at the meetings.

LeftField presented the invoice for the month of July, along with an update on the overall budget. It was also noted that the July invoice from LeftField for OPM services was reduced by 50% and will be reduced for August and September as well. This will allow for reduced invoices at the end of feasibility study, due to the delay in Designer selection extending the overall schedule. There was a warrant issued for the invoice in order to continue the approval process.

A motion was made by Mr. Bodanza, seconded by Mr. Robbins, to approve the warrant for the July invoice.

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 Mazzearella, 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 10-0-4.

LeftField reviewed the MSBA website tool that shows construction costs and also notes projects that did not get approval. This information was in response to a question from Mayor Mazzearella at the last meeting.

Leftfield also reviewed community outreach and the website, and suggested the site go live after the design team is on board in order to have some more content on the site.

## 4 – Next Steps

LeftField presented upcoming steps and activities:

- 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.
- The FBBC meeting scheduled for September 12 to be rescheduled to September 26 to better coordinate with the procurement of design services.
- The FBBC meeting scheduled for October 10 to be rescheduled to November 2<sup>nd</sup> to better coordinate with the Designer Selection Panel (DSP) meeting dates.

### **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 Mr. Angelini, to adjourn the meeting.

<b>Voting Member</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Not Present</b>
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 10-0-4. The meeting was adjourned at 1:32pm.