

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #5

Tuesday, September 26, 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		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 (1:10PM)	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		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	X	Leftfield - Senior Project Manager
Mr. Jim Rogers		Leftfield - Owner
Ms. Adele Sands	X	Leftfield - Education Liaison

1 – Call to Order

The meeting was called to order by Ms. Deacon at 1:03pm

2 – Previous Meeting Minutes

A motion was made by Ms. Deacon, seconded by Mr. Angelini, to approve the minutes from the Fall Brook Building Committee meetings held on August 8, 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 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 9-0-0.

3 – OPM Report

LeftField re-introduced Adele Sands, Educational Liaison, who was present at the meeting. Adele explained her role and how she will be a valued resource to the district during the educational programming and visioning.

LeftField presented an update on the feasibility study schedule and the overall project schedule. With the DSP process starting on 10/2 and 10/17, the upcoming FBBC meeting in October was suggested to shift to 11/2 to allow the selected design team to present more content at the meetings.

LeftField presented the invoice for the month of August, along with an update on the overall budget. It was also noted that the August invoice from LeftField for OPM services was reduced by 50% 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 Ms. Deacon, seconded by Mr. Angelini, to approve the warrant for the August 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 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 9-0-0.

4 – Designer Procurement

LeftField presented charts with information about the 9 design firms who submitted responses to the RFS. Charts noted historical data and facts about the firms, noting staffing, referenced projects, size of projects, number of MSBA projects etc. The charts were designed to help the FBBC and 3 designated DSP members review the proposals and decipher the information submitted in order to come to an agreement on what firms stood out for potential interviews.

LeftField also reviewed the timelines and DSP meeting process to help make sure the 3 district members were aware of meeting times, timelines and overall selection process. It was also clarified that the top firm contract negotiations will be starting after the 10/17 DSP meeting.

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 Ms. Deacon, seconded by Mr. Angelini, 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 9-0-0. The meeting was adjourned at 2:04pm.