

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #7

Tuesday, December 12, 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	X	City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone	X	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	X arrived 1:20pm	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 1:02pm

Roll call was taken and it was determined that a quorum was present.

2 – Previous Meeting Minutes

A motion was made by Ms. Deacon, seconded by Mr. Bodanza, to approve the minutes from the Fall Brook Building Committee meetings held on November 2, 2023. A show of hands vote was taken. The motion carried unanimously.

3 – Invoice Log and Warrant Approval

LeftField presented the current invoice log for LeftField invoices for November in the amount of \$22,056. Warrant W25FY24 has been issued, and the motion to approve the warrant was made by Ms. Deacon, seconded by Mr. Bodanza. A show of hands vote was taken. The motion carried unanimously.

4 – Designer Procurement

LeftField presented the current feasibility study schedule to review the timeline and current tasks, followed by the Designer Procurement schedule, showing the completion of the current negotiations with Miller Dyer Spears. Designer procurement has taken approximately five (5) additional weeks than originally anticipated due to the additional time needed to negotiate with a second designer. LeftField will update the feasibility study and schematic design schedule and review it with the design team ahead of the January FBBC meeting, at which time the schedule impacts will be presented to the FBBC. After negotiations with the MDS team and a meeting with the mayor’s office, the teams have agreed on an amount of \$1,054,835 for Feasibility and an additional \$109,738 for Reimbursable Expenses, for a total contract amount of \$1,164,573. The only unresolved aspect of the designer proposal is the insurance limits on some of the subconsultants. Coordination with the Purchasing Department and the city’s Risk Advisor, KFDA, is ongoing and near completion. A motion to authorize the District to contract with Miller Dyer Spears Architects for designer services for the Feasibility Study and Schematic Design phases for the base fee of \$1,054,835 plus reimbursable expenses of \$109,738, totaling \$1,164,573, contingent upon an agreement between the city and Miller Dyer Spears Architects for insurance coverage was made by Ms. Deacon, seconded by Mr. Bodanza. A roll call vote was taken.

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 carried 9-0-0.

5 – MDS Introduction

MDS introduced the team for the project, and presented an abbreviated version of their slides that were shown during the DSP selection process and interview. The slides presented showed how MDS will focus on the educational plan and how that will guide them through a successful project. They also showed examples of other schools that were completed or are near completion, with similar traits to the Fall Brook Elementary School project. They focused on the fact that they are an WBE firm that continues to strive for diversity and a non-traditional staff, and they very much support the goals of Leominster for an integrated school design that focuses on health and wellness and safety. The team will focus on setting clear expectations by interactive listening, multiple touchpoints and creating a 21st century learning environment.

Both MDS and the FBBC noted some concerns with the existing site, and how it has challenges with traffic circulation, proximity to the stream and protected areas, as well as a significant difference in elevations and discussed some future options to explore.

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

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

7 – Public Comment

No public comments were heard.

8 – Adjournment

A motion was made by Ms. Deacon, seconded by Mr. Bodanza, to adjourn the meeting. A show of hands vote was taken. The motion carried unanimously.

The meeting was adjourned at 1:55pm.

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