

FALL BROOK ELEMENTARY SCHOOL PROJECT – Leominster, MA

**FALL BROOK BUILDING COMMITTEE (FBBC) MEETING #7**

Tuesday, January 9, 2024

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		City Building Inspector
Ms. Paula Deacon	X	Superintendent of Schools
Mr. Steven Mammone	X	Asst. Superintendent of Schools
Mayor Dean Mazzarella, Chair	X arr. 1:13pm	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. Meredith Tarr	X	City of Leominster
Ms. Christine Silverman	X	Leominster Public Schools

Richard Bergeron	X	Leominster Public Schools
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
Mr. William Spears	X	Miller Dyer Spears, Principal-in-Charge
Ms. Nereyda Rodriguez	X	Miller Dyer Spears, Project Manager
Mr. Danyul Cho		Miller Dyer Spears, Project Architect
Mr. Daniel Clarey	X	Langan

## 1 – Call to Order

The meeting was called to order by Ms. Deacon at 1:01pm

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

A technological problem between the laptop and projector delayed the presentation.

## 2 – Administrative Actions

### 2a – Previous Meeting Minutes

A motion to approve the December 12, 2023, meeting minutes was made by Ms. Deacon, seconded by Mr. Robbins. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

### 2b – Invoice Log and Warrant Approval

LeftField presented the current invoice log including LeftField's invoice for December in the amount of \$22,056 and Warrant W28FY24. A motion to approve warrant number W28FY24 in the amount of \$22,056.00 was made by Ms. Deacon, seconded by Mr. Angelini. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

### 2c – Budget Update

LeftField presented the Feasibility budget through December 2023. The project has committed 16% of the budget and expended 5% of the budget. It was noted the budget does not yet include the pending contract with MDS which is anticipated to be executed in the month of January.

### 2d – Schedule Update

LeftField presented the current Feasibility Study and Schematic Design schedule. As noted in the previous meeting, the additional time required to procure a design firm impacts the schedule. LeftField and Miller Dyer Spears (MDS) jointly reviewed the potential to accelerate the Preliminary Design Program and Preferred Schematic Report timelines to recover the schedule but determined doing so would not be in the best interest of the project. The result is a two-month extension to the Feasibility Study and Schematic Design schedule. LeftField presented a draft project schedule which shows the school project could still be available to students in fall 2028, the exact timing is to be determined. Time saving strategies include using the Construction-Manager-at-Risk procurement method which will be discussed in a future meeting.

A discussion was held regarding the overall project schedule and typical durations for new school projects.

A discussion was held regarding the MSBA reimbursement rate. The project has not signed a Project Scope and Budget Agreement which will determine the maximum grant amount. The state has recently allocated additional funds for the MSBA to disburse. Periodically the MSBA adjusts the construction cost caps in response to market escalation.

### 3 – Designer Report

MDS reported that the Visioning process and public engagement will be discussed with Ms. Deacon and her team at a meeting scheduled for tomorrow morning (Wednesday, 1/10/24).

MDS reported on recent design team activities. Langan began a wetland boundary survey was begun in December and will be completed over the next week or two. The resulting boundaries are as previously anticipated. Further survey work will be scheduled with the school.

MDS introduced Mr. Clarey from Langan as the traffic consultant on the project. A discussion was held regarding protected species present on portions of the site. The design will respond to wetlands and resource areas. Langan will observe student pick-up later today. Later the traffic and site operations will be observed and included in a report. The goal of the design will be to make vehicular and pedestrian traffic quicker, safer, and better than the existing conditions on Decicco Drive and Union Street. Dismissal times, bus schedules, coordination with Samoset Middle School, and queueing zones will all be discussed.

A discussion was held regarding potential site options for investigation by the design team, including a second access drive from Union Street and a look at adjacent properties. The design team will consider all options and provide pros and cons of each; potential construction costs, construction durations, existing grades, regulatory and permitting, traffic, impact to resource areas, impact to abutters, and other factors will be considered.

Fall Brook Elementary School is currently served by 11 buses. The design team will meet with school staff to understand the current operations.

#### **4 – Items not Anticipated 48 Hours in Advance of the Meeting**

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

#### **5 – Public Comment**

No public comments were heard.

#### **6 – Next Steps**

LeftField presented upcoming meetings and activities over the upcoming three months. The project team is targeting the Preliminary Design Program submission to the MSBA on April 15, 2023. Additional Fall Brook Building Committee (FBBC) meetings may be required to align FBBC approvals with the submission schedule.

Mayor Mazarella advised the city has a Technical Review Board which includes representatives from Inspectional Services, Conservation, department leaders, Fire Department, Police Department, City Planner, and others. Meetings are scheduled as needed. LeftField and MDS will coordinate with the Technical Review Board.

#### **8 – Adjournment**

A motion was made by Mr. Bodanza, seconded by Ms. Deacon, to adjourn the meeting. There was no discussion. A show of hands vote was taken. The motion carried unanimously.

The meeting was adjourned at 1:48pm.